

MINUTES – VILLAGE OF HARVEY

**Regular Meeting
Feb 9, 2022
7:00 P.M. Village Office**

1. Call to order, adopt agenda, approval of Minutes of the previous meeting held on January 12, 2022.

In attendance Mayor Gamblin, Deputy Mayor Corey, Councillor MacMullin, Councillor Davis, Village Manager-Tom MacDonald, and Village Clerk-Katherine Henry.

The Meeting was called to order by Mayor Gamblin at 7:05 pm.

Councillor MacMullin motioned to approve the adoption of the agenda. Seconded by Councillor Davis. Motion carried.

Deputy Mayor Corey motioned to approve the adoption of the previous Meeting Minutes from Jan. 12, 2022. Seconded by Councillor MacMullin. Motion carried.

2. Manager's Report
 - a) Salt/Sand Spreader – The spreader was ordered but there is a delay in delivery. It was supposed to arrive by January 31.
 - b) Garage Door Opener – The garage door opener was installed in January and is working well. They also did a couple of repairs to the door while they were here.
 - c) Streetlight near Robison Crescent – The new pole and streetlight were installed near the end of Ross Little's driveway and is bright at the intersection and the sidewalk.
 - d) Maintenance and Cleaning of Wet Wells at both Lift Stations – Tom reported that there was trouble with the floats in the wet well on the Charlie Little Road. He received a number of alarms with high levels and low levels being reported. Water froze on the floats and Tom thawed out the ice. The pumps on one occasion were both running together but not pumping. He was in touch with Geoff Flanagan and Dwaine Brewer from Englobe about what to do. Tom has not received any training or documentation on how this lift station is supposed to work. Tom also suggested that the Village should be doing a regularly scheduled clean out of the wet wells. The last time it was done on the Lake Road lift station there was a lot of sludge in the bottom of the tank. A cleaning schedule should be created for this cleaning. It was pointed out that the Lift Station on the Charlie Little Road only receives grey water. The one in the Village receives full effluent from several houses and cottages on Route 636 and ground up effluent from the rest of Route 636. The cleaning timing may be different. Tom also suggested that the best cleaning time might be after the summer so that is cleaned out prior to the winter months when there is reduced usage. Tom and Katherine were asked to check when the cleaning was last done on the Route 636 lift station and Tom should develop a schedule for cleaning.
 - e) Tractor Service – Tom reported that the next tractor service is due at 600hrs. He has made arrangements for Riverside to come out to his location.

3. Business Arising from the Previous Minutes

- a) Donation of land from private owners – The Clerk reported that she had been in touch with the Grieve sisters and had sent them the property description as presented by Southwest Surveys. She has asked them to review the description and confirm that this is the land description for the property they wish to donate. The next step would be for this description to be sent to the Village lawyer for creation of a deed. Approval from Council would be required to request the services of the lawyer.

Deputy Mayor Corey moved to approve having the lawyer create the deeds and transfer documents once the Grieve sisters have approved the description. This was seconded by Councillor MacMullin. Motion carried.

- b) Sign Design and Production for Parks and Utility Areas – The Clerk asked if these signs should be commissioned given the change to Entity 59. It was the opinion of Council that the signs could omit specific by-law reference numbers and community names but have the names of the park and park rules. Sign design should continue.
- c) Lights on Welcome Signs – The Clerk had sent a couple of options for solar lights and Deputy Mayor Corey had submitted one for consideration. The lights will need to mount on the side posts and shine onto the sign from the top so that they can be used year-round.
- d) Sidewalk on Route 636 – Dillon Construction has identified a new fund called the Active Transportation Fund that the Village can apply to. This would cover up to 60% of the estimated \$111,000 cost. Ian Morgan from Dillon was on holiday this week, but Katherine will follow up with him to complete this application.
- e) Renewal of Debenture for Lagoon Upgrade – The Clerk reported that she had been in touch with Jennifer Veno at Community Finances, Environment & Local Government regarding options for the debenture renewal. In order to be sure the money from the new loan is in the bank account prior to June 3 when the debenture payout cheque is due to be cashed, the Clerk asked for a decision on the debenture amount and term length. ELG presented estimates for a couple of options based on a ten-year term with amounts of \$60,000 and \$70,000.

The motion was made by Deputy Mayor Corey to renew the debenture for \$70,000 on a ten-year term and pay the balance of \$14,000 from the Utilities 1 Reserve Fund. Seconded by Councillor MacMullin. Motion carried.

- f) Local Governance Reform Update

Deputy Mayor Corey reported on the first meeting of the Transition Advisory Committee. He presented the proposed ward boundaries as four wards and one at-large representative. The wards were suggested by Deputy Mayor Corey as a starting point for the discussion as nothing was proposed by the province. The wards as suggested were based on population and number of houses. Not everyone votes and not every house contains the same number of voters. The wards as presented would have the existing Village as part of a ward in Manners Sutton. This is a very important decision as it will greatly affect the new entity. There is a feeling that this decision is being rushed to accommodate Elections NB and that more discussion should be held. The Council has

been told that changes to these ward boundaries can be made by the new entity Council. There was some discussion about the type of community it will be – Village or Rural Community. The name debate is still to come for the Advisory Committee. There was also a question about communicating progress and issues to the Village people. It was suggested that the website and the Facebook page should be used. The Clerk said that she can create a webpage for Entity 59 updates on the Village website.

There was also a request from UMNb for feedback on how the process is going in the new entities in our area. Deputy Mayor Corey offered to draft a response and circulate to Council for comments before submitting it to UMNb.

4. New Business

- a) PRAC Member – The Clerk reported that a couple of people had been approached to be the PRAC representative for the Village for the remainder of 2022 but all have declined. Another name was suggested and the Clerk will follow up.
- b) Working Group on Cyber Security – Councillor Davis reported that he had offered his name for the working group on cyber security through UMNb. He will be joining this group.
- c) Climate Leadership Course – Councillor Davis also reported that he was selected for a Climate Leadership Course through the Federation of Canadian Municipalities (FCM). He was placed in the specialization: Building the case for integrated climate action. It will be delivered on Zoom over four 1 hour sessions with a final assignment. Councillor Davis will report back after the course is completed. There is no charge for the course.

5. Correspondence – none to report

6. Clerk's Report

- a) Bank Balance Report
The Clerk presented the Bank Balance Report ending February 9, 2022. The balances are adjusted to reflect any outstanding cheques or deposits.
- b) Transactions By Accounts Report
The Clerk presented the Transactions By Accounts Report. This report shows all the transactions on the general bank account for the Village from the previous meeting to today.
- c) Payroll Summary Report
The Clerk presented the Payroll Summary Report to February 9, 2022. This report shows the hours worked for all regular employees on a bi-weekly basis for the year to date.

The Clerk also presented a sample Income Statement that could be part of the Clerk's Report in the future. The budget information has not been included but can be for comparison. The previous year can also be included in this report. The Clerk also reported that The Payroll Allocation – General and Sewage accounts will be used for allocation of each pay as well as the Village Services account so that there will be more visibility on the wage costs in those categories rather than at the end of the year. The payroll taxes will have to be allocated at the end of the year and will remain in their accounts until then.

A motion was made by Deputy MacMullin and seconded by Councillor Davis to approve the reports as presented. Motion carried.

7. Adjournment

A motion to adjourn the meeting was made by Deputy Mayor Corey and seconded by Councillor Davis at 8:55 pm.

Certified Correct,

Katherine Henry
Clerk

Winston Gamblin
Mayor