

MINUTES – VILLAGE OF HARVEY

**Regular Meeting
May 11, 2022
7:00 P.M. Village Office**

1. Call to order, adopt agenda, approval of Minutes of the previous meeting held on April 13, 2022.

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

The Meeting was called to order by Mayor Gamblin at 7:00 pm.

Deputy Mayor Corey asked to add item Transition of Clerks under New Business. Mayor Gamblin asked to add item Sewer Connections on Hanselacker Rd. The Village Manager asked to add Drainage on Cherry Mountain under his report.

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

Councillor MacMullin motioned to approve the adoption of the previous Meeting Minutes from April 13, 2022. Seconded by Councillor Davis. Motion carried.

2. Manager's Report

- a) Street Sweeping on Route 3 and Route 636 – The Village Manager reported that the sweeper on the tractor does not work well against curbs. He received a quote of \$170 an hour for the ValCon sweeper. They have done the sweeping in the past. We are not allowed to use water from the tank at the Rec Centre so Tom has arranged with the Fire Chief to use their pump to get water from the lake.

The motion was made by Deputy Mayor Corey to hire ValCon to sweep Route 3 and Route 636 along all the curbs. It was seconded by Councillor MacMullin. Motion carried.

- b) Lagoon aerators – The Village Manager reported that he had met with Lester Little as he has done repairs on the aerators before. There are nine bubblers in the first section and six in the second. They are wearing out and the plastic may be cracking or plugging up. It will need to be fixed as there are too many customers relying on this system to have it go down.
- c) Summer Student – The Clerk advised Council that we have not received any applications to date for the summer student position. Applications are due by May 23rd. It was advertised with a start date in early June but the Clerk suggested that the start date should be changed now to allow for Grade 12 students to apply. The changed start date will be posted to the Village website and on the Facebook page.
- d) Speed sign – The Village Manager reported that there are some LEDs that are not working. He contacted the supplier last year who suggested doing a reset on the sign but that didn't work. Council advised him to contact the supplier again to see if there are any repair options. It should be left out during the day only and brought in at night.

- e) Drainage on Cherry Mountain – Tom reported that he had met with Rob McKay about a price and options to drain the top part down to Route 3 and remove the cross culvert. They have been very busy with the train track repairs but an estimate is coming.

3. Business Arising from the Previous Minutes

- a) Donation of land from private owners - Update- Carolyn and Nigel Drake and Nancy Watters were in attendance to present a drawing of the proposed trail on the donated land. They had met with Rob Gray and members of Council to walk the trail and Rob had prepared a plan for a proposed trail on the section between 79 Route 636 and the vacant lot next to 141 Route 636. The width would be 60” and would use the natural berm along the lake. The gravel pad across from 98 Route 636 would be dismantled and the gravel can be re-used along the pathway. There would be three bridges required made of hemlock and 4’ wide to prevent access to wheelers. There are no benches showing on the plan but the Clerk suggested that NBCC may be able to make some more benches for this trail. It was suggested that barriers could be put at each end of the trail to also prevent motorized vehicles from accessing the trail.

Nancy asked if there is anything in the Village By-laws that protects park property from commercial development. The Clerk reported that she would check and if not, the By-law could be amended to include a stipulation to protect against future development. There is also a restrictive covenant and defined restrictions of use in the deed as drawn up by the Village lawyer which has been submitted to the donors through their lawyer and to Council. This should be sufficient protection to prevent future Councils to change the trail use.

Nigel then offered that he and Carolyn would take on the cost and management to implement the trail plan as presented and to have it completed this summer. This would become part of the donation and the Village would take ownership as soon as the agreement is signed. The Village would have to verify status with Worksafe NB and monitor the work once the property transfer is done. The Village Manager and summer student will be made available to assist.

Council thanked them very much for their donation of the property and for the trail work. A name suggestion was made as the Grieve Family Heritage Walking Trail to recognize the donation and to celebrate the history of the Grieve family on the property.

- b) Local Governance Reform Update – The name has been confirmed as Harvey but the province will decide if it will be Harvey Rural Community or the Rural Community of Harvey. Mayor Gamblin reported that the next decision of the Advisory Committee will be setting pay rates for the new Mayor and Council. The province will provide pay bands for the new entities and the Advisory Committee will choose.
- c) Washroom Construction at the Lakeshore – The construction of the slab will begin next week. It is expected that it will take 3-4 days to get the lift station installed/connected, the PVC sleeve and water line to the ditch and the pad poured. The contractor has suggested that the back storage room should be made larger by 1’ to give more space for storage and equipment.

- d) Updated COVID Vaccination Policy – The Province reported on March 28th that vaccination would no longer be a condition of employment with the New Brunswick Public Service except for employees working in facilities of the regional health authorities, Extra-Mural/Ambulance NB and corrections, which remain vulnerable sectors.

Council decided in March that they would follow the province so the employment condition of vaccinations will be removed from the COVID Vaccination Policy.

- e) Contract for Wastewater Support – The Clerk reported that Englobe had provided a quote to provide a Class I Wastewater Treatment Certified Operator as oversight to review the monthly reports, discuss any concerns with the Village Manager and aid in trouble shooting for an estimated cost of \$5,000/year. Items beyond this could be covered with a T&M Agreement.

Council recommended the issuance of a service agreement with Englobe.

4. New Business

- a) Fuel Surcharge – The Clerk reported that she had received the surcharge calculation spreadsheet from the Manners Sutton LSD Manager and suggested that it be used for calculating extra fuel cost payments for Riley & Sons, our garbage contractor. The Clerk was asked to run the numbers through the spreadsheet to see what the surcharge amount would be and report back.
- b) Mileage Rates – The Clerk reported that a number of Municipalities are increasing their rates due to the increase in gasoline prices. Council asked to find out what the rates are in other areas and make a recommendation.
- c) SNBSC Planning Report – Alex Henderson supplied a Report to Council which included information on the requirements for a Building By-law update (see below) and one building permit application. He also advised that the Service Commission has developed a digital, fully online permit application which can be accessed at www.snbcs.ca It is easier to use than traditional PDF or paper applications.

Alex has also suggested that, prior to adoption of a new building by-law, By-law No. 2022-3, Council may need to consider amendments to its rural plan to provide for development permits for Code-exempt structures (garages or dwellings under 58.06 m²/625 ft²). SNBSC can provide a full report with proposed rural plan amendments, if Council is interested in proceeding with a building by-law update at this time.

- d) Building By-law Update - The building by-law for the Village of Harvey will be required to be updated in order to be ready for January 1, 2023, regardless of local government reform, when the province's new Building Code Administration Act (BCAA) repeals all existing building by-laws that are adopted under the Community Planning Act. Building by-laws across New Brunswick will have many of same exact provisions, as the content of the by-law is largely dictated by the BCAA. See sample new by-law included.
- e) Keeping Quails in the Village – The Clerk reported that she had received a request about keeping quails in the Village. She consulted the planning department and was advised that the regulation under allowing chickens would also apply to quail as quail are part of a broader species category of birds. There would still be a maximum of six birds and no male birds.

- f) Rural Transit Solutions Fund Award – The Clerk reported that the Village has been awarded a \$50,000 grant. Two companies were consulted during the application process and will be invited to tender the project.
- g) Noise Complaint about Scrubber – The Clerk reported that a complaint has been received from a nearby resident about the noise from the scrubber. Englobe suggested that, while this is not a normal complaint, we can look at a few options. Someone will take some noise measurements at the scrubber to compare to standard noise levels and provide feedback. We can look at installing enclosure, lined with insulation, on two sides. A roof was previously recommended to protect the equipment from snow falling off the roof of the Lift Station.
- h) Salary review – With the recent increase of \$1.00/hr in minimum wage and the same increase planned for the fall, as well as the recent significant increases in the cost of living, it is suggested that a salary review be done for staff. Regular cost of living increases have been given annually but a step difference may be required to keep up.
- i) Rural Transit Solutions Fund – see Item f) above
- j) Beach Clean-up Day May 14th at 10:00am – Volunteers from the Harvey Lake Association and the Fredericton Anglers will be assisting with the spring beach clean up. The general Community was invited to help through website and Facebook posts
- k) Transition of Clerks – Amber Binney has given a date of June 13, 2022 to return to work following her maternity leave. Deputy Mayor Corey recommended that Katherine Henry remain as the designated Clerk until the end of August to give Amber time to get up to speed on changes and until greater clarity is given on the positions required for the new entity.

The motion was made by Deputy Mayor Corey to extend the employment of the Katherine Henry as Clerk until August 26, 2022. It was seconded by Councillor Davis. Motion carried.

- l) Sewer Connections on Hanselpacker Rd – Mayor Gamblin reported that he had received a request from George Hanselpacker for the Village to supply his daughter’s house at 46 Hanselpacker Rd with sewer service. There may also be a possibility that the houses at 34 and 57 Hanselpacker Rd could be included in this. The Clerk reported that the Village had looked into this option several years ago and had offered a cost share on the development of the full construction cost and drawings which was declined. The Clerk was asked to find out what was done in the past and to see what the options would be now.

5. Correspondence

- a) Consultation Webinar for Circular Materials Atlantic June 7, 2022 1:00-3:00 p.m.
- b) Commissioner on Systemic Racism, Manju Varma, Ph.D. - an invitation to participate in the process of conducting a comprehensive review of the extent and scope of systemic racism in New Brunswick.
- c) NB Municipal Week September 19th to 25th

6. Clerk's Report

a) Bank Balance Report

The Clerk presented the Bank Balance Report ending May 11, 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 May 11, 2022. This report shows the hours worked for all regular employees on a bi-weekly basis for the year to date.

d) The Clerk presented the Income Statement for the year to date with a comparison to the annual budget.

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

7. Adjournment

A motion to adjourn the meeting was made by Councillor MacMullin and seconded by Councillor Davis at 9:55 pm.

Certified Correct,

Katherine Henry
Clerk

Winston Gamblin
Mayor