

MINUTES – VILLAGE OF HARVEY

**Regular Meeting
Nov. 13th, 2019
7:00 P.M. Village Office**

1. Call to order, adopt agenda, approval of previous Minutes.

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

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

Councillor Howse requested that discussion of John's Bench and Deputy Mayor Corey requested that the letter to the Environment Director be added to the Agenda.

Deputy Mayor Corey motioned to approve the adoption of the amended agenda. Seconded by Councillor MacMullin. Motion carried.

Councillor Howse motioned to approve the previous Minutes from October 9, 2019 as circulated. Seconded by Deputy Mayor Corey. Motion carried.

2. Manager's Report

- Access to NB Power pole at PAN 06132839 on Candlelight Lane – While fixing a breaker, NB Power indicated concern about lack of access to a power pole at the bottom of the property now owned by John Thompson. Debris has been dumped on the property for fill and is now blocking the easement for access to the pole. If something happened to the transformers on this pole, there would be no power to the Lagoon or the Curling Club. Katherine was asked to find the drawings which show the easement requirements and send Mr. Thompson a letter asking him to clear the access easement.
- Brush trimming – Trimming was done by Asplundh on Hanselacker Rd and on Cherry Mountain. The actual cost was less than their estimate.
- Requirements of McAdam Village Works Dept – Ed Arsenault was in touch with Tom regarding a tour of our facilities at the request of the Mayors. The Village needs to determine what we would need him to do for lagoon maintenance and monitoring and to find out what the cost would be. Previously Natech Engineering would get the monthly reports and prepare an annual report with this data but Natech is no longer set up to provide this service. A quote for service from Dillon was received in January of 2019. Tom was asked to provide a tour and Katherine was asked to follow up to see what we would need this person to do and how much it would cost.

3. Business Arising from Previous Minutes

- Charlie Little Road Sewer Project update
Work is progressing but they are quite far behind schedule and it is looking unlikely they will have the system working by winter.
- Annual Report – The new legislation requires that the Village produce an annual report by the end of June each year. This has not yet been completed but a draft will be circulated shortly and this will give the ongoing format for easier completion next year.

- Harvey Improvement Association Lease – Discussion was held regarding the draft lease sent to Council by the Harvey Improvement Association. The lease term is five years but Deputy Mayor Corey stated that the term may not be that important as it seems to be almost an automatic renewal. Councillor Howse asked if the HIA has a say in the improvements that are done. Deputy Mayor Corey stated that the HIA would like to be informed of the plans but would not necessarily be able to say yes or no.

Councillor Howse asked if we should have our lawyer review the lease. Council agreed it should be reviewed by the Village lawyer before it is signed.

Councillor MacMullin suggested a 10-year term would be better instead of 5 if there was going to be significant investment in facilities. Deputy Mayor Corey expressed concern that if the HIA ceased to exist in the 10-year lease period there would be no one to re-sign the extension. He suggested that a clause in the lease agreement could be added to say that the Village would take ownership of the property if the HIA ceased to exist during the lease term and stated that he would also prefer a 10-year term to a 5-year term. The question was also raised about what would happen if the Rural Community came into being during the lease term. It is believed that the lease agreement would transfer to the new entity.

The motion was made by Deputy Mayor Corey that a letter be sent to the Harvey Improvement Association by the Mayor to request a 10-year term and an ownership clause. Seconded by Councillor Howse. Motion carried.

- Snow clearing replacement
Council discussed having a person trained and available to perform sidewalk and road clearing in the event that Tom might not be available. A person was interested last year and Tom will find out if he is available for this year. Katherine was asked to develop an employment contract outlining pay and responsibilities.
- John's Bench
Ryan Little has not found a log for use on the bench but will have a bench ready for spring next year.

4. New Business

- Equipment purchases at Jardine's Auction
Deputy Mayor Corey identified two items at Jardine's online auction that the Village should consider purchasing. One item is a skid steer rotary broom that could be connected to the tractor and used for sweeping Village streets. The current bid is \$850. Councillor MacMullin asked if there is a suitable storage location. Tom replied that it can be stored beside the Maintenance Shed. Deputy Mayor Corey suggested that an additional \$1000 may be needed to get the required connections working with the tractor. The question was also asked regarding the threshold amount for capital purchases. Katherine will check and confirm.

Deputy Mayor Corey made the motion to have the Clerk bid on the skid steer rotary broom to an initial maximum of \$1,850. Seconded by Councillor MacMullin. Motion carried.

The second piece of equipment was a portable washroom container. This container

contains two washrooms with a toilet and sink. This would be used at the Lakeshore and placed near the playground where lake water could be accessed and sewer could be drained to the lift station. It could be placed on a trailer for ease of movement as it would only be at the Lakeshore in the summer months. A concrete pad could also be used. There would be costs to get it working and the existing toilets would need to be decommissioned. The current bid is \$650.

Deputy Mayor Corey made the motion to have the Clerk bid on the portable washroom container to an initial maximum of \$2,100. Seconded by Councillor Howse. Motion carried.

- Sewer late payment fees
The current system of calculating late payment fees as set out in the Sewer By-Law revision in 2014-09 *“(3) All amounts outstanding, including accumulated interest and surcharges at the end of six months from the date of billing shall be subject to a surcharge at a rate of 9%. The surcharge will be applied effective the last day preceding the next installment billing.”* has not been effective at encouraging people to pay their bills upon receipt. Some are actively waiting until late in December to pay as they know there is no penalty until then. The original sewer by-law applied interest at 1.5% compounded monthly. This can be difficult and time consuming to calculate but would be much more effective in getting payment sooner. Councillor MacMullin suggested a late penalty rather than an interest amount as it might be easier to calculate. Even if interest is calculated monthly, it would still only be billed with the next bill. If the interest is not charged on the monthly interest, then late payers would be able to stop the interest accumulating with their invoice payment and any interest accrued would be charged to that point and charged on their next bill. Katherine was asked to investigate what our accounting system is able to do automatically and report next month with a suggestion. This would not go into effect until the July invoices in 2020 as it would require a change to the Sewer By-Law.
- Garbage Tender opening Nov. 25 at noon
Reminder that the Solid Waste Tender opening is on Nov 25th and at least one Council member should be there. The tender call is on the NBON website.
- Budget for Christmas Beautification
A letter was received from the Christmas Beautification Committee with a proposed budget for Christmas decorations in the Village and for the tree lighting event scheduled for Nov 29th at the Fiddle. The amount requested was \$730. A review of expenditures to date for summer work was done and with the donations received for baskets and the contribution from the Harvey Community Days fund, there are funds remaining in the budget.
The motion was made by Councillor MacMullin to approve the Beautification budget request of \$730, seconded by Deputy Mayor Corey. Motion carried.
- Edward Christie-Instructor of the Year NB 2019 Award from International Hunter Education Association Canada
The Village Office was advised that local resident, Edward Christie, was going to be receiving the Instructor of the Year NB Award on Nov 13th. Council expressed their

congratulations. Katherine was asked to get the information and post an announcement on the website and for the Facebook page.

- Budgets 2020

The deadline for submitting the budgets to the government is Dec. 20th. We are still waiting for information from them to complete the budgets including our road costs, assessed value, cost of assessment and equalization grant. The policing costs have also not been received. Deputy Mayor Corey suggested looking at the admin and manager time being allocated to sewer costs as this is likely to rise with the Charlie Little Road sewer line coming to the Village next year. Once the numbers have been received, another budget meeting will be scheduled.

- Insurance 2020

The renewal premium for 2020 will be an increase of \$799 or 7.5% over last year for the same coverage. They applied a 3% inflation factor to the Village owned property, but the coverage is the same as last year.

- Letter to Dept of Environment Director, Mike Cormier

On Oct. 15, two members of the Authorizations Branch of the Department of Environment and Local Government, Joyce Wang, Approvals Coordinator and Rhonda Morrow, Environment Inspector visited Harvey at the request of cottage owner Curtis Little. They did not notify the Village of their visit, but the Village Manager was able to be present for the first part of the visit to inspect the filter box on Route 636. Deputy Mayor Corey sent a letter by email to Mike Cormier, Director of the Authorizations Branch of DELG, expressing concern at an inspection of Village assets with a resident and without notice to the Village. Deputy Mayor Corey advised Council that a response has not yet been received. The suggestion was made to follow up with Carl Urquhart if no response is received soon.

5. Dan Fletcher

- Harvey Community Days Harvey logo

Dan showed Council the chosen logo. Council thought it looked good. Dan said the Village was welcome to use it on any of their documentation or advertising.

- Harvey Curling Club Sewage update

The Curling Club received \$10,000 in funding from the RDC to upgrade the downstairs bathrooms and provide a wheelchair accessible bathroom on the main floor. The plan would be to complete the connection to the Village sewer system in the spring.

- Harvey High Bus Purchase - Harvey Community Hospital Foundation Update

Harvey High School is currently fundraising to purchase a new bus to replace the one that was stolen in the summer. If the School purchases the bus it cannot be used by the Community. Dan asked if the Village would consider owning the bus and renting it to community groups with a preference to the High School sports teams. This model is used in McAdam. Council indicated they were open to owning the bus, but more investigation would need to be done. Katherine was asked to contact McAdam and find out how they operate their bus rental.

- HMCC rink re-opening night Dec. 31

There will be a New Year's Eve party to re-open the rink with free skating and a one-night Chase the Ace from 7-11 pm.

- Village of Harvey Rental Agreement with HMCC
Dan asked if we could formalize the rental of the space by the Village with a lease agreement. Katherine stated she has an agreement template and could do up an agreement for use.

6. Correspondence

- Emergency Management Course online
This course is available online for free and is designed to prepare students to carry out planning and operations during an emergency. It was previously available on a CD.

7. Clerk's Report

- Bank Balance Report & Transactions By Accounts Report
The motion was made by Deputy Mayor Corey to approve the Bank Balance report and the Transactions by Accounts Report as presented. Seconded by Councillor MacMullin. Motion Carried.

8. Adjournment

A motion to adjourn the meeting was made by Councillor Howse and seconded by Deputy Mayor Corey at 9:36 pm. Motion carried.

Certified Correct,

Katherine Henry
Clerk

Winston Gamblin
Mayor