



VILLAGE OF GAGETOWN Council Meeting Minutes

Date: June 15th, 2020 - Regular Meeting of Council

1. This meeting was held in person for Council & Clerk. The meeting was closed to staff and the public due to COVID-19 restrictions, however everyone was free to join the meeting using Zoom Conference Software. Details of how to join the meeting were posted on the calendar event on the Village Website. The meeting was called to order by Mayor Blaney at 6:30 pm with a welcome to those who are listening in via the conference call. Councillor McNamee, Deputy Mayor Pleadwell and Clerk White were present.
2. Approval of Agenda:
 - Call for Motion to Approve Agenda: It was moved by Councillor McNamee and seconded by Deputy Mayor Pleadwell to adopt the agenda. With no questions and all in favour, the motion was carried.
3. Presentations:
 - Bernie Hoganson presented his report for the Planning Review and Adjustment Committee meeting held on May 26th, 2020. A copy of the Report is available for review at the Village Office.
4. Approval of Minutes:
 - Regular Meeting of Council – May 19th, 2020: It was moved by Deputy Mayor Pleadwell and seconded by Councillor McNamee to approve the minutes as presented. With no questions and all in favour, the motion was carried.
5. Correspondence:
 - Permits May 2020: three permits issued in May 2020
 - Ministerial Order - Sewage Lagoon Cleanout: we received the approval of our application to borrow up to \$110,000 for the cleanout of the sewage lagoon.
 - Canada Summer Jobs approval for one position. The agreement is for 100% of the wages for 35 hours per week the summer. We will be hiring Pieter Tym again this year. Pieter and Ryan will be participating in health & safety training before the start of the summer job term.

- SNB Notification of the Separation of Tax Assessment Notices and Tax Bills. SNB sent around an information file outlining the changes for how the tax assessments and bills will be handled from this point on. Residents will receive an Assessment Notice in the fall of each year which only informs residents of the assessed value of their property. The Tax Bill will come out in the spring of the year with the tax amount due. The amount due is a function of the assessed value and the tax rate. The biggest impact on the Village is that this change means our Village Budget process timeline will be moved ahead by approximately 45 days. Clerk White will check with SNB to see if they would be willing to have an information session for the Village to help answer any questions residents may have. More information to follow.
 - Gas Tax Allocation Letter – the Village has received its 2020 Gas Tax Funds. The funds normally come in two installments, July and December. This year all the funds are coming in July to help with COVID-19 issues.
6. Medical Clinic Parking – the Medical Clinic has been using the parking area on the adjacent property for many years. The Village provides a tax receipt to the landowners each year for the use of the land/parking area. There is a request from the landowners to increase the amount from the \$85/month that has been for many years to \$100/month starting in 2020. This is not a cash transaction – the Village provides a receipt of a donation in kind to the landowners. Clerk White checked with our auditing firm to be sure this meets the proper requirements for municipal finance regulations. There were no concerns from the auditor’s point. Council agreed that the increase is warranted and instructed Clerk to increase the amount to \$100/month.
 7. Explore Magazine – request for ad in Explore magazine. We had advertised in the magazine in the past and have a full page for the cost of a ¼ page ad. Council agreed that this is good value for the dollar and decided to proceed with the \$525 ad.
 8. Environmental Trust Fund CCAP – we received three proposals – Stantec, Dillon and CBCL. The three proposals have been reviewed by staff and by ELG personnel. The Stantec proposal was deemed to be the best proposal for the Village. Council agreed to proceed with Stantec provided that they can satisfy the couple of concerns raised during the review process. Moved by Councillor McNamee and seconded by Deputy Mayor Pleadwell that we accept Stantec’s proposal pending satisfying the concerns noted. Deputy Mayor Pleadwell noted that we need to be sure that any cost overruns will be managed carefully as any additional costs will have to be covered by the Village from our operating funds. With all in favour, the motion was carried.
 9. Sewage Lagoon Cleanout – we received three proposals from three engineering firms for looking after the process. There is a lump sum portion which includes the engineering and design, tendering, award and preconstruction start-up meeting. The operational phase of the work will be done on an hourly rate basis because it is difficult to determine how many hours will be required to complete the work. Of the three proposals from exp,

Crandall and CBCL, the best price was from exp. Funding for the project will come from the Gas Tax Funds, our Sewer Capital Reserve Fund, our sewer operating fund and our borrowing ability. It was moved by Deputy Mayor Pleadwell and seconded by Councillor McNamee to accept the proposal from exp Services. With no questions to the motion and all in favour, the motion was carried.

10. Community Investment Plan for Gas Tax Funds – plan has been modified to realign the 2020 funds from the stormwater drainage work to the sewage lagoon cleanout. It was moved by Deputy Mayor Pleadwell and seconded by Councillor McNamee that we modify the CIP to reflect the 2020 allotment of Gas Tax Funds be spent on the sewage lagoon cleanout project. With no questions to the motion and all in favour, the motion was carried.

11. STAFF REPORTS

- Village of Gagetown Volunteer Fire Department – Ryan McNally: Acting Chief McNally gave a report to council outlining the recent activities of the Fire Department.
 - There were four calls this month
 - Hose testing is partially complete. All hose tested has passed so far.

- Public Works – Ryan McNally: Report is attached detailing general activities over the past month.
 - Mowing is ongoing
 - Cleaning up garbage on Village Streets.
 - Had four fire calls this month.
 - Flushing of sewer lines almost complete. Will be complete next month.
 - Met with engineers re sewage lagoon upcoming work.
 - Dealing with Thomas Industrial re problems at the Lift Station.
 - The usual operation and maintenance duties for supplies and equipment.
 - A copy of Ryan’s report is on file and is available for viewing at the Village Office.

- Village Administration – Robert White:
 - Normal recurring administrative duties continued over the month as usual.
 - Spoke with Claude Leger of Shannon Buffett. First draft of the audited financial statements arrived on June 11th. Council will have to meet to review.
 - 2019 Annual Gas Tax Funds Report submitted and accepted.
 - EMO – Our local EMO Committee is meeting by conference call on an as-needed basis to stay up to date on the current situation.
 - Canada Summer Jobs – approval for one worker received. Funding is for 100% of the wages. We advertised for interested persons. Pieter Tym was

- the only qualified person who applied. Pieter will start on June 22nd with safety training.
- COVID-19 Operational Plan is almost complete. We are aiming to have the office back open to the public by the first part of July. Rotary Park washrooms will remain closed until the pandemic conditions change.
- The picnic tables will have to be removed from the Green until we can arrange for the cleaning and protection required by Department of Health regulations for COVID-19.
- Blair Stirling asked if he could plant a pear tree at Rotary Park in memory of John Shackelton. Blair was given permission to plant the tree.
- Spoke with NBDTI re the agreement with the Village. There is a document that governs the parameters what NBDTI does and we now have a copy.
- The boat launch happened June 5th and went well. They used a larger crane so it could stay further back from the wharf edge. Flood & Sons will visit the site later this summer to see what caused the issue last year.
- Participated in a conference call with AMANB regarding Regional Resiliency Teams. The process is still in the beginning stages.
- The Clerk's Report is available at the Village Office.

12. Councillors' Reports

- Councillor Pleadwell
 - Tourism and Beautification: the ferry has returned. This will be very good for the Village. Many thanks to the Ferry Committee for a job well done. Many thanks to Ministers Wetmore and Oliver and Premier Higgs for seeing it through. Deputy Mayor Pleadwell will be doing media interviews regarding the ferry. Compliments to the Gardening Club for the beautiful job of planting again this year.
 - Fire Department – nothing to add to the Chief's report. It was good to see the Fire Department's equipment helping out with the sewer cleaning/flushing this month. This saves the Village lots of money by not having to hire a flushing truck to do this work.
 - Finance:
 - Payables were presented for payment as follows:

General payables:	\$ 95,795.07
Sewerage payables:	\$ 254.75

Deputy Mayor Pleadwell added that the Village should not spend any money that is not considered essential during this time.

Motion to approve General payables and Sewerage payables as made by Deputy Mayor Pleadwell and seconded by Councillor McNamee. With no questions and all in favour, the motion was carried.

- EMO –meetings taking place on an as-needed basis. Less issues to discuss as pandemic seems to be coming under control. Provincial EMO updates are posted on our website as available.
- Councillor McNamee;
 - Policing: no report from RCMP. We still haven't been given a new point of contact in the absence of Sgt. Andrew Griffiths.
 - Recreation: GDRC report is available at the office for review. They are still working on programs for the public this summer.
 - Human Resources – nothing new to report.
- Mayor's Report:
 - Solid waste and recycling are back the usual schedule. There are still some restrictions for residents who bring waste to the landfill directly. Check with RSC11 for more information.
 - Finance Committee will be meeting this week. Report for the end of the second quarter should be available. There hasn't been a great deal of impact on the finances of the landfill site. Both revenue and costs have been reduced during the pandemic.
 - The Governance Committee met last week. The change to the length of term has been approved by the committee and will be recommended to the Board.
 - The RSC11 Office was closed for a few days last week. There was a suspected case of COVID-19 in the office. Tests were done and the results were negative, so the office has reopened.
 - Mayor Blaney noted his thanks to the Ferry Committee for their effort over the last four (or more) years to ensure the return of the Gagetown Ferry. Their efforts have not gone unnoticed. Councillor McNamee indicated that he was on the call with Minister Oliver and passed along his thanks on behalf of the Council.
 - With the onset of the Atlantic Bubble we could be looking at regional tourism visitors. We should explore the radio ads we have done in the past. Clerk White will check into the ads for this year.

13. Open Floor:

- No comments from the public.

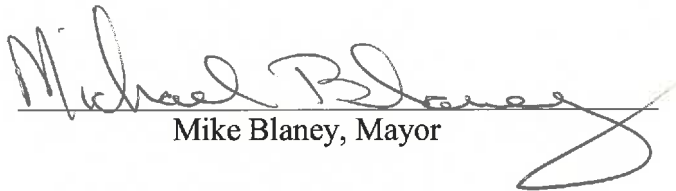
14. Closed Session:

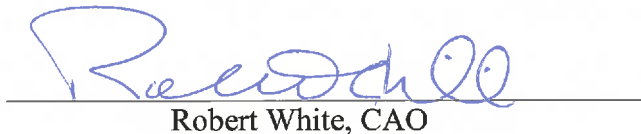
- Moved by Councillor McNamee to move into closed session at 7:35 pm.
- Matters discussed in closed session were under the Local Governance Act Section 68 (1).
- Open Session: Moved by Deputy Mayor Pleadwell to move into open session at 8:05 pm.

15. Moved by Deputy Mayor Pleadwell and seconded by Councillor McNamee to list the Village-owned property on Harts Lake Road for sale. Clerk White to list it on Kijiji as soon as possible.

16. Next Meeting: July 20th, 2020.

17. Motion To Adjourn – moved by Councillor McNamee. Meeting adjourned at 8:10 pm.


Mike Blaney, Mayor


Robert White, CAO