

MINUTES OF FEBRUARY 12, 2018

6:30 PM PRE-MEETING

REGULAR MEETING

A regular meeting of Council was held February 12, 2018 at 7:00 PM with Mayor Keating presiding. All members of Council and the Clerk were present.

THE LORD'S PRAYER

APPROVAL OF AGENDA

It was moved by Councillor Kitchen and seconded by Councillor Best that '*The Agenda be approved.*' MOTION CARRIED

CONFLICT OF INTEREST DECLARATION

No conflict declared.

APPROVAL OF PREVIOUS MINUTES - January 22, 2018

It was moved by Councillor Kitchen and seconded by Councillor McNeil that, with two clarifications, the '*Minutes for the Council Meeting held on January 22nd be approved.*'
MOTION CARRIED

MANAGER OF WORKS REPORT

The Manager of Works joined the Meeting to give the following report:

January 13, 2018 Storm Event – Situation Report

SUMMARY OF EVENTS

Weather Factors According to Environment Canada (Moncton International Airport) - There was a temperature swing of 29 degrees Celcius from January 10-13 with approximately 20-25 centimetres of snow on the ground prior to that temperature swing, and approximately 35 millimetres of rain fell during January 12-13.

Immediate Impacts - Significant snowmelt runoff combined with heavy rainfall to cause minor drainage issues associated with blocked storm grates. There were significantly-high water levels in the Petitcodiac River and MacNaughton Brook.

Notable Damage to Municipal Assets and Impacts to the Public - MacWilliam Road project was successful in providing safe and reliable access to residents of Hilltop Subdivision. There was minor erosion of the north shoulder of Bleakney Road, moderate erosion of the polishing pond retention berm, and significant erosion of the Highland Wetland Trail system with the loss of surface tailings to varying degrees of severity. The polishing pond damage estimate was approximately \$7,500, but repairs were made for less than \$6,000, completed by January 26. Damage to the wetland trail was estimated at \$14,260 and was repaired for that amount, completed by January 26 and returned to public use.

Surplus Funds - CWWF (Clean Water Wastewater Fund) Project No. 6990-1066 (MacWilliam Road Culvert Replacement Project)

SUMMARY OF CWWF FUNDING AND PROJECT COST

Total Project Financing (Federal 50%, Provincial 25%, Municipal 25%) - \$2,161,276.00 (Net amount considering 4.2855% HST)

Total Eligible Project Expenses - \$867,979.85 (Net amount considering 4.2855% HST). Bids came in much lower than expected. This total does not include land and legal costs.

Estimated Remaining Funds - \$1,293,296.15 (Net amount considering 4.2855% HST). These

surplus funds can be applied to further eligible projects along MacNaughton Brook, along which there are seven crossings:

#1 - MacWilliam Road - Project completed.

#2 - CN Rail - Culvert is outside municipal jurisdiction.

#3 - Bleakney Road - Probable cost of this project would likely exceed the available surplus funds. This particular project would have the potential to impact multiple land parcels due to right-of-way requirements, and could result in unexpected delays due to land requirements. It would also involve more complex traffic control being a single-access road to the residential area.

#4 - Albert Trail Culvert No. 1 - This has more ease of constructability and is “shovel-ready” for 2018. Would contribute to the overall alleviation of drainage issues for residents along Briarcroft Street.

#5 - Route 106 (Main Street) - This is outside municipal jurisdiction. Being an NBDTI-controlled structure, it could be replaced under the Provincially-Designated Highways Program (would require a 5%-15% municipal contribution).

#6 - Larsen Lane - Ease of constructability and “shovel ready” for 2019 (the surplus funds would have to be used by the end of 2019). Project would contribute to the overall alleviation of drainage issues for residents along Larsen Lane and Parkin Street.

#7 - Albert Trail Culvert No. 2 - Projected completed.

Pre-Design Opinion of Probable Cost (Albert Trail Culvert No. 1) - \$383,066.71 (Net amount considering 4.2855% HST)

Pre-Design Opinion of Probable Cost (Larsen Lane Culvert) - \$845,390.41 (Net amount considering 4.2855% HST)

Estimated Amount of Deallocated Funds - \$64,839.03 (Net amount considering 4.2855% HST)

Annual Performance Report – Wastewater Treatment

SUMMARY OF REPORT

Compliance - Includes any Emergency Reporting in the operating year. This includes the report on the January 25, 2017 ice-storm, which affected all four pumping stations and released untreated wastewater through overflows.

Effluent Monitoring Plan - Through the 2015/2016 Environmental Risk Assessment, the Effluent Monitoring Plan identifies other elements that have to be monitored for and sampled for as outlined in the COA (Certificate of Approval to Operate). An added element this year for monitoring/sampling is Total Phosphorus.

CSO/SSO Control Plan (Combined Sewer Overflow and Sanitary Sewer Overflow) - Looks at all of the Village’s lift-stations, the amount of gravity-fed wastewater running to these stations, it breaks down the age of the pipe and the amount of infiltration. There are short-term (0-2 years) and long-term goals (2-10 years). Under short-term goals, an infiltration and inflow study should be conducted. Upgrading the Village’s collection systems should also be considered in effort to reduce events of infiltration and inflow. Long-term goals should include master sewer planning and system improvements to reduce inflow into the municipal system (foundation drain tile, sump pumps).

It was also noted that while the COA is administered by the Provincial Department of Environment and Local Government, the regulatory guidelines are federal under the Fisheries Act, and any emergency reporting is done to the Coast Guard.

Public Library – 2017 Inspection Report

Overview - Discussed building history, use and changes, and recommendations for improvements.

Detailed Summary - Touched on exterior/site, drainage, roof, siding, structure/interior, plumbing, heating, electrical, and signage.

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Signage - Manager of Works came up with a concept for a new sign (4'x5'), which could be lighted. Some ground preparations could be done in-house to cut costs.

Traffic Logix SafePace 250 - Radar Speed Sign - Arrived early this month. Did some in-house tests. Sign boasts a fixed solar panel for long-term use, and an internal battery which alone would power the portable display for 4-5 days. Its software is compatible with Windows 7, 8 and 10. It has wireless communication via bluetooth radio. There is a speed violator strobe light. It has the ability to collect baseline traffic data, as well as generate statistical reports. Preferred locations of installation are being considered through consultation with the RCMP.

General Items for Discussion

Capital Asset Management Planning - Progress reports No. 1 & No. 2 were issued by Crandall Engineering on February 2nd and 9th based on visual inspection of streets. Will be coming up with levels of urgency for road repairs. Now working to obtain additional maps, base plans, and record drawings of key infrastructure assets (wastewater collection and storm systems). Will be meeting on February 14, 2018 to handover existing CCTV inspection of wastewater collection system and to plan additional inspection of areas with no historical data.

Facility-Wide Standby Generator System for 56 Douglas Street - Expect to receive proposal from EXP Services (consulting) by middle of February.

Municipal Service Easement Amendment – This is regarding 3268 Main Street, located on the south side of Main just before Reeder Road. The easement was originally established in 1983 for a wastewater sewer line (informally dubbed the "frontyard-backyard" sewer due to its meandering path). Was amended at this particular location in 2003 to accommodate an accessory building, the changes of which now encumber the main dwelling. The request is to amend the Municipal Service Easement to its former location from 1983 to permit the removal of the 2003 accessory building and an addition to the main dwelling. Information has been distributed to the property owner, the SERSC development officer, and members of the development review committee. Property owner will have to submit a planned survey, cover the cost of doing so, as well as cover the cost of the removal of the current easement and the registration of the new easement, plus legal fees.

Questions

MacWilliam Road - Councillor Bartlett asked about MacWilliam Road during the January 13 rainstorm and was informed that it surely would have been impassable with 5-6 feet of water over it had the road not been upgraded this past Fall. The project worked as it was expected to do.

CWWF Surplus - Regarding the surplus funds from the MacWilliam Road/Albert Trail Culvert No.2 projects, the options for the project funding, specifically in Salisbury, are limited to dealing with existing infrastructure that deals with storm water management, so they approached the entire MacNaughton Brook culvert network-of-crossings as a whole. Two of these crossings were completed last Fall. The surplus funds from those improvements can now be put toward fixing another two of the seven culverts. The approvals process has begun. The Manager of Works is confident that it will be successful.

Mayor Keating and Council thanked the Manager of Works for his report.

FIRE DEPARTMENT REPORT

The tender-opening for the new fire truck took place on February 2nd with two tenders received. With Salisbury Fire & Rescue Chief David Bannister in attendance, along with Assistant Deputy Chief Lee (Doc) O'Brien and Lieutenant Roy Steeves, it was moved by Councillor McNeil and seconded by Councillor Best that *'The Village of Salisbury award Tender SAL001-2018 to the lowest bidder in the amount of \$496,915.00 HST included as/per their revised*

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proposal price submitted on February 8, 2018 for the Supply & Delivery of one only 2018 or latest model year Pumper-Tanker as recommended by the Salisbury Fire & Rescue's Truck Committee to MAXIMETAL Inc. Referring to a provided photo, Councillor Best asked if the two-tone red-grey colour would cost extra, to which Lieutenant Roy Steeves replied that it would not, that it is a factory option. He added that the truck will be named "The Silver Fox." MOTION CARRIED

DIRECTOR OF PARKS & LEISURE REPORT

The Director of Parks & Leisure was unavailable for the meeting but, on her behalf, Councillor Wilson delivered the following report:

NB Family Day - With the final day of Salisbury Winter Carnival being known as Family Day at Highland Park, the Village has partnered with the Province to be one of four communities in the southeast to officially mark the first ever New Brunswick Family Day, albeit on Saturday the 17th instead of Monday the 19th, which is the official NB Family Day. As a result of the partnership, the Winter Carnival Committee will receive from the Province a banner and other "swag" for the celebration.

Dwight Mann - Dwight Mann will be teaching Parks & Leisure's new iPad and Android tablet course for seniors, beginning February 21st and running for five weeks, each Wednesday morning from 10:00-11:30. The previous iPad courses were very well-received.

Winter Carnival - Winter Carnival continues this week with events including Thursday's Spaghetti Supper, Friday's Kids' Day and Family Skate, and Saturday's Family Day at Highland Park.

CORRESPONDENCE

The following item was discussed by accommodated and remaining correspondence placed on file

Office of the Fire Marshal - Letter to Fire Chief Bannister - Appointments under FPA

Councillor McNeil and Fire Chief David Bannister expressed their disappointment with the request from the Fire Marshal to have representatives from volunteer fire departments become local assistants to the Fire Marshal's Office, to be pressed into the role evenings and weekends and holidays when the Fire Marshal's Office is off-duty. Chief Bannister stated this is an unreasonable request of volunteer fire departments, adding that the volunteer chiefs are not qualified to investigate fires. Councillor McNeil will contact Fire Marshal Douglas Browne to state their opposition to this request, believing it is not right to ask volunteers to do the job of paid Fire Marshals.

DEVELOPMENT REVIEW COMMITTEE REPORT (1)

Nothing to report.

BUSINESS ARISING FROM MINUTES

Erosion

Councillor McNeil explained that Fort Folly First Nation will be asked for its input into the problem of riverside property erosion being faced by Salisbury. Councillor Wilson will draft a letter.

DEVELOPMENT REVIEW COMMITTEE REPORT (2)

Councillor Best returned to the topic of the Development Review Committee to point out that the committee is seeking additional members, and asked Council to consider suggesting some community members to approach.

BUSINESS ARISING FROM MINUTES (CONTINUED)

HR Services

Council decided to gather late afternoon on February 20th instead of on the evening of the 13th to further discuss the draft of the Village's new Human Resources Policy.

FCM / Asset Management

As mentioned earlier in the meeting by the Manager of Works, work is ongoing toward compiling information.

CORRESPONDENCE

The following items were discussed by accommodated and remaining correspondence placed on file

Dept. of Environment & Local Government - 2018 Budget Approval

The Village of Salisbury's 2018 Budget documents have been returned to the Village with minor changes requested; that is, that Capital expenditures be moved under Fiscal Services. The budget documents will be scanned and placed online with these minor alterations that do not affect the end result. It was noted by Councillor McNeil that Salisbury is one of the few communities that posts its budgets online.

Southeast Regional Service Commission - Local Planning payment Oct-Dec 2017

SERSC Planning Revenues for October-to-December totalled \$3,441.84.

Minister of Health - Letter Re: Village proposal for health center location

Received a response letter from the provincial health minister regarding a proposed health center location. Will be copied for upcoming meeting between Mayor Keating and members of Village Council and Horizon Health Network CEO Karen McGrath. Councillor McNeil said he would be making an updated presentation at that meeting.

Horizon Health Network - Community Health Recognition Awards - nominations

Regarding the call for nominations for the Horizon Health Network's Community Health Recognition Awards, Councillor Best suggested they nominate the Director of Parks & Leisure. Councillor Wilson noted they had also submitted her name last year, and agreed that another nomination is warranted and will do so.

Petitcodiac & District Figure Skating Club - Ice Show - Request for program ad

It was moved by Councillor Kitchen and seconded by Councillor Best that *'The Village of Salisbury have a full-page ad in the Petitcodiac & District Figure Skating Club Canada 150 Ice Show program.'* MOTION CARRIED.

RCMP REPORT

Nothing to report.

MAYOR'S REPORT

HR Meeting - On January 29th, attended meeting to discuss new Human Resources policy.

Sewer Meeting - On January 31th, attended meeting to discuss sewer disconnection process.

Legion Supper - On February 2nd, attended Legion supper.

Legion Breakfast - On February 3rd, attended Legion breakfast.

HR Meeting - On February 6th, attended HR meeting.

UMNB - On February 10th, attended Union of Municipalities of New Brunswick Zone 2 meeting.

Jordan Fundraiser - On February 10th, attended Valentine's fundraiser for Jordan Lifecare Centre.

COUNCILLORS' REPORTS

Councillor McNeil

HR Meeting - On January 29th, attended meeting to discuss new Human Resources policy.

Parks & Leisure - On January 30th, attended Parks & Leisure Action Committee Meeting.

Sewer Meeting - On January 31th, attended meeting to discuss sewer disconnection process.

Fire Truck Tender - On February 2nd, attended the tender opening for the new fire truck.

HR Meeting - On February 6th, attended HR meeting.

Winter Carnival - On February 10th, helped with Winter Carnival Pond Hockey Tournament.

Winter Carnival - On February 11th, attended Winter Carnival Wetland Trail Firelight Walk. Very well-attended with over 70 people.

Councillor Wilson

HR Meeting - On January 29th, attended meeting to discuss new Human Resources policy.

Parks & Leisure - On January 30th, attended Parks & Leisure Action Committee Meeting.

Sewer Meeting - On January 31th, attended meeting to discuss sewer disconnection process.

HR Meeting - On February 6th, attended HR meeting.

Winter Carnival - On February 11th, attended Winter Carnival Wetland Trail Firelight Walk.

Assistant Director of Parks & Leisure - A first draft of the job posting has been prepared for the position of Assistant Director of Parks & Leisure. It will be presented to Council after the second draft is complete.

Councillor Bartlett

HR Meeting - On January 29th, attended meeting to discuss new Human Resources policy.

Parks & Leisure - On January 30th, attended Parks & Leisure Action Committee Meeting.

Sewer Meeting - On January 31th, attended meeting to discuss sewer disconnection process.

Fire Truck Tender - On February 2nd, attended the tender opening for the new fire truck.

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Councillor Best

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UMNB - Regrets she was unable to attend the February 10th Union of Municipalities of New Brunswick Zone 2 meeting, but requested a briefing from Mayor Keating. Mayor Keating reported that Margot Cragg introduced herself as new Executive Director and offered some highlights from the most recent UMNB Annual General Meeting. Mayor Keating said they are going to try and hold the next Zone 2 meeting in Petitcodiac, possibly at the Maritime Motorsports Hall of Fame. On May 22nd, since they hope to have a guest speaker for the Zone 2 meeting, he asked for suggestions – possibly someone to speak on the issue of climate change, or someone from the RCMP to talk about the impact of new cannabis laws on New Brunswick. Councillor Best suggested that since power bills have been spiking as of late for many New Brunswickers, perhaps a guest speaker from NB Power would be a good idea.

NB Power - Further on the topic of power bills, Council briefly discussed Village of Salisbury power bills and if there was much of a decrease since streetlights in the Village were switched over to LED bulbs in recent years. Clerk and Councillor McNeil stated the difference was small.

Councillor Kitchen

Sewer Meeting - On January 31th, attended meeting to discuss sewer disconnection process.

HR Meeting - On February 6th, attended HR meeting.

Albert Trail Culvert No. 2 Replacement Project - It was moved by Councillor Kitchen and seconded by Councillor McNeil that *'The Village of Salisbury pay to Phillips Bros. Excavating (The Contractor) \$49,585.04, HST included, for the 15% holdback release for the Albert Trail Culvert No. 2 Replacement Project as recommended by EXP Services Inc. via email dated Feb. 12, 2018 invoice # J018040.'* MOTION CARRIED

CLERK'S REPORT

Computer backup - Dwight Mann has been working on coming up with a new method of backing up Village Office computers, which is currently being done using portable discs. Consideration is being given to acquiring an external hard drive, or going with a cloud option. Another option is expanding the use of Office 365, which the Village Office has been sharing with Salisbury Fire Rescue. This program provides one terabyte of cloud storage space per user, so it will also be considered as an option for staff and Council.

Minutes - It was recently discovered that in six cases, previous Council Meeting Minutes were missing the descriptors for the Closed Sessions, which will be corrected. It was moved by Councillor Wilson and seconded by Councillor Kitchen to *'Amend the Minutes for the Closed Sessions on July 24th by adding Legal, August 28th by adding Legal and Land, September 11th by adding Legal and Financial, September 25th by adding Legal and Financial, October 10th by adding Legal and Personnel, and October 23rd by adding Financial.'* Councillor McNeil asked what the impact would be from making these clarifications, and was assured that there was no impact other than to make it correct. We are supposed to note what the discussion pertained to in a closed meeting. MOTION CARRIED

It was moved by Councillor McNeil and seconded by Councillor Bartlett to *'Enter into a closed meeting.'* MOTION CARRIED

CLOSED MEETING - Land

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It was moved by Councillor Kitchen and seconded by Councillor Wilson to '*Return to the regular meeting.*' MOTION CARRIED

ADJOURN

It was moved by Councillor Kitchen to '*Adjourn the meeting.*' MOTION CARRIED (8:40 PM)