

MINUTES OF OCTOBER 22, 2018

6:30 PM PRE-MEETING

REGULAR MEETING

A regular meeting of Council was held October 22, 2018 at 7:00 PM with Mayor Keating presiding. Councillor McNeil was absent. All other members of Council and Clerk were present.

THE LORD'S PRAYER

APPROVAL OF AGENDA

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

CONFLICT OF INTEREST DECLARATION

No conflict declared.

APPROVAL OF PREVIOUS MINUTES

Previous Minutes not available for approval, but will be at the next meeting of Council, scheduled for Tuesday, November 13th.

BILLS FOR THE MONTH OF SEPTEMBER

It was moved by Councillor Best and seconded by Councillor Kitchen to *'Pay the bills for the month of October.'* MOTION CARRIED

MANAGER OF WORKS REPORT

Manager of Works gave the following report:

Albert Trail Culvert No.1 Replacement Project - Official start-date was October 22nd with delivery of culvert pipe expected October 23rd. Pre-construction meeting with contractor and consulting engineer was held the week prior. The project is scheduled to take place over 15 consecutive working days, not including weather or unanticipated construction delays. Albert County Trail Blazers all-terrain vehicle club has been notified about the construction and the resulting impact on the trail between Lam Street and Fredericton Road.

Facility-Wide Backup Generator - Underground conduits and concrete pad are ready. Delivery and installation of the generator is expected to take place during the week of November 5th, to be followed by commissioning of the system, operator training, and full site restoration. The project is on schedule and expected to come in on or under budget.

SCADA System (for Village of Salisbury Wastewater Collection Facility) (SCADA stands for Supervisory Control And Data Acquisition) - Recent corruption of Windows operating system on Works department computer that houses SCADA software and other systems has resulted in said system being sent for third-party tech support and SCADA being out of commission until cumbersome reinstallment is complete. This has resulted in Works having to do bi-weekly checks of all aspects of the municipal sewer system. Manager of Works recommends purchase of new computer to be dedicated solely to SCADA system complete with a more reliable software package called VTScada, which would also link with Works department smart-phones providing more reliable and detailed information compared with the current pager system that has been in use for 14 years.

Capital Asset Management Plan (CAMP) - Clerk and Manager of Works have been working

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together on data collection for historical cost analysis process, which has proven to be an mountainous task considering the volume of historical information associated with every municipal asset. Met last week with Crandall Engineering Project Engineer Shawn Burke to clarify requirements. Still much to be done. End result will allow for computerized ease of tracking municipal investment in its various assets, as well as improved accuracy in maintenance of municipal assets. Completion goal is before Christmas.

Rectangular Rapid Flashing Beacons (RRFB) / River Road Pedestrian Crosswalk - With final delivery of post-mounts on October 22nd, all equipment for RRFBs has been assembled in Works Department. On-site vacuum truck excavation to follow to allow for placement of south-side concrete foundation. Goal is to have entire project completed by week's end.

Clean Water Wastewater Fund Amendment - Plan is to use approved surplus funds from completed 2017 Albert Trail Culvert No. 2 Replacement Project to replace the MacNaughton Brook culvert at Route 106 in 2019. Amendment submission was submitted on October 6th to New Brunswick Department of Environment and Local Government (NBDELG). Estimated approved funds remaining from original project are calculated at \$458,862.83. Pre-design Opinion of Probable Cost for the proposed 2019 project is \$520,228.22. Financial discrepancy to be discussed with NBDELG upon approval of amendment request, noting there is also still a surplus estimated at \$60,000 remaining from the completed 2017 MacWilliam Road Culvert Replacement Project and the subsequent project amendments that allowed for the 2018 MacNaughton Brook culvert replacements at both Albert Trail No. 1 and Larsen Lane. Therefore, request will be made to transfer the latter surplus to cover the balance of the Route 106 culvert project. Meantime, New Brunswick Department of Transportation and Infrastructure (NBDTI), which maintains Route 106 as its asset, has given its approval to the 2019 project.

Five-Year Prioritized Plan, Provincially Designated Highways - Five-Year Prioritized Plan for Provincially Designated Highways was submitted to Minister of Transportation on September 20th. Priorities are unchanged from previous plan, topped by a first-year request for the resurfacing of sections of Route 112, being both the River Road portion and the remainder of the Fredericton Road portion south of the Route 2 interchange. Manager of Works is also recommending that the Municipality meet with the Minister before year's end in order to reinforce the urgency of the identified improvements.

Manhole Repair/Replacement - Sinkhole has formed at a storm manhole on Main Street located near the intersection of Main and MacDonald Road and requires extensive repairs before Winter. Currently barricaded, repair work to begin on October 22nd. Full restoration of site, including surface grate, curb and gutter, being done in-house by Works department. Work should extend manhole's life expectancy by five years.

Questions and Comments -

Former CN Albert Line Train Bridge - Abutment Railings - Councillor Bartlett complimented Manager of Works on installation of new abutment railings. Discussion also touched on the potential, in the future, for installation of guide-rail on the south-side bridge approach. Temporary markers were also discussed. Meantime, Councillor Best suggested the Works department look into purchasing a camera drone, which could be used for inspections of infrastructure such as the train bridge. Clerk added that the Village insurance-provider would be coming for a look at the bridge in either late October or early November. If still desired, a further structural analysis could wait until after that. It was also noted that while the Village owns the bridge, NB Power still holds restrictive covenants dating back several years that dictate what changes can and cannot be made

to the structure. This was in case the utility-provider ever required access to the bridge in order to transport heavy equipment across it. Manager of Works suggested contacting NB Power to confirm if such access covenants are still required.

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

DIRECTOR OF PARKS & LEISURE REPORT

Director of Parks & Leisure gave the following report:

Atlantic Outdoor Forum - Attended this conference the previous week in Moncton. Very useful with many ideas, including but not limited to discussion about the development of mountain bike trails. Sessions also focused on regular trail-planning, fire-pit building, and learning to camp. Government departments, such as Parks Canada, and provincial tourism departments were significant participants in this forum.

Coming Up -

Hallowe'en Jack-O-Lanterns - A pumpkin-carving session is scheduled for October 24th. Twenty children registered.

Christmas Gingerbread House Decorating / Kids' Christmas Craft - Scheduled for December 10th.

Salisbury Expo - Scheduled for January 19, 2019 from 10:00am to 3:00pm at JMA Armstrong High School. Beyond the usual focus of health & wellness, the theme in 2019 will be "Buy Local" in hopes of drawing more businesses and participants, as well as increasing attendance. Along with the expo aisles, there will be a cooking corner, a stage area for speakers, and more outdoor sessions.

Winter Carnival - Scheduled for February 9-16, 2019. The planned supper that week, on the first Saturday evening, will be seafood chowder or ham & corn chowder instead of spaghetti.

SPL Winter Assistant - The Salisbury Parks & Leisure Winter Assistant job was approved on October 10th. It will be a 3-month position. It will be posted in mid-November.

Wagon Ride - Will take place, insurance-pending and weather/trail-conditions permitting, on November 18th at the Highland Park Wetland Trail. A local church group is organizing this.

Outdoor Christmas Tree - Parks & Leisure will be purchasing a permanent outdoor Christmas Tree, a Silver Fir, approximately 6-feet tall, from Sun Nurseries for close to \$300. After it is planted at Highland Park it will grow by between a foot and a foot-and-a-half each year.

Mayor Keating and Council thanked Director of Parks & Leisure for her report.

DEVELOPMENT REVIEW COMMITTEE REPORT

Nothing to report.

BUSINESS ARISING FROM MINUTES

Erosion

Nothing to report.

HR Services

Nothing to report.

Asset Management

Covered in Manager of Works report. Concerning the grant received from Federation of Canadian Municipalities for the creation of this Capital Asset Management Plan, a requested extension has been approved.

Auxiliary Generator

Covered in Manager of Works report.

Crosswalk Safety

Covered in Manager of Works report.

Railway Trestle (Bridge)

Covered in Manager of Works report.

CORRESPONDENCE

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

Union of the Municipalities of New Brunswick - Email to members detailing that a formal request has been made to Elections NB asking that the Dec.3 by-elections be reinstated

Council was informed by Elections NB that the postponed municipal by-elections have been reinstated and will be held on December 10th. There is one vacancy on Council in Salisbury to be filled. Twenty-two other municipal councils in New Brunswick are in a similar situation.

Service NB - Municipal Review Statistics resulting from Requests for Review of Assessment

Council received the results from the various assessment reviews for properties located within the municipal boundaries. Councillors reminded by Clerk that this information is private, not to be shared publicly.

Greater Moncton Crime Stoppers - Letter requesting operational grant

The regional Crime Stoppers organization requested an operational grant of \$1,000 from each of the communities it serves in Southeast New Brunswick, including Salisbury. It was pointed out to Council that it did not grant any funding to Crime Stoppers in either 2016 or 2017. No decision made.

Nick Pallen / Petitcodiac/Salisbury Midget Flyers - Letter - Request for sponsorship

Local hockey player Nick Pallen has requested sponsorship by the Village. After being assured that there is available funding in the Budget for Inside Grants, it was moved by Councillor Bartlett and seconded by Councillor Kitchen that *'The Village of Salisbury sponsor Nick Pallen for the amount of \$150 for the upcoming hockey season.'* MOTION CARRIED

Zoe Constantine / 4-H New Brunswick - Letter Re: national event, request for sponsorship

Zoe Constantine requested sponsorship. She is one of four local youth who will be with the 4-H New Brunswick Royal Dairy Team representing the province in Toronto at the Royal Agricultural Winter Fair from November 3rd to the 7th. It was noted that this would be an Outside Grant. It was moved by Councillor Best and seconded by Councillor Kitchen that *'The Village of Salisbury sponsor Zoe Constantine for the amount of \$50 as she attends the Royal Agricultural Winter Fair as a member of the 4-H New Brunswick Royal Dairy Team.'* MOTION CARRIED

Alaina Lockhart - mailout to constituents - Incl. insert detailing MacWilliam Road project

Council received copies of the latest newsletter mailout to constituents by Fundy Royal Member of Parliament Alaina Lockhart. It included an insert that detailed the Federal investment of over \$1,000,000 in the MacWilliam Road Culvert Replacement Project, completed in late 2017.

Eco360 Environmental Awards - Call for nominations - Deadline: Oct.31

Southeast Regional Service Commission's Eco360 Environmental Awards are designed to reward community organizations, individuals, businesses, institutions and municipalities that have made outstanding contributions that have had positive impacts on the environment in Southeast New Brunswick. Winners collectively receive over \$15,000 in prizes and donations. The nomination deadline was set for October 31st at 4:00pm.

SALISBURY BEAUTIFICATION COMMITTEE - Elsie Rolls / Karen Stewart

Salisbury Beautification Committee co-chairs Karen Stewart and Elsie Rolls appeared before Council for their annual presentation.

Beautification Committee spoke of its 2018 projects in Salisbury, which included new pole-brackets and street-pole banners, of which 8 new banners were created featuring student artwork. As well, the Marigolds on Main project continued, as did the hanging of flower baskets; tulip and daffodil bulbs were planted in two locations along Main Street; the existing Bee/Bird/Butterfly garden in front of Home Hardware's lumber yard was expanded; 4 crab apple tree were planted in front of the strip mall parking lot on Main; and 5 Memory Trees were planted along Main and Douglas streets with a dedication ceremony held in the Fall. The Committee also created a garden bed at the corner of Main and River Road where easily-movable annuals were planted in case they are asked to relocate by the property owner, which is the Province of New Brunswick. Mayor Keating suggested the Village inquire about securing that property from NBDTI.

Beautification Committee also outlined its potential projects for 2019, which include continuation of its annual tree campaign; the creation of a pocket park, pending permission from private property owner; as well as expansion of aforementioned garden bed at Main/River, and further expansion of the Bee/Bird/Butterfly garden. A fundraising idea is to have early-Fall garden tours on 7 or 8 properties in the village. They will also continue to seek out grants to support their projects.

Beautification Committee also noted that it was successful in securing a grant from Home Hardware and Trees Canada for the planting of 8 additional trees along Douglas Street next to the elementary school. Their vision is to put in a walking path through these trees, all of which are native species to Canada, and create an outdoor classroom.

There was also brief discussion about unsightly premises and how Beautification Committee is sometimes asked about this, despite having no jurisdiction in such matters.

Mayor Keating thanked Beautification Committee for what it does for the community.

Councillor Kitchen commented that he hears nothing but positive comments about work done by Beautification Committee.

Beautification Committee is requesting that its annual grant of \$10,000 from the Village of Salisbury be renewed for 2019, to be further discussed by Council during Budget deliberations.

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ADJOURN

Due to illness, Councillor Bartlett had to unfortunately leave the meeting at this time, which created a lack of quorum. It was moved by Councillor Bartlett to *'Adjourn the meeting.'*
MOTION CARRIED (8:20 PM)

*** As a result, the following items on the agenda were not able to be addressed. ***

FIRE DEPARTMENT REPORT / RCMP REPORT

MAYOR'S REPORT

COUNCILLORS' REPORTS

Councillor Bartlett
Councillor Best
Councillor Kitchen
Councillor McNeil

CLERK'S REPORT

CLOSED MEETING - Legal

DATE OF NEXT MEETING - Tuesday, November 13, 2018