

**REGULAR MEETING OF STANLEY VILLAGE COUNCIL**

**January 21<sup>st</sup>, 2013 – 5:00 p.m.**

**Present**

Mayor Mark Foreman  
Deputy Mayor Barbara MacDonald  
Councillor Jim Pinnock  
Councillor Heather Holt-Logan  
Clerk Bethany Ryan

**1. PRAYER FOR CIVIC AUTHORITIES**

**2. APPROVAL OF PREPARED AGENDA**

J. Pinnock requested the addition of “Village/District 18 Contract” to Old Business – Miscellaneous, and the addition of “DNR Bays” to New Business – Miscellaneous.

*Motion:* To accept the agenda with additions.

*Moved by:* B. MacDonald

*Seconded by:* H. Holt-Logan

*Result:* Carried

**3. APPROVAL OF PRE-CIRCULATED MINUTES**

Minutes of the regular Council meeting of December 17, 2012 were reviewed.

*Motion:* To accept the December 17, 2012 minutes as presented.

*Moved by:* J. Pinnock

*Seconded by:* H. Holt-Logan

*Result:* Carried

**4. FINANCIAL STATEMENTS & ACCOUNT TRANSFERS**

Financial statements for the month of December were presented. J. Pinnock explained he'd like to see a different format for the monthly statements, with detail on how the expenses are matching up with the budget. Council agreed this would be beneficial.

*Motion:* To accept the December 2012 Financial Statements as presented.

*Moved by:* B. MacDonald

*Seconded by:* H. Holt-Logan

*Result:* Carried

*Action:* Clerk to develop template for new statements.

*Motion:* To transfer \$203.40 from the Sewage Capital Reserve to the Sewage Operating Account to cover Spencer Environmental Invoice #336 for December.

*Moved by:* B. MacDonald

*Seconded by:* H. Holt-Logan

*Result:* Carried

**5. RCMP REPORT**

Cst. Laura Adams provided the RCMP Report for the month of December. Only 2 calls within the Village limits, one was a false alarm and the other was a snow removal / public safety issue. Ms. Adams also provided details on calls to the surrounding areas of Stanley.

**6. DISCUSSION – AGRENA BOARD**

Mr. Nick Green was welcomed to the meeting to follow-up on renovations at the Nashwaak Room, and also to discuss the Agrena sewage bill. Mr. Green presented a quote for the dimmable lighting in the Nashwaak Room totalling \$3701.88. M. Foreman advised Mr. Green to provide the Village with an invoice in that same amount, and that it would be put towards the Agrena's sewage account which is currently at \$3541.47 (credit of \$160.41 to be applied to the 2<sup>nd</sup> quarter billing). Mr. Green advised that he had an Agrena Board meeting that same night and would discuss the offer with the Board and contact the Village office with their decision.

**7. REPORT FROM FIRE CHIEF / FIRE DEPT. RELATED BUSINESS**

Chief Shawn Sampson and Steven Haines were welcomed to the meeting. Chief Sampson advised there were only 2 calls in the month of December – one was mutual aid for Nashwaak Valley and the second was a flue fire. He explained that calls are down, and that staffing is also down due to illness. Chief Sampson requested a Financial Report for the department, and arranged to meet with J. Pinnock and B. Ryan the following day (January 22, 2013) at 2:30 p.m. for review.

*Action:* Clerk to provide FD Financial Report.

**8. DISCUSSION – UNCLE GROUP**

Chair Jody Pinnock and Vice Chair/Treasurer Jeff MacFarlane of the Upper Nashwaak Community Liaison Effort (UNCLE) group were welcomed to the meeting to discuss the Reciprocal Agreement between the Anglophone West School District and the Village. J. Pinnock and J. MacFarlane are not satisfied with the details of the contract, namely:

- 1) #4 under "The User agrees to" reads: "Post rules of use for the building and outside sport facilities". The UNCLE group feels this should be the responsibility of the school administrators.
- 2) Also under "The user agrees to:" #s 8 & 9. Council advised they will make a motion to have these 2 items removed from the contract and

- replaced with a yearly letter that will address ice time and financial support towards extra-curricular activities.
- 3) Appendix A – The group is not satisfied with the Multi-purpose Room and the Cafeteria being excluded from the “Areas of use”. They explained that the purpose of the UNCLE group was not as a fitness/sports initiative; but rather as a means of providing access to the facilities on behalf of all residents. Limiting the “Areas of use” to the gymnasium only limits the types of activities that can take place.
  - 4) Appendix B - #20 “All night events...” The group would like to see this removed, as it would eliminate the opportunity for overnight fundraising activities.

*Action:* M. Foreman will discuss first with Tom Cameron, Principal at SHS to see if these issues can be addressed locally. If not, there will be discussion at the District level.

## 9. **DISCUSSION – GARY SPENCER**

Gary Spencer of Spencer Environmental was welcomed to the meeting to discuss the Sewage System. G. Spencer explained that in his opinion the new lift station is complete and that EXP and Monteith’s have completed their contract. He explained that the new lift station has been a good addition to the system, and asked Council if there was a plan to add the second lift station in 2013. Council advised G. Spencer that the Village is not able to fund a new lift station this year.

G. Spencer discussed the Environmental Compliance Plan as required by the Department of Environment and Local Government. The Lagoon was compliant in 2012, which may indicate that the regular sweeping of the duckweed is sufficient and that the more costly vacuuming may not be needed.

There was discussion on groundwater infiltration. Council discussed doing a visual inspection around the Village to see if they can locate where the water is getting in. There was also discussion about repairing the manholes, as G. Spencer advised this is the most obvious entry point for the groundwater.

Council and G. Spencer agreed to explain in the compliance plan that there will be regular duckweed sweeping in 2013. Also in 2013, the Village will arrange for one day’s worth of scoping and videoing, and will inspect the manholes and grout any holes.

Final discussion was about funding. Clerk explained that she was advised that there was no funding available, but that an application was sent anyway at the request of the Mayor – to show the Village was interested and actively trying to obtain funding.

*Action:* Clerk to look for any additional funding.

*Action:* Clerk to provide G. Spencer with new COA from DELG.

**10. OLD BUSINESS**

***Stanley Community Library Report***

H. Holt-Logan advised there has not been a meeting, and so nothing to report.

***Nashwaak Villa Report***

B. MacDonald advised there were some small issues (painting) that needed to be fixed at the new facility. The Villa is developing a move plan with a target date of the first of March.

There was discussion on the landscaping of the new building. It was suggested that if the trees around the building weren't cut, they could be used as a fundraising program at Christmas – families could sponsor and decorate a tree for a loved one in the Villa.

The sewage billing was also discussed. Clerk advised that she had provided a faxed copy of the yearly invoice for the old Villa to Mary Hay, broken down into monthly payments. Council agreed to bill the new Villa for one unit for the first quarter.

*Action:* Clerk to provide updated billing for the new Villa.

***Solid Waste Commission***

B. MacDonald attended previous meeting to replace M. Foreman. B. MacDonald advised that the purpose of the meeting was to finalize the new CEO – Don Fitzgerald. B. MacDonald provided some background information on Mr. Fitzgerald, and explained that he was picked from 55 applicants. He will complete a 6 month probation period.

***Sewage***

**SEWAGE LIFT STATION PROJECT**

*Spencer Environmental Invoice 336* – Payment for services in December 2012 total \$339.00.

*Motion:* To accept the invoice as presented.

*Moved by:* B. MacDonald

*Seconded by:* H. Holt-Logan

*Result:* Carried

*Action:* Clerk to forward payment.

**EXP / MONTEITH'S INVOICE**

Clerk presented Certificate for Payment No. 2 from EXP, total \$44,096.59 payable to Monteith Underground Services Ltd.

*Motion:* To accept the invoice as presented, and to use Gas Tax Fund monies to make payment.

*Moved by:* B. MacDonald

*Seconded by:* H. Holt-Logan

*Result:* Carried

*Action:* Clerk to forward payment.

***Diane Quigg Contract***

Ms. Quigg faxed a revised contract to Council, asking to increase her pay percentage from 30% to 40%.

*Motion:* To accept the contract as presented with a new rate of 40%.

*Moved by:* H. Holt-Logan

*Seconded by:* B. MacDonald

*Result:* Carried

*Action:* Clerk to forward signed contract.

***Century Manufacturing Invoice***

Clerk advised Council that she has been receiving numerous phone calls requesting “status of payment” for this invoice. She explained that a degreasing product was sent as a sample to Doug MacDonald. After the sample was sent, Century Manufacturing continued sending shipments of the degreaser, the first of which was paid for. When the second unordered shipment arrived, it was returned to them and explained at that time that the Village did not order and had no use for the product. They continue to call and request payment. Clerk advised on the last phone call that unless they could provide an invoice with a PO number on it, then there would be no payment. Century Manufacturing sent an invoice with “Doug MacDonald” listed under “PO number”. Clerk also advised that she had spoken with a representative of the Town of Hartland and they were having the same issue with the same company. Council discussed and advised that a letter should be sent explaining to Century Manufacturing that the Village will not be paying for a product they did not order and that was returned.

*Action:* Clerk to send letter to Century Manufacturing.

***Miscellaneous – Village / District 18 Contract***

J. Pinnock explained that after careful review of the contract, he was dissatisfied with 2 items: Under “User agrees to” #s 8 & 9. He explains that he sees these items as being open-ended and should be removed. After discussion with Council it was decided:

*Motion:* To replace #s 8 & 9 under “User agrees to” with the following statement: “A letter from the Village will be provided to the school administration on a yearly basis, to address the amount of ice time and financial support for extra-curricular activities.”

*Moved by:* H. Holt-Logan

*Seconded by:* B. MacDonald

*Result:* Carried

Council also agreed that any custodial issues should be handled by the UNCLE group.

*Action:* Mayor Foreman to discuss the above issues with Tom Cameron.

**11. NEW BUSINESS**

***Office Equipment: Printer and Shredder Quotes***

Clerk provided quotes provided by Office Interiors, UNI Data, and Shred Guard for a new printer and a new shredder for the Village office.

*Motion:* To accept the presented quote from Office Interiors for the new printer.

*Moved by:* J. Pinnock

*Seconded by:* H. Holt-Logan

*Result:* Carried

*Action:* Clerk to arrange purchase with Dana Hayes of Office Interiors.

*Motion:* To accept the presented quote from ShredGuard for shredding services.

*Moved by:* B. MacDonald

*Seconded by:* H. Holt-Logan

*Result:* Carried

*Action:* Clerk to arrange for services from ShredGuard.

***Legion Email***

Clerk presented an email from Andrew Cole from the Royal Canadian Legion Campaign Office, requesting support on behalf of the Village by renewing the ad in the 2013 "Military Service Recognition Book".

*Motion:* To provide support by renewing the 1/10 size business card ad in the "Military Service Recognition Book".

*Moved by:* J. Pinnock

*Seconded by:* H. Holt-Logan

*Result:* Carried

*Action:* Clerk to arrange payment.

***Business Proposal for 17 Glen Rd. Property***

Clerk advised that the office had been contacted requesting information on the 17 Giants Glen Road property. The caller was advised by the clerk that the rent was \$450/month including utilities. The caller explained that the space would potentially be used as a Tanning Salon, and inquired as to whether Council would lower the rent and allow her to pay her own utilities. Council discussed and agreed to lower the rent to \$400/month, with the renter responsible for the utilities, and also responsible for any electrical rewiring that may be required to support the business. The renter would also have to prove to Council that she has the proper insurance to run such a business.

*Action:* Clerk to contact and advise of Council's decision.

***Workshop: Records Management February 19-20, 2013***

Clerk provided details on a Records Management Workshop being held in Fredericton and expressed interest in attending, with Council's approval. She explained that a great deal of records in the Village Office could likely be sent to the Provincial Archives and that this workshop would provide instruction on what should be kept and what can be archived. Council agreed to Clerk's attendance.

*Action:* Clerk to send registration.

***Website: Mayor and Council Biographies***

Clerk advised Council that she had updated pages on the Village of Stanley website, and thought it would be nice to have biographies and pictures for each member of Council.

*Action:* Mayor and Council to provide Clerk with biographies.

***Clerk Q&A***

Since the Clerk is now working on her own (former clerk Shelley Douglass completed her employment on January 10, 2013), she had some questions for Council. Modifications were made to the Clerk job description:

Hours of work: 28 hours per week (adjusted from 21-28)

Benefits: Available immediately (no 6 month probation period), employee and employer share cost 50/50.

Vacation: 12 days per year (adjusted from 11)

Sick Leave: 15 days per year (adjusted from 14)

Pension: Available from any financial institution, 5% of monthly pay invested by employee, employer will match that amount up to 5%.

***Miscellaneous – DNR Bays***

J. Pinnock advised that services have been obtained from One Stop General Contractor to build a petition in the DNR Bays; and that the opposite side from D. MacKenzie would be rented by Marg Cookson.

*Action:* Clerk to provide J. Pinnock with a lease for M. Cookson.

**12. DATE OF NEXT MONTHLY COUNCIL MEETING**

Monday, February 18, 2013 at 5:00 p.m.

**13. ADJOURNMENT**

Meeting was adjourned at 9:00 p.m.

*Moved by:* B. MacDonald

*Result:* Carried