

NORTH RENFREW WASTE MANAGEMENT BOARD

c/o Town of Laurentian Hills
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North Renfrew Waste Management Board Meeting

Minutes of Meeting

Date: March 11, 2002
Time: 7:30 P.M.
Location: Town of Deep River, Council Chambers

Chair	Fred Adams	Town of Laurentian Hills	Present
Vice Chair	Denise Walker	Town of Deep River	Present
Councillor	Jim Boulanger	Town of Laurentian Hills	Present
Councillor	Christine Harding	Town of Deep River	Present
	Gary McAnulty	Site Liaison Committee Chairperson	Absent
	James Leon	Coordinator	Present

Member of the public: Earl Gust

1. Call to order.

The Chair called the meeting to order at 7:35 pm.

2. Declarations of Interest.

None.

3. Delegations

None

4. Motion to Accept the Agenda

Chair Adams suggested that the topic of the core hours of the Board office be added as 13. b.

Moved by: Christine Harding

Seconded by: Jim Boulanger

That the modified agenda be accepted. Carried

5. Review and Acceptance of Minutes of Meeting of January 28, 2002.

Moved by: Denise Walker
Seconded by: Jim Boulanger

That the minutes of the January 28, 2002 meeting be accepted. Carried

6. Business Arising from Previous Minutes and not dealt with elsewhere in the Agenda.

None.

7. Correspondence.

a./b. Correspondence items a. and b., business with the lawyers, were moved in the agenda for discussion after item 13. b.

c. Letter to the MOE dated February 11, 2002 with Generator Registration Report.

The letter and report to the MOE were discussed and James Leon stated that he was informed by Ms. Betty Smith of the Environmental Monitoring & Reporting Branch that sites that have HHW Depots are exempt from the \$50.00 base fee. James was asked to obtain documents confirming that the Board does not have to pay this fee.

d. Amendment to C of A - approval of new depth of footprint, dated February 11, 2002.

Chair Adams noted that by going one metre deeper, and ending with a height profile one meter lower, we will not lose any volume, and will gain one metre of cover material. Vice Chair Walker asked if the MOE would measure the depth. Jim Boulanger replied that they would probably check it on a cell-by-cell basis.

e. Invoice and contract for monitoring from Robinson Consultants. The proposed contract from Robinson Consultants for monitoring was discussed. James Leon was asked how the total proposed cost of \$12315.50 compared to previous years. The contract noted that the costs are the same as in the year 2000.

Moved by: Denise Walker
Seconded by: Jim Boulanger

That the proposed contract for water monitoring by Robinson Consultants be accepted for a one-year period. James Leon was asked to send a copy of the signed contract and a cover letter to Robinson Consultants. Carried.

Chair Adams suggested that a motion be made to pay Robinson Consultants the \$1862.90 for invoice 20077.

Moved by: Jim Boulanger
Seconded by: Denise Walker

That invoice number 20077 for \$1,862.90 be paid to Robinson Consultants. Carried.

f. Application to the towns for the first quarterly payment and revised apportionment %'s.

James Leon stated that the first quarterly payments have been received from the towns. The revised apportionment percentages for 2001 were discussed and James was asked to inform the auditors for both towns that the Board requests that the corrections be made for the year 2001. This will result in Laurentian Hills paying a retroactive additional amount for 2001, and Deep River receiving a credit for the same amount. These changes arise from changes in the population and assessment parameters used to calculate the cost allocations, and are to be adjusted annually. The current rates of 57.47% from Deep River and 42.53% from Laurentian Hills will need to be adjusted again for 2002 to reflect new census and assessment values when they become available.

g. Letters to AECL's Dan Broome and Glenn Walker re trailer and site monitoring.

The letters were mentioned and James Leon noted that AECL had agreed to donate the trailer to the Board to be used as the site office. Vice Chair Walker inquired about the dimensions and condition of the trailer, and James replied that it was about 12'x 30', in reasonable condition, and that AECL's Dan Broome said that it was about fifteen years old. James was asked to have Deep River's Building Inspector look at it. Further discussions included the poor condition of the tires, the possibility of putting tubes in them to move the trailer to the site, and that it should be moved when the snow is off the ground. James was also requested to ask AECL if they would quote a price to move it, and ask if AECL would give the trailer's cribbing to the Board. Chair Adams told James that if we do not get the cribbing then he should order the required lumber from a mill.

8. Financial report.

James Leon stated that there was no report available at this time as the auditor told him that he must wait until the audit is complete, and that data that was previously entered into the Quick-Books program was inaccurate. Chair Adams offered his assistance in setting up the program if the Laurentian Hills Town office personnel had trouble doing it.

Vice Chair Walker requested that James create a list of cheques and expenses for the current year for discussion at the next meeting. James was also asked to have funds in the Board's account that would not be used in the near future placed in a short term GIC

9. Update from Site Liaison Committee.

James Leon discussed the ad for SLC members that had been placed in the NRT on February 13, 2002 and stated that there was not one reply from the public. James was asked to run the ad again in June in The News. The ad should say that the site will be opening in July 2002 and that there is room for two more SLC members.

10. Update on HHW Depot.

a. Snow clearing from HHW Depot by Darryl Cochrane.

James Leon informed the Board that when the snow load on the roof of the Depot built up to about 8" above the highest part he became concerned about the possibility of structural damage, particularly in view of the cautionary letter we had received on this topic from the building's suppliers. James spoke to the Town of Laurentian Hills Building Inspector, Gerry Dupuis, about the snow depth and showed Jerry the letter from Future Steel about this issue. Gerry suggested that James have someone clear the snow load from the roof before there is a rain or a wet snowstorm. James phoned Chair Adams and he agreed that the job should be done. It was decided that the

Board employ Darryl Cochrane for the task. Darryl completed the task on February 21, 2002 in 7.5 hours. James inspected the work and found the roof to be completely cleared of snow.

Keeping the HHW Depot roof cleared is an item to be added to the Operations Manual.

b. Approval letters for quotes re angle iron for garage door and planks for the floor.

The approval letters were acknowledged and James Leon was asked to diarize this topic forward to the agenda for the April 22, 2002 meeting.

11. Operations Manual and tasks to be completed prior to opening the site.

a. Update on estimate from Robinson Consultants to prepare an Operations Manual.

The estimate to prepare the manual was approximately \$2,000.00. After a brief discussion Chair Adams asked for a motion to accept the estimate.

Moved by:	Jim Boulanger
Seconded by:	Denise Walker

That the estimate from Robinson Consultants to prepare and Operations Manual be accepted. Carried

James Leon was asked to inform Robinson Consultants that the Board has accepted the estimate to prepare the Operations Manual, and that the final printed delivery must be completed by early June 2002. The first draft is requested as soon as possible.

b. Review of tasks to be completed prior to opening the landfill site.

Chair Adams stated that, as the Board told the SLC in October 2001, all features of the new site should be in place when it opens. The tasks to be completed were discussed. With regard to signage, James Leon was asked to talk to the MTO for information on installation of signs directing the public to the site. After some discussion it was decided that the main sign for the site be placed at the corner of Plant Rd. and Baggs Rd. and information of how to find the new site be advertised in the NRT. Another sign would be placed at the site gate to provide information regarding hours of operation. James Leon was asked to obtain a list of signs that are required for the site, and to begin purchasing items for the HHW depot including drums and spill containment vessels.

James Leon was asked to contact the MOE to review compliance with the Certificate of Approval.

The requirement to obtain a fence for the reuse area, and details about tables for this area, were discussed and James Leon was requested to obtain a price for the supply and installation of a four foot high page wire fence. Subject to the Board's approval of the costs, James was asked to have the fence installed. Chair Adams mentioned that low-grade Marine plywood might be acceptable for the reuse area tables.

The next item discussed was the brush chipper. James Leon was requested to put out a tender for a contractor on a per day basis to have the chipping done.

With regard to a dump truck, Christine Harding was able to obtain information about a truck that the Town of Deep River is retiring. The truck is a 1980 International with a five-yard box.

Christine added that we have to decide about whether or not we are going to go with a contractor that would have his own equipment such as a dump truck and a backhoe. Chair Adams stated that perhaps we should tender out the operation for the first year, and when we have the necessary experience we will be able to decide if continuing with a contractor is the way to go.

The task of surveying the corner posts, elevation benchmarks, etc. was discussed, and a motion was made to have James Leon get quotes from survey companies.

Moved by: Jim Boulanger
Seconded by: Christine Harding

That quotes be obtained from Goltz and Patterson Surveyors for surveying the required part of the new site, and that James Leon is requested to obtain these quotes for the next meeting. Carried.

The setting of an opening date was discussed, and it was decided that it would be July 6th, 2002 at 10:00 am. At 10:00 am there would be opening ceremonies. Waste would be accepted beginning at 1:00 pm.

Jim Boulanger suggested that when the planks for the HHW depot floor arrive, we would then have the loader delivered. Jim added that James Leon should see Bruce Boucher to have gravel delivered and spread for the garage door entrance, and to have an area levelled for the trailer.

Information obtained by James Leon about four diesel generators was discussed. James was asked to get information from other generator suppliers for 7.5 KW diesel generators, including Kubota, Honda and the distributor for Cummings Diesel Generators. Chair Adams suggested that James speak to Bruce Boucher about the emergency diesel generators operated by Laurentian Hills. Jim Boulanger suggested that the generator have a boosting feature for emergency starts, and suggested that 7.5 KW might be best for our operation. Chair Adams agreed and said that this would be about the same as a 60-amp service. Heat for the trailer would be best served by using a propane gas furnace capable of circulating the heat by convection, and with a heavy duty thermocouple so that it does not require electricity to operate the thermostat and the safety cut-outs. James Leon was asked to distribute existing information to Board members about solar energy, for the next board meeting.

12. Other Business

a. Cracks in the asphalt surface of Baggs Rd.

Bruce Boucher took two photos of the cracks in the road and copies were given to Board members for discussion. James Leon was asked to look up the specs of the asphalt and to have the contractor, Smiths Construction, meet with Bruce Boucher and himself at Baggs Rd. to look at the problem areas. James Leon stated that the warranty of one year is finished. The inch and a half asphalt thickness that Bruce measured in the cracks and the comparison of this with the contract specifications should be discussed. At the same time, an estimate to have the necessary repair work done should be obtained. James should have Bruce review the specs of the road before the meeting with Smiths Construction.

Jim Boulanger stated that he will not be able to attend a Board meeting on March 26th, 2002 so it was decided to reschedule the meeting to April 5th, 2002 at 7:30 pm in Point Alexander. James Leon was asked to send out a notice of the new date and to inform the NRT for the ad. James Leon was asked to table the information about the 2002 budget for the April 5th meeting.

Jim Boulanger asked Earl Gust details about the Hunt Camp. Earl said that there were two windows that were 4' x 6' and four 4' x 4' windows, and two wood doors, one having a window. The roof is steel and the sides are painted. The entire building is insulated including ceiling, floor and walls, the interior is finished with drywall, and it is fully wired using a generator. The porch is 10' x 6', closed on three sides, and has two windows. Earl Gust left the meeting at 10:05 pm.

b. Office Hours

The hours of operation of the Board office were discussed. James Leon produced his time sheets for the year 2002 to-date showing that the office hours were generally from 7:00 am to 12 noon. Chair Adams stated that James Leon has been working an average of 16 hours a week. Denise Walker suggested that this be changed to 20 hours a week because of the expected increase in workload.

Moved by:	Christine Harding
Seconded by:	Jim Boulanger

That James Leon's hours be increased to 20 hours a week, and that the core hours be scheduled such that the office is open during the central business period of the day. Carried

c. Minutes of meeting of January 23rd, 2002 with the mayors.

James Leon stated that he had phoned Larry Simons, who reported that he had not had a chance to look at the minutes that James had prepared. Chair Adams asked James to call Larry again, and request him to review the minutes.

d. Closed meeting about the February 25th, 2002 meeting with the lawyers and landowners.

Minutes of the closed meeting are not included with the Board meeting minutes.

13 Adjourn

The meeting adjourned at 10:45 pm. The next scheduled meeting is on Friday, April 5th, 2002 at 7:30 pm at Point Alexander.