

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: April 5, 2002
Time: 7:30 P.M.
Location: Point Alexander Meeting Room

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.
Earl Gust was requested to wait outside the meeting room for a short time while the Board conducted a brief closed meeting.
The brief closed meeting was held for five minutes and then Earl Gust was called back in.

2. Declarations of Interest.

None.

3. Delegations

None

4. Motion to Accept the Agenda

Christine Harding commented that the agenda was too long. It was agreed that we may need to hold additional meetings if this proves necessary, in order to ensure timely completion of the opening.

Moved by: Christine Harding
Seconded by: Jim Boulanger

That the agenda be accepted.

Carried

5. Review and Acceptance of Minutes of Meeting of March 11, 2002.

James Leon pointed out that the apportionment percentages in 7 f. were incorrect and that the correct values are 57.47% and 42.53%.

Moved by: Christine Harding
Seconded by: Jim Boulanger

That the modified minutes of the March 11, 2002 meeting be accepted.

Carried

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

James Leon stated that the 2001 monitoring report from Robinson Consultants had arrived this week and that there were three copies. James reported that he has requested a computer file of the report and that he would prepare copies for each person that required one. Chair Adams requested James to produce an extra photocopy of the site plan contained in the report.

The new Magma account for our intranet connection was briefly discussed and Chair Adams showed documentation of the costs of this account and added that it was less expensive than Webhart and has eight more hours of service per month.

7. Correspondence.

a. Fax from the MOE with information on HHW Depots indicating that we do not have to pay fees.

This fax was briefly discussed and was self-explanatory.

b. Letter to Robinson Consultants re monitoring contract and preparing Operations Manual.

The letter to Robinson Consultants was presented, and James Leon said that he had asked for an update on the progress of the Operations Manual. A reply was received from Andrew Buzza stating that there was no update available at the moment and that he would keep us informed.

- c. Verbal correspondence with auditor, Wayne Dempsey re 2001 apportionment corrections.

James Leon stated that Wayne Dempsey had been informed on March 14th that the Board has agreed to have the 2001 percentages corrected and that Wayne had agreed to give this information to the auditor for the Town of Deep River.

- d. Letter from building inspector re condition of trailer.

The letter about the trailer from Bill Sikorsky, building inspector for the Town of Deep River, was discussed. Although the trailer is in fair condition, the plywood under-floor requires replacement. Blown-in insulation was recommended for under the floor, and the roof requires sealing. Other minor repairs are also required. James Leon was asked to get information about the roof plastic membrane for the next Board meeting. Chair Adams stated that the roof work should not be done until the trailer is situated in its final location. Then a work package for the repairs will be prepared.

James Leon was asked to get in touch with Bill to find out what he recommends for the thickness of the plywood for the floor. James was also asked to get in touch with the Ontario Ministry of Labour to see what is required for an office at a landfill site in regard to plumbing, including a toilet and any requirement for hot and cold running water. Jim Boulanger stated that the Ministry should be told that the office will not be connected to hydro, and will not have a well. Chair Adams suggested that the general public does not have to go into the trailer for regular business. Jim Boulanger asked if we could just call it a shelter. Denise Walker replied that the Board has had drawings prepared for the site office and that the trailer should be modified so that it has most of the planned facilities. Christine Harding and Chair Adams agreed that it is correct to style it as an office.

Denise Walker added that the office would be used for planning, filing, report preparation, and supervision of consultants and contractors.

Chair Adams returned to the subject of insulating the floor. Christine Harding and Denise Walker added that we don't want to have a cold floor. Chair Adams asked what size water tank is needed and should it be stored inside. Denise Walker said that perhaps cold water will be sufficient and Chair Adams added that there are on-demand propane and electric hot water heaters available.

Chair Adams asked James Leon to get in touch with Bill Sikorsky to find the details of requirements for modifications and situating the trailer including where to put the vapour barrier under the floor, and what kind of footings are needed for a permanent installation. James was also asked to get quotes on the footings when the information was received from Bill and the Ministry of Labour. Chair Adams added that if we are putting in a septic system, the routing for the plumbing must be laid out before the footings are poured, and that James should prepare a proposal.

- e. Verbal correspondence with AECL's Dan Broome re price to move trailer, and request for cribbing.

James Leon stated that he had received verbal information from Dan Broom stating that AECL would charge about \$300 to move the trailer to the site. The Board agreed that this price was very reasonable. Dan also informed James that the cribbing belonged to the Millwright's Department and was not available to the Board.

- f. Information given to surveyors to quote job; and quote from Jp2g.

The information package was discussed, and the quotes from Jp2g and John Goltz surveying were examined.

The quote from Jp2g was \$1,900 and the quote from John Goltz was \$2,300.

Moved by: Christine Harding

Seconded by: Jim Boulanger

That the proposed quote for surveying by Jp2g for \$1,900 be accepted provided that the bid includes the survey of the new bore holes. James Leon was asked to verify that the bid was for the full surveying package and if it was, to inform Jp2g that the Board accepts the \$1,900 proposal.

Carried

g. Verbal communication with Bruce Boucher re gravel for site.

James Leon spoke to Bruce, who said that he would deliver and level the gravel in front of the garage door of the HHW depot when the frost was out of the ground and he could get at his gravel. James was also asked to request that Bruce visit the site with James to discuss where to put the loader road and the details of spreading gravel for it.

h. Verbal communications with Dan Patrick, Bruce Boucher, and Bill Sikorsky re damage to Baggs road.

James Leon spoke to Dan Patrick about the damage to Baggs road. Dan said that he was the engineer in charge of the construction. During the construction of the road, there were some problems in the areas where the damage has appeared. Dan said that he would have liked to go another five feet higher in these areas, but the necessary land to achieve this was not available from AECL. Realizing that the one-year warranty period is over, Dan said that digging out the ditch on the West side of the road in the bad areas would help to minimize future frost damage. For the present time, patching the cracks in the asphalt should be done when the frost is out of the road. Dan agreed to meet with the Board to discuss the situation at the next Board meeting.

James Leon had spoken to Bruce Boucher and Bill Sikorsky on this subject; they both agreed to meet with the Board and Dan Patrick at the next meeting.

i. Note from Larry Simons about his review of minutes of January 23rd meeting with the mayors.

This note was acknowledged but not discussed. The next joint council meeting will be held on April 24th at the Point Alexander Council Chambers.

j. Review list of required signs. Authorize ordering for delivery and installation in June.

James Leon's draft list of signs was discussed and James was asked to get the sign bylaw from Larry Simons of the Town of Deep River.

Tipping fees were discussed, and the current sets of fees as used by both towns should be reviewed by James Leon and a proposal for fees for the new site is to be brought to the next meeting.

Christine Harding suggested that James also obtain the list of fees from the Town of Petawawa.

8. Financial Report

Chair Adams stated that he has a draft of the 2001 audit of the Board operations, and he is currently working on correcting the set-up of QuickBooks for the Board's financial reports. After a discussion of GST rebates, James Leon was asked to get in touch with Wayne Dempsey to see if we received the \$4,575 GST rebate from the year 2000.

a. 2002 Budget

The Draft 2002 Budget was discussed, and several changes were suggested. Because we can go one metre deeper, it isn't likely that we will have to purchase any cover material for 2002. James Leon was asked to find the Jp2g report for the estimate on cover material.

James was also asked to check the maintenance contract costs for the new loader, and to enter the value into the 2002 budget. Denise Walker suggested adding \$500 for general maintenance and repair. James was also asked to look into the costs now for insurance to cover the site when it is operating.

Jim Boulanger began a discussion about the diesel fuel storage tank, and suggested that a 200-gallon tank might be large enough. Christine Harding suggested that James Leon speak to Belo about the size of the fuel tank used at the Town of Deep River site, and determine the cost of a tank that meets current legal code.

It was decided to delete the radioactivity meter from the budget. Details of background radioactivity levels in the sample monitoring points were briefly discussed.

Details about signs for the Asbestos area were discussed, and James Leon was asked to check the C of A to see what is required. James was also asked to check the C of A about the requirement for a decibel meter, and methane detectors.

Containers for the recycling bunker were discussed, and James Leon was asked by Christine Harding to call Dan Minard in Renfrew to see what is used at that site.

Electricity generators were discussed, and Christine Harding showed a worksheet for calculating the estimated KW rating required for the site office. Chair Adams asked James to also check into propane generator and heating systems and to work out the costs for rental, purchase and fuel. James was also asked to check Honda generators that would run on propane in the 6.5 to 7.0 KW rating. Christine Harding asked James Leon to get in touch with Darryl Strong at 613-687-5457 in Laurentian Valley for details on costs of HHW depot waste pickup.

9. Update on Site Liaison Committee Activity

In the absence of the SLC chair, James Leon reported that the SLC has not met since the last Board meeting.

10. Update on HHW Depot.

a. HHW Depot roof clearing information to add to operations manual.

James Leon informed the Board that the letter from Future Steel about keeping the roof clear of snow was forwarded to Robinson Consultants with direction to have this information incorporated into the Operations Manual.

11. a. and b. tabled to next meeting

c. Quote status re fencing for re-use area.

The fencing for the reuse area was discussed, and the bids by M&R Feeds and Home Hardware were examined. Denise Walker asked James Leon to get Dan Patrick to have a look at the existing fence at the reuse area as it does not appear to follow the site plan.

d. Prepare call for quotes for chipping services, or else for chipper purchase.

Chair Adams mentioned that a draft tender for a brush chipping contractor was prepared by James, and some changes are to be incorporated into it, including the ability to chip 8" - 12" diameter limbs in the brush, the requirement for a minimum crew of two, and that tenders must specify the size of brush that can be chipped and the horse power rating of the motor.

At this point in the meeting it was suggested that items not discussed on the remainder of the agenda be addressed at the next Board meeting.

At 10:20 Earl Gust left the meeting.

12. Other business
 - a. Compensation to Landowners

A brief closed Board meeting was conducted on this topic.

In open session, the Board instructed James Leon and Fred Adams to contact David DeMille by conference call and to instruct him in accordance with the resolutions received from both Towns.

14. Adjourn

Jim Boulanger stated that he would not be able to attend a Board meeting on April 22nd. Chair Adams asked for suggestions on a possible meeting date. It was decided to schedule the next meeting for Monday, April 29th, 2002 at 7:30 pm at the Town of Deep River Meeting Room. The meeting adjourned at 10:30.