

NORTH RENFREW WASTE MANAGEMENT BOARD

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North Renfrew Waste Management Board Meeting

Minutes of Meeting

Date: May 27th, 2002
Time: 10:00 A.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	Mike Gasman	Town of Deep River	Regrets
	James Leon	Coordinator	Present
	Andrew Buzza	Robinson Consultants	Present

Call to order.

The Chair called the meeting to order at 10:00 a.m. and stated that this meeting with Andrew Buzza of Robinson Consultants was called to review and suggest changes to The Site Operations Manual and the Tender for Operation Specifications. The Board members that were present were introduced to Andrew Buzza.

Operations Manual

Chair Adams began the review of the Operations Manual by stating that the cover page should read “North Renfrew Waste Management Board of Operations”. Corrections and changes were made throughout the text, and other items addressed including moving the hours of operation table to a new appendix. James Leon was asked to check the C of A for winter and summer hours of operation and to give this information to Andrew Buzza for inclusion.

Details of the pick-up for recycling of scrap metal and tires were addressed. James Leon was asked to check into details of a roll-off container for scrap-metal and a combination-lock fireproof file cabinet. James was also asked to look into obtaining a bin for battery storage and a supply of lime for the bottom of the bin.

Tender to Operate

The Tender for Operation was then reviewed. The Tender closing date was set to June 17th, 2002 at 12:00 noon and in section 1.7 the mobilization date was set at June 24th, 2002 and the site operation date for the tenderer was set to July 6th, 2002. The contract year was set from July 6th, 2002 to July 31st, 2003. Details of

the C of A were referred to, and the C of A will be contained in an Appendix. Items to be provided by the tenderer were detailed.

The tenderer is required to make mutually convenient schedules for the clean up of neighbouring properties. In Section 6.15 the specification for chipping services as being provided by the Board under a separate contract was detailed. Additionally the Board would have scrap metal and tires removed from the site at the Board's own expense. The contractor must provide a cell phone at his own expense. Andrew Buzza was thanked for attending this meeting.

Other Business:

After a brief discussion about not being able to obtain hardwood planks, James Leon was requested to obtain the Hemlock planks being offered by the Commonwealth Mill as a replacement.

The Owners Manual for the Crawler/Loader was discussed and James was asked to obtain an extra copy for the contractor.

James Leon was requested to get in touch with Deep River's Public Works dept. to find out the details of the new garbage pick-up contract that is coming up, and find out details about holiday schedule pick-up.

James Leon stated that the Tenders for Wood chipping would be ready to be opened at 3:00 pm today. The Board suggested that James remain in the office until 3:00 pm to open them. Chair Adams suggested that James have Mary Mysyk present during the opening of Tenders and that afterwards James should inform the Board of the offers.

Adjournment

A motion to adjourn followed.

Moved by: Denise Walker
Seconded by: Jim Boulanger

That the meeting be adjourned at 2:35 pm.
Carried.