

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: June 17, 2002
Time: 7:30 P.M.
Location: Town of Deep River, 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 Gasmann	Town of Deep River	Present
	Ron Peori	Site Liaison Committee Chairperson	Present
	James Leon	Coordinator	Present
Mayor	John Murphy	Town of Deep River	

Members of the public: Councillor Neil Smith **Town of Deep River**
Earl Gust
Geoff Bennett
Tracy Lance

1. Call to order.

The Chair called the meeting to order at 7:30 pm. Mayor John Murphy was welcomed to the meeting to act in the position of the currently vacant Deep River representative's seat. Councillor Mike Gasmann was also welcomed to the meeting, and Mayor Murphy stated that Councillor Gasmann is presently the unconfirmed nominee for the vacant seat on the Board.

2. Declarations of Interest.

None.

3. Delegations

Chair Adams welcomed Geoff Bennett of Lacombe Waste Services and invited him to make a presentation. Geoff stated that Lacombe Waste Services is offering to lend containers for household hazardous waste to the Board, and is offering to handle regulatory aspects of the waste including labelling and disposal. Lacombe Waste would lend the Board fourteen 45-gallon drums if requested.

Geoff stated that he had a tour of the facilities of the new site that day with James Leon. He was impressed with the new site's features. He would set up a protocol to have the waste storage properly implemented and would take care of any sampling for PCBs as required. Geoff added that the Board was not required to accept any suspicious material in the HHW depot area and transformer oil and old oil based paint that might

contain lead would be the items of most concern. Dilution of small volumes of PCB containing oil with other oil is not acceptable.

Ron Peori asked about the possibility of old electrical ballasts being a source of possible problems and Geoff replied that this is not likely these days. Geoff stated that the 14 drums that he is offering to loan the Board will not require secondary containment and noted that there is containment in the back end of the HHW depot resulting from the slope that was built into the concrete pad. Storage of waste oil would be best contained in the 1000-gallon containers and the greater the volume of waste that is picked up, the cheaper the disposal would be. Geoff also added that we should not trust labelling on suspicious containers because of the possibility of oxidants and reductants and also PCBs being present. Diesel fuel must be kept in a separate drum and labelled as being a flammable liquid. Geoff stated that he is available on an on-call basis for emergencies or advice as required.

Moved by: Denise Walker
Seconded by: Jim Boulanger

That Lacombe Waste Services be employed as an intern waste carrier.

Carried.

12. b. Receipt and opening of Tenders for Site Operation.

Seven tender packages had been distributed to interested parties. Two completed tender packages were received at Point Alexander before the deadline of twelve noon on June 17th, 2002. The first tender envelope was opened and it was from K&T Trucking and the tender amount was for \$225,000 plus GST for a total of \$240,750 for the first year. All the required forms including bonding and documents were enclosed and filled out with this tender package. Two full-time employees would be provided, with allowance for a part-time employee as required.

The second tender package was opened and it was from R.W. Tomlinson Limited and the bid was \$316,850.00 plus GST for a total of \$339,029.50 for the first year.

Chair Adams requested a motion to accept the lower of the two tender offers for presentation to the two Town Councils. This acceptance would be without any authority until presented to the council meetings for both towns, and would be officially accepted only if ratified by both Councils.

Moved by: Jim Boulanger
Seconded by: Denise Walker

That the tender from K&T Trucking be recommended to the two municipalities' Councils.

Carried.

Chair Adams stated that this is a recommendation for a one-year contract.

Chair Adams stated that delivery of the crawler-loader had been requested and it is expected to arrive this week. If the councils accept the recommended tender, the contractor would excavate the first cell next week. With regard to having all persons working on the site, James Leon was asked to contact MOE's Andrew Polley to get a recommendation on WHMIS training. Ron Peori suggested that we check with AECL because WHMIS training is given there frequently. James was also asked to contact Belo Csomor for a recommendation on WHMIS training. Chair Adams then suggested that Tracy Lance get on track with James Leon tomorrow about details of operation and preparation for site opening.

Mayor John Murphy stated that another issue of concern is the details of the Intermunicipal agreement and this should be addressed and completed as soon as possible. Chair Adams stated that this agreement is not currently in the hands of the Board and both lawyers for the municipalities should work together to get this

issue ironed out with all haste. Chair Adams added that the current Board would continue to go ahead to begin operating the site until the agreement is finished and the new Board takes over.

4. Motion to Accept the Agenda

Chair Adams suggested a motion to accept the current agenda and that items not addressed at this meeting would be added to the agenda for the next meeting.

Moved by: Denise Walker
Seconded by: Jim Boulanger

That the agenda be accepted.

Carried

5. Review and Acceptance of Minutes of Meetings of May 13th, and May 27th, 2002.

Moved by: Jim Boulanger
Seconded by: Denise Walker

That the minutes of the May 13th, 2002 meeting be accepted.

Carried

Moved by: Jim Boulanger
Seconded by: Denise Walker

That the minutes of the May 27, 2002 brief meeting be accepted.

Carried

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

None

7. Correspondence.

a. Letter to Laurentian Hills re Contacting AECL and verbal correspondence with Bruce Boucher re Bruce's contacting AECL about Baggs Road ditching damage. James Leon stated that Bruce Boucher phoned Peter McCann on two occasions and left a message both times and Bruce was waiting for a reply.

b. Call to Fire Chief of Deep River re fire extinguisher requirements. James Leon stated that he had spoken to Deep River's Fire Chief and that he had offered to order two appropriate fire extinguishers for the HHW Depot and one for the site office. When they arrive he would have them installed and would inspect them on a yearly basis when requested.

c. Verbal information with Deep River re cell phone and dead areas.

James Leon contacted the Deep River Police Dept. and Fire Dept. about dead areas existing that affect cell phone reception. Both departments informed James that they were not aware of any dead areas. James Leon was asked to check again to be sure that the departments were referring to digital reception. Chair Adams informed the Board that he has told James Leon that he could use the cell phone on weekends for personal use since weekend use is at no additional cost, and this will increase the likelihood of being able to contact Mr Leon in an emergency.

d. Verbal correspondence with AECL's Dan Broome re moving trailer during the week of June 17, 2002.

James Leon stated that he has spoken to Dan Broome on June 14 and Dan informed him that the trailer would be moved to the site this week. James would call Dan to determine the time and date of delivery. James added that the electric heaters would remain in the trailer and that there would not be electricity or plumbing for the first while. Chair Adams asked James to contact P&G Plumbing to have a portable toilet delivered to the site and to work on having the office in operation as soon as possible.

Moved by: Denise Walker
Seconded by: Jim Boulanger

That P&G Plumbing be requested to drop off a portable toilet for the week of June 24th.

Carried.

James Leon stated that he had spoken to Andrew Polley and explained the status of the site office and Andrew replied that these are teething pains of opening a new site and the MOE would wait for a reasonable period to have the site office in operation.

Details of initial work to be completed for the office were discussed and the following motions were made.

Moved by: Jim Boulanger
Seconded by: Denise Walker

That Darryl Cochrane be employed to sand blast or scrape the steel frame of the trailer and paint or spray paint it with rust preventative paint.

Carried.

Moved by: Jim Boulanger
Seconded by: Denise Walker

That James Leon have a contractor, as recommended by Bill Sikorsky, insulate the underside of the trailer with foam insulation.

Carried.

James Leon was asked to put together other details of the renovations of the site office including the interior floor plan and details of the plastic coating for the roof. Chair Adams mentioned that the interior walls should be designed on the floor plan so that passive airflow into the washroom would

be maximized since we are relying on convection heating. James was also asked to get information on plumbing requirements.

Details of an estimate from Hydro One for staking and drawing up plans to run Hydro Lines to the site along Baggs Road were discussed. For this upfront work it would cost about \$6,400. A rough estimate to run the lines to the site office would be about \$44,000. Mr. Grant Eady of Hydro One had suggested that if the Board does decide to run Hydro to the site, that the upfront work which must be done by Hydro should be completed, and then the Board should go out to tender to have the lines run.

James Leon had estimated the cost of running a propane powered generator would be about \$4,200 per year, after purchasing the generator at a cost around \$15,000. Mike Gasman inquired about using a diesel generator because propane would not be volatile at lower temperatures. After some discussion it was decided that either a propane generator or Hydro would provide the power. Mayor John Murphy suggested that the Board use propane to generate electricity for the first year and then evaluate the costs.

Denise Walker asked Tracy Lance what his opinion was of a 12 KW generator and Tracy replied that that would provide plenty of electricity to power up site lights. Earl Gust suggested that the distance from the last power pole on Miller's Road would be much closer to the site and therefore less expensive to run Hydro. James Leon was asked to have Bruce Boucher measure the distance for a Hydro Line from Miller's Road to the site.

The next issue discussed non-potable water for a sink and a toilet and it was decided that having a tank in the office to contain the water was best and it could be filled by having water trucked in. Ron Peori asked about the possible requirement for an emergency shower and was informed that it is not a requirement of the C of A. Chair Adams informed Tracy Lance that heating for the office would be provided by a propane heater that was controlled by a thermocouple-powered thermostat so that no outside electricity was required for heating.

Hemlock planks to protect the concrete in the HHW Depot from being damaged by the loader tracks were discussed, and Tracy Lance suggested that perhaps heavy rubber belting could work. James Leon stated that the Depot at Laurentian Valley employed 1" thick steel plates that are welded together and fastened to the concrete floor. James Leon was requested to obtain a back-up set of planks.

The next topic was the delivery of the crawler-loader, which is currently at Clouthier's in Pembroke. James Leon was asked to inform the Board members and Tracy Lance the time and date that the machine would arrive at the site. Once the machine was on site, Liebherr personnel would be present to instruct the contractor on details of operation and maintenance of the new machine. James Leon was asked to inform the two Mayors and to arrange a meeting so that a photo could be taken by the NRT with them beside the machine.

Mike Gasman suggested having the two town superintendents inspect the loader when it is delivered. Tracy Lance inquired about the warranty of the new machine and Chair Adams replied that there was just a limited warranty on it.

8. Financial report.

Invoice from David DeMille.

The invoice was discussed and James Leon was asked if the charges were correct. James replied that the invoice was correct and Chair Adams suggested a motion to have it paid.

Moved by: Jim Boulanger
Seconded by: Denise Walker
That the invoice from David DeMille be paid.

Carried.

The next invoice discussed was from Big Country for the foundation tubes for the trailer \$2,420.

Moved by: Jim Boulanger
Seconded by: Denise Walker

That the invoice from Big Country be paid.

Carried.

9. Update from Site Liaison Committee.

Ron Peori stated that there has not been a recent meeting of the SLC and that the next meeting would be this week on June 20th.

10. Update on HHW Depot

a. Review equipment requirements re drums, drum carriers and pallets, etc.

After a brief discussion of equipment requirements, James Leon was asked to obtain a container and Lime for battery storage and to obtain a first aid kit for the site office.

Mayor John Murphy asked about HHW depot receiving herbicides and insecticides. It was suggested that our site could piggyback these wastes with Laurentian Valley. Our C of A does not presently allow us to accept these items. Denise Walker stated that Andrew Polley suggested that we apply to include these materials after we have begun operations.

11. Tasks to be completed prior to opening the site.

a. Update on progress of tasks to be completed including tipping fees for our sign, and installation of signs.

James Leon was asked to check with the office in Point Alexander and find out any changes that have been made to the tipping fee schedule that is posted in the office. Denise Walker stated that we must get the tipping fees sorted out. Currently Laurentian Hills residents must obtain a slip from the office and pay the tipping fee. Denise asked if we want to get our site operator to handle money and Jim Boulanger replied that people like it the way it is done now. Denise added that all waste volumes would be tracked and recorded for the municipalities. If it is recorded and a tipping fee is required then the operator of the site could issue an invoice to be paid at the appropriate Town office. Jim Boulanger says that Laurentian Hills currently issues a permit/fee and the payment is made in advance. Tracy Lance added that he gets billed from the Laurentian Hills office. Chair Adams suggested that we agree that the site operator should not have to handle money. Denise Walker was concerned that if a person with a load of waste for the site was located in Chalk River

and had to travel to Point Alexander and back to the site, then that would be too great a distance, but it was pointed out that there is an office in Chalk River where the fees could be paid.

Moved by: Denise Walker
Seconded by: Jim Boulanger

That money not be handled by the operator of the landfill site.

Carried.

With regard to record keeping, Denise Walker asked if the MOE has any special forms and have we provided the site operator with the correct forms for record keeping. It was decided that the existing forms should be cleaned up and James Leon was requested to get a supply of them with three ring binders for site operations.

Hours of operations were then discussed and current hours of both existing landfill sites were compared. It was suggested that 9 am to 4 pm for Tuesdays through Fridays and 9 am to 6 pm for Saturday during the summer and 9 am to 4 pm on Saturdays during the winter.

The signing of the form of agreement for site operations would require a meeting after the two councils ratified acceptance of the lower tender offer. It was suggested that a meeting be set for 10:30 am on June 20th and James Leon was asked to provide blank forms of agreement for signing and copies of the tender offer from K&T Trucking for each member of each council and a copy of the tender offer from Tomlinson for each Board member.

Chair Adams suggested that the other points of the current agenda be tabled for the next regular Board meeting.

Moved by: Jim Boulanger
Seconded by: Denise Walker

That the remainder of the current agenda be tabled for the June 24th, 2002 Board Meeting.

Carried.

13. Adjourn.

Chair Adams suggested a motion to adjourn.

Moved by: Denise Walker
Seconded by: Jim Boulanger

That the meeting be adjourned.

Carried.

The next Board meeting will be on Monday, June 24th, 2002 in the Board's office at Point Alexander.