

BOARD OF DIRECTORS MEETING MINUTES

Thursday, November 30th, 2023

Norpen Office, St. Anthony, NL

In-Person: Brad Johannessen (Chair), Guy Hurley, Ian Brenton, , Gloria Barrett, Maggie Chambers, Jason Rowbottom, & Dailen Fillier.

Zoom: Jackie Randell, Brendan Fitzpatrick.

Regrets: Dale Colbourne.

1. Welcome

- a. Chair Welcomed everyone.

2. Call to order

- a. Chair called the meeting to order.

3. Adoption of Agenda

- a. **Motion 231130-1** Moved by Ian to adopt the agenda as presented, seconded by Guy. For 7. Against 0. Motion carried.

4. Fire Services Update

- a. Fire Truck Sold
The truck has been sold and the cheque is on the way to Norpen. The money will be transferred to the fire department after it's received.
- b. Tax Rebate (Fire Truck Purchase in 2021)
It was unknown if the rebate for the fire truck was completed. The manager resubmitted the rebate application to CRA.
- c. The fire department was asking questions about fundraising. The Ladies Auxiliary did fundraise in the past, but they believe the department would get more engagement if the fundraising was done by the department itself.

5. Adoption of Minutes

- a. **Motion 231130-2** Moved by Guy to adopt the October 19th minutes, seconded by Ian. For 6. Against 0. Motion carried.

6. Business Arising

- a. No Business arising.

7. New Business

- a. Manager Update:

- i. Revenue and expenses

The Board approved the revenue and expenses for the month of November.

Motion 231130-3 Moved by Gloria to pay the expenses for November, seconded by Ian. For 7. Against 0. Motion carried.

- ii. Scotia Bank

The board agreed to pay off the Scotiabank loan for the collection trucks.

Motion 231130-4 Moved by Ian to pay off Scotiabank loan in the amount of \$51,567.80, seconded by Gloria. For 7. Against 0. Motion carried.

The manager presented options to the board for GICs. The board agreed to set aside 100,000 and lock it in for 1 year.

Motion 231130-5 Moved by Maggie to lock in \$100,000 in GICs for 1 year, seconded by Guy. For 7. Against 0. Motion carried.

- iii. Employee Wage Increases

The board agreed to increase the hourly wages of 3 long time employees.

Motion 231130-6 Moved by Ian to give a raise to the 3 long time employees, seconded by Guy. For 7. Against 0. Motion carried.

- iv. Budget and Fee Structure

The manager presented some minor things that weren't included in the original fee structure. The board agreed to the changes.

- v. New Cell Phones

The board approved the purchase of new cell phones for all Norpen field employees.

Motion 231130-7 Moved by Gloria to purchase new cellphones for Norpen employees, seconded by Maggie. For 7. Against 0. Motion carried.

- vi. Local Service Districts

The discussed Local Service districts and if Norpen can bill the LSD's directly for waste management services.

- vii. Dump Trailer – St. Barbe

The board decided to put the dump trailer at the sub-region 3 landfill site up for sale by tender.

- viii. Site 2 Attendant Transports Business Waste

The board was informed that the sub-region 2 landfill attendant was bringing waste to the site for a business. The board agreed that this is ok as long as it is not done on company time.

- ix. Strongdata Accounts to be Written off.
The board agreed to write off 18 accounts. These accounts could not be collected by Norpen or our collection agency.
Motion 231130-8 Moved by Guy to write off bad debt in the amount of \$15,184.19, seconded by Ian. For 7. Against 0. Motion carried.

8. Other Business

- a. None

9. Correspondence

- a. Letter from Hon. Benard Davis – Response to Letter Requesting Funding for Study:
 - i. The board agreed to move ahead with the request for funding to conduct a study.
- b. Email from Chad Spence regarding commercial versus residential waste:
 - i. Chad Spence's letter was reviewed. The board agreed with some of his points and decided to send back a friendly letter explaining some steps we are taking.
- c. Email from Joyce Hughes regarding invoice to Church in Lower Cove.
 - i. Letter was reviewed. Board reiterated the policy on the charging of churches.
- d. Email from town of Flower's Cove.
 - i. Email was sent my Flower's Cove Mayor Keith Billard. The board agreed this was not a professional letter and a response will not be sent.
- e. Letter from Regional Council of Hawke's Bay, River of Ponds, Port au Choix, Port Saunder's.
 - i. The Board reviewed this letter and agreed to send a letter in response along with a copy of the budget and fee structure.
- f. Letter from town of Hawke's Bay
 - i. The Board reviewed this letter and agreed to send a letter in response along with a copy of the budget and fee structure.
- g. Letter from Roman catholic Church (Beatice and Rod Fillier)
 - i. Letter was reviewed. Board reiterated the policy on the charging of churches.
- h. Lettter from United Church (Wavey Pilgrim and Julie Pilgrim)
 - i. Due to this church being closed and all town services cut, the board agreed to write off this account.

10. Next Meeting

- a. TBD.

11. Adjournment

- a. Meeting adjourned.