



## BOARD OF DIRECTORS MEETING MINUTES

Thursday, June 29, 2023

Norpen Office, St. Anthony, NL

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**In-Person:** Brad Johannessen (Chair), Dale Colbourne, Gloria Barret, Jackie Randell, Ian Brenton, Tony Ryan, Jason Rowbottom, & Dailen Fillier.

**Zoom:** Lloyd Bennett, Guy Hurley.

**Regrets:** Maggie Chambers, Swansetta Rumbolt, Brendan Fitzpatrick.

**1. Welcome**

- a. Chair Welcomed everyone.

**2. Call to order**

- a. Chair called the meeting to order.

**3. Adoption of Agenda**

- a. **Motion 220623-1** Moved by Dale to adopt the agenda as presented, seconded by Ian. For 8. Against 0. Motion carried.

**4. Fire Services Update**

- a. Maggie was not in attendance therefore no update from Fire Services will be given.

**5. Adoption of Minutes**

- a. **Motion 230623-2** Moved by Dale to adopt the May 25th, 2023, minutes, seconded by Ian. For 9. Against 0. Motion carried.

**6. Business Arising**

- a. No business arising.

## 7. New Business

### a. Manager Update:

#### i. Fire Services

The general manager informed the board that Deanna is doing better with collections now that the letters are being used. Communication between the Norpen office and fire services has also improved. The manager also stated that he will be having a meeting with the branch manager with Scotiabank in St. Anthony. They believe that Norpen should still be at the branch level not commercial. They will also work out if fire services can get their own account that way, they should be able to get their own visa and accept E-transfers for payments.

#### ii. Landfill Sites

The situation with the landfills is of great concern to Norpen, particularly the sub-1 site. A Letter has been sent to the Minister of Environment to ask how Norpen can move forward. The Towns of St. Anthony and St. Lunaire-Griquet have also sent letters in support. In the meantime, Norpen needs to do what it can to help. The manager suggested getting some loads of fill that sites 1 & 3. The board suggested that research be done to see what kind of fill is needed and the costs involved. They also want to know what was budgeted for fill.

#### iii. Auditor Tender

Norpen still requires an auditor. One bid was received from the tender which came in at 20-25 thousand dollars. The board did not agree to accept the tender offer that was submitted as they believe the price to be too high. The board wanted to know if they would be able to retender based on price alone. It was suggested that the manager contact Holly Scott at Municipal Affairs to ask about the tendering process and if it would be acceptable for Norpen to retender for an auditor.

#### iv. Revenue & Expenses

There was a discussion regarding the ways in which Norpen is losing revenue. The compactor truck was brought up, the manager informed that they were going into the sub-region 2 site which is cheaper for them than going over the scales at sub-1. The board agreed that in the case of the compactor truck an average price should be determined for us in the other 3 sites. A letter will be sent to the operator of the compactor truck that Norpen will be imposing an average fee for dumping at the other 3 sites. The board also decided that honey wagons would be exempt from the scales.

The monthly expenses for the month of June is \$22,479.01.

**Motion 230623-3** Moved by Tony to pay the monthly expenses of June 2023, seconded by Ian. For 9. Against 0. Motion carried.

#### v. Fee Structure

Manager informed that a new fee structure is in the works.

#### vi. Visit to WRWM

The General Manager had a productive visit to WRWM. Western has experience in transitioning from landfill sites to transfer stations. They believe that waste can be transported cheaper than what the studies say. The manger also informed that

they have transfer stations in Port au Basque & Rocky Harbour which distance wise is not a lot further than us to Norris Point.

- vii. New Website  
The new website is underdevelopment. The domain name has been setup as NPRSB.ca. Dailen is continuing to work on it.
- viii. 2012 Pickup  
Norpen received two bids for the 2012 GMC pickup in Hawke's Bay. One for \$200.00 & one for \$500.50. The board agreed to accept the offer for \$500.50. **Motion 230623-4** Moved by Dale to accept the offer for \$500.50, seconded by Gloria. For 9. Against 0. Motion carried.
- ix. Promotional Materials  
Currently Norpen doesn't have any promotional materials to give out. The board approved \$1,000 for the purchase of promotional items. **Motion 230623-5** Moved by Dale to approve \$1000.00 for the purchase of promotional items, seconded by Ian. For 9. Against 0. Motion carried.
- x. Local Service Districts  
Norpen requests from the LSDs a household and business report every year to determine the correct customers to bill. Most LSDs do not provide the information. Letters have been sent in the past however Norpen still receives little cooperation.
- xi. SABRI Apartments  
It came to Norpen's attention that the SABRI apartments are using individual bins for waste collection in which they wouldn't qualify for the apartment rate. Manager said he would send a letter to the town clarifying where Norpen stands.
- xii. Credit Recovery  
Due to the fees that the collection agency charges, 30% the manager asked the board if we should be putting that cost back to the customer. The harsh collection letter already states that any additional fees incurred by Norpen would get charged back to their account. The board agreed to charge the fees.
- xiii. NorPen Compactor Truck  
The board would like to know what is wrong with the truck and if Norpen should repair, sell, or scrape it.
- xiv. NorPen Tablets  
The board suggested that the tablets could be given to Shirley's Haven if they want them or recycle them.

## 8. Other Business

### a. Office Rent

The manger informed the board that the office rent would be increasing each year moving forward. The board accepts the current increase however suggested that we start looking for an alternate location for the office.

### b. Attendant Hut

To move ahead with the new attendant hut, the board would need to do a motion to accept the cost estimate from the engineers. The board suggested that Norpen contact the green municipal fund.

### c. Shelving & Shredder

The Manager requested funds for new shelving and shredder for the office. The storage room has boxes stacked on boxes and needs to be cleaned up and organized.

**Motion 230623-6** Moved by Ian to purchase shelving for the office, seconded by Dale. For 9. Against 0. Motion carried.

**Motion 230623-7** Moved by Tony to purchase a new shredder in the 500–600-hundred-dollar range, seconded by Ian. For 9. Against 0. Motion carried.

## 9. Correspondence

### a. Letter from Cheryl Patey concerning the state of landfill site:

- i. The board reviewed the letter, the manager informed that he did talk to the resident already and explained some of the things that is being done to address the situation at the site.

### b. Letter sent to Hon. Bernard Davis:

- i. Norpen sent a letter to Minister Davis to ask how Norpen can move forward with the provincial waste management strategy.

## 10. Next Meeting

- a. July 27<sup>th</sup>, 2023, at 6:00pm.

## 11. Adjournment

- a. **Motion 230623-8** Moved by Dale to adjourn the meeting, seconded by Ian. For 9. Against 0. Motion carried.