



**Board Meeting – NorPen Office**

**Date and Time:** April 27th, 2023.

**In-Person:** Brad Johannessen (Chair), Guy Hurley, Brendan Fitzpatrick, Maggie Chambers, Gloria Barret, Jackie Randell, Ian Brenton, Jason Rowbottom, & Dailen Fillier.

**Zoom:** Dale Colbourne

**Regrets:** Tony Ryan, Swansetta Rumbolt, Lloyd Bennett.

1. **Welcome:** Chair welcomed everyone.
2. **Call to Order:** Chair called the meeting to order.
3. **Adoption of Agenda:**
  - **Motion 230427-1** Moved by Ian to adopt the Agenda seconded by Guy. For 8. Against 0. Motion carried.
4. **Fire Services:**
  - Maggie said that as far as she knows everything is going well. Invoices are going out and money is coming in. She also said that the delinquent accounts are being worked on.
  - Maggie also believes that the visit from the new General Manager was a positive meeting and that the hope is that everything continues to move forward in the right direction.
5. **Adoption of NorPen Minutes:**
  - **Motion 230427-2** Moved by Dale to adopt minutes the from meeting held on March 29<sup>th</sup>, 2023, seconded by Ian. For 8. Against 0. Motion carried.
6. **Business Arising:**
  - A. **Rollout Bins**
    - The chair decided to table this discussion for another meeting as there are other important items on the agenda to address.

## 7. New Business:

### A. Manager Update

- Norpen's new General Manager, Jason Rowbottom was introduced to the board. Each member also introduced themselves and the community they represented.

- **Revenue and monthly expenses.**

The general manager informed the board regarding a flaw with the reports they have been getting from Strong-Data (Norpen's Accounting Software). Office staff discovered that amounts that are entered incorrectly and reversed on the system will remain on the revenue reports. Jason said that a meeting is scheduled with Strong-Data for next Tuesday so that this issue and other concerns can be addressed and hopefully resolved.

- The monthly expenses for the month of April are \$19,688.84.
- **Motion 230427-3** moved by Maggie to pay the monthly expenses in the amount of 19,688.84, seconded by Dale. For 8. Against 0. Motion carried.

- **Site Visits**

Jason & Dailen visited all of Norpen's landfill sites as well as the Straits Fire Department. Jason said that the meeting with the Straits Fire Department was a positive meeting. He said that they would like help with collecting overdue accounts and getting a new computer and printer for their office. They would also like their minutes presented in the NorPen board meetings and have copies of board meeting minutes sent to their committee. Overall, the fire department would like more communication between them and the board.

**Sub-Region 1:** The biggest issue currently at the sub-region 1 site is the lack of heavy equipment. The 755 Crawler is still in Deer Lake for repairs and as such the waste pile is just getting larger with no real way to push it off.

The next issue is the rats present at the site. Members of the public have also brought concerns regarding the rats. The pest control company baits the site monthly.

**Sub-Region 2:** Is not in bad shape however they are also lacking a piece of heavy equipment as the excavator that was at sub-2 was moved to sub-1. It was also noted that the sub-region 2 collector has been starting earlier in the morning than what the collection policies state. The board agreed that all collectors should be abiding by the collection policies and not starting collection until 8:00AM.

Additionally it was previously decided that Norpen would get a call-in worker trained for the attendant position in Roddickton. The board said that we should do two weeks training for the new employee.

The attendant also informed us of a company that is using a large cub van to drop off waste. The issue is that vehicle can deliver more waste than a single axel commercial truck but is only getting charged 62.50 as per the fee structure. The attendant hut currently in use at the sub-region 2 site is in poor shape. The building seems infested with flies and looks to be beyond repair.

**Sub-Region 3:** The site looks pretty good, the fence around the site keeps a lot of the debris contained in the site. The biggest concern that the attendant had was that the site hasn't got any fill in three years.

**Sub-Region 4:** While visiting the site it was noticed that the collector had someone else on the truck that was not an employee of Norpen. This is a major

concern as the company was unaware and it could cause issues if there is an accident or another problem.

As for the site itself, there is a lot of debris that has blown around but otherwise not in terrible condition.

➤ **Request for Quotes (Auditor)**

Three requests for quotes to auditing firms. We got a response from one confirming that they have got our request.

➤ The chair said that we got until August 31<sup>st</sup> to get a new auditor.

➤ **Used Oil Management Association (UOMA)**

UOMA has setup a new program to provide their used oil collector with either a sea can or small storage shed to store used oil for them. This would be provided to Norpen free of charge, and they would conduct all the necessary collection of the used oil. All information that was requested by UOMA regarding our sites have been forwarded to them.

**B. Attendant Hut (Sub-Region 1)**

➤ The new general manager is unsure about the progress of this project. The design from the engineering company is complete but we don't know for sure if the total funding for the project has been approved. The manager will look into this further.

**C. Sea Can (Subregion 1)**

➤ The Electronic Product Recycling Association (EPRA) is providing Norpen with a new sea can store the electronic waste at our sub-region 1 site. They won't be taking the old trailer so we will have more space to store this material.

**D. Governance Document**

➤ The board discussed the governance document. The chair also stated that the Chairperson is not elected so they are not considered a representative from a region, therefore we are also short a member from Sub-Region 1.

**E. Code of Conduct**

➤ Code of Conduct will be discussed at a later meeting.

**F. Norpen Board Structure**

➤ The Chair asked the board if there was any interest in changing the number of board members from 12 to 8. Some members believed that it would make it harder to get a quorum for meetings.

The chair also stated that board members should be responding to the emails they receive about upcoming meetings and to inform the office if they can attend or not this way we would know if there is a quorum. Additionally, according to the Governance Document a board member is only allowed to miss four meetings per year, this does not include sickness or other legitimate reasons.

The use of zoom & teleconferencing is limited to three per calendar year. Either the board changes the rules or starts enforcing them.

The Chair informed the board that at least 3 members must be on each committee which includes the fire committee. As of right now the only Norpen

board member on that committee Maggie Chambers. The Chair said that they do not have to be from Sub-Region 3 and if they are interested, please forward their names to staff.

#### **G. Spring Cleanup**

- The board decided that Norpen would not be conducting the spring cleanup this year. The agreed to set it up the same as last year that if any town or LSD wishes to do their own cleanup, Norpen will allow the disposal at our sites free of charge. An email will be sent to the municipalities explaining this.

### **8. Other business**

#### **A. Request for key to access sites outside regular business hours.**

Several seafood plants have requested keys to access the site after hours. The board recently decided to remove their access to the sites. One solution is if in the event of a long weekend or holiday the business in question can request beforehand to dump at the site after hours and then we can arrange for the attendant to be there.

#### **B. 755 Crawler loader needs injectors (\$6000)**

The mechanics that are repairing the 755 loader has informed us that the loader will require new injectors priced at approximately \$6,000. The loader will operate without new ones but there is a chance that the injectors caused the engine failure in the first place, so they recommended that they are replaced.

**Motion 230427-4** moved by Gloria to approve the purchase and installation of new injectors for the 755 loader, seconded by Ian. For 8. Against 0. Motion carried.

#### **C. Compactor Truck**

It was brought to the attention of the board that our contactor is using a compactor truck to collect waste from several businesses in St. Anthony. As such the revenue from those businesses have dropped and in some cases stopped entirely. The contractor was charged for a double axel commercial truck as per the fee structure. The manager noted that they are not doing anything wrong as per our contract or our fee structure. It was also noted that the scales will be back online at the St. Anthony site starting in May, this may increase our revenue from the compactor truck. The board may also want to review the Norpen fee structure some time in the future.

#### **D. Safety Equipment for Employees**

It was noted during the landfill site visits that some of the employees were not wearing all necessary safety equipment, however, most did have boots and high vis vests. The Manager asked the board if we are enforcing the use of safety equipment on site. The board agreed that safety equipment should be mandatory for all employees and decided to provide \$150 per year for the purchase of safety equipment.

**Motion 230427-3** moved by Ian to provide \$150 per year to Norpen employees for the purchase of safety equipment seconded by Maggie. For 8. Against 0. Motion carried.

#### **E. New Member for Sub-Region 3**

As was discussed in the previous meeting, Maggie asked about having a new member join the board from the town of Flower's Cove. She said that to their understanding, there is no rule that states in the Municipalities act, or Regional Service Board Act that states two board members can't be from the same community.

The Chair said that he can put his name forward to the board and that a decision would have to be made. Maggie said she would inform him of this.

**F. Repairs to Norpen's Pickup Truck**

The 2016 pickup truck was recently brought to Scott's Autobody for appraisal with regards to the damage done to the taillight. The work was estimated to be approximately \$4,000 through insurance. The other option Norpen would have would be to have the person at fault pay out of pocket for cheaper repairs at about \$500. The board agreed to just move ahead with them paying out of pocket without going to insurance.

**9. Correspondence**

**A. Request for meeting Western Regional Service Board**

- The Western Regional Service Board has requested a meeting the Chair & Manager of Norpen. They will arrange a meeting at a mutually agreed date and time.

**B. Town of Roddickton regarding complaints at Roddickton Landfill site.**

- The board addressed the letter from the Town of Roddickton regarding their concerns about the Sub-Region 2 landfill site. As of right now the excavator from that site is in Sub-Region 1 but will be moved back as soon as the crawler loader is repaired.

**Next Meeting**

- Next meeting May 25th, 2023, at 12:00 Noon.

**8. Adjournment**

- The meeting was adjourned at 1:30PM
- **Motion 230427-4** Moved by Ian to adjourn the meeting. Seconded by Dale. For 9. Against. 0. Motion carried.

Chair: \_\_\_\_\_