

BOARD OF DIRECTORS MEETING MINUTES

Thursday, January 25, 2024, at 6:00 PM

Norpen Office, St. Anthony, NL

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

Zoom: Brendan Fitzpatrick.

Regrets: Jackie Randell

1. Welcome

- a. Chair welcomed everybody.

2. Call to Order

- a. Chair called the meeting to order at 6:05 PM.

3. Adoption of Agenda

- a. **Resolution 230125-** Be it resolved that the agenda be adopted as presented.

Moved by Ian Brenton and seconded by Guy Hurley. Carried unanimously.

4. Adoption of Minutes

- a. **Resolution 230125-2:** Be it resolved that the minutes from November 30, 2023, are adopted.

Moved by Ian Brenton and seconded by Dale Colbourne. Carried unanimously.

5. Business Arising

- a. No business arising.

6. Fire Services

- a. Meeting Minutes, Dec 15, 2023
The board reviewed the minutes for the fire department.
- b. Budget 2024
The Fire Department budget for 2024 was presented and reviewed by the board.

- c. Tax Rebate (Fire Truck Purchase 2021)
The tax rebate for the Fire Truck purchase was submitted as it was unknown if it was already done previously.

7. New Business

- a. Revenue and Expenses
The Board approved the revenue and expenses for the month of January.

Resolution 230125-3: Be it resolved that the Board adopt the expenditures for the month of December 2023.

Moved by Guy Hurley and seconded by Gloria Barrett. Carried unanimously.

- b. Attendant Hut
The engineering firm has sent out a tender for the new attendant hut for sub-region 1. Tenders will be submitted to Norpen on or before February 12, 2024.
- c. Audit
The auditor has informed that the audit will be completed by the end of the month.
- d. Scotiabank
Due to the audit not being completed yet, Scotiabank is charging late fees and any plans for new investments are put on hold.
- e. Employee Issues
 - i. The Sub-Region 2 collector resigned without notice. The position was advertised and filled.
 - ii. The Sub-Region 4 collector has not been following company policies regarding other people on the truck with him. The board recommended a final written warning.
- f. Collection Trucks (Dodge Rams)
The collection trucks are plagued with issues and becoming very expensive to maintain. The manager recommended purchasing a new truck and phasing out the Rams.
- g. Update Travel Expense Rates
The board agreed to update Norpen's expense claim rates to the current provincial standards, which would include 53.51 cents per kilometer for use of personal vehicle.
- h. Refuse Curbside Collection and Site Access
The board agreed that if accounts are past due for over one year, Norpen may discontinue waste collection and refuse access to the landfill site.

8. Other Business

- a. No other business.

9. Correspondence

- a. Letter from Town of Port Saunders regarding fee structure.
 - i. A response letter will be sent.
- b. Email from Plum Point customer regarding fee increase.
 - i. A response letter will be sent.
- c. Letter from John Wesley Church regarding fees.
 - i. Letter was reviewed. Board reiterated the policy on fees for churches.
- d. Email from the St. Anthony and Area Chamber of Commerce regarding membership.
 - i. The Board agreed that Norpen join the St. Anthony and Area Chamber of Commerce and pay the membership fee.

Resolution 230125-4: Be it resolved that Norpen pay \$100 annual membership fee to join the St. Anthony & Area Chamber of Commerce.

Moved by Ian Brenton and seconded by Maggie Chambers. Carried unanimously.

- e. Letter from Town of Port Saunders regarding fee increase.
 - i. A response letter will be sent.
- f. Letter from Plum Point customer regarding fee increase.
 - i. A response letter will be sent.

10. Next Meeting

- a. TBD.

11. Adjournment

- a. Meeting adjourned at 8:10 PM.