

## TRI R COMMITTEE MINUTES

April 7, 2010

The regular meeting of the TRI R Committee was held on Wednesday, April 7, 2010 at the Armour Township office and called to order at 7:00 p.m..

Committee Members Present: Bob MacPhail, Committee Chair, Rex Smith, Glenn Miller, and Pat Hayes.

Absent: Cathy Still, Paul Fink.

Staff Members Present: Amy Tilley, Landfill Administrator.

### APPROVAL OF MINUTES

- ▶ A motion to accept the minutes of the regular meeting held March 3, 2010 was passed.

### DECLARATION OF PECUNIARY INTEREST

- ▶ None

### CLOSED SESSION

- ▶ A motion to move into closed session was passed at 7:10 p.m.
- ▶ A motion to move out of closed session was passed at 7:32 p.m.

### RESOLUTIONS FROM CLOSED SESSION

- ▶ A motion to accept the minutes of the closed meeting held March 3, 2010 was passed.
- ▶ A motion to offer employment to Mark Staples - Site Manager, Marlene Bennett - Assistant, Eric Hall - Assistant, James Clements - Assistant.

### BUDGET/FINANCIAL

- ▶ The proposed budget figures were presented and the committee worked through the 2010 budget collectively. Amendments were made to decrease total operating cost of the landfill accounts.
- ▶ A line will be added budgeting 2% of the total operating and capital expenses in a general reserve.
- ▶ A draft budget was approved by resolution, and the Chair requested that the Administrator forward a copy to each municipality for approval.

### APPROVAL OF ACCOUNTS

- ▶ Discussed invoice for cover material. Quantity was identified as number of loads.
- ▶ Mileage reimbursement will only apply to travel outside of the municipalities.
- ▶ Coloured diesel expense was discussed and the administrator was directed to investigate pricing and gauge for pump.
- ▶ A motion was passed to authorize the payment of the landfill and recycling accounts

as presented.

#### ADMINISTRATOR'S REPORT

- ▶ Report was reviewed and discussed.
- ▶ Request was made to move Bomag to Short term projects. Administrator to investigate the best avenue for scrap metal removal.

#### UNFINISHED BUSINESS

- ▶ A motion was passed approving the amendments to the Employment Policy.
- ▶ Amendments to the hiring policy were discussed and will be presented at the May 5, 2010 TRI R meeting.

#### CORRESPONDENCE

- ▶ A letter from the Anderson's was received expressing appreciation for the hard work of the landfill staff.

#### NEW BUSINESS

- ▶ A memorial donation to the Heart and Stroke Foundation was made in memory of Jim Russell. Glenn Miller thanked the TRI R and Armour Township for acting on their behalf.
- ▶ The administrator will coordinate with Burk's Falls Public Works to provide hours for the coop student at the landfill.
- ▶ Quotes for bag tags were presented and after a brief discussion a motion was made to award the print job to Safeguard Business Systems.
- ▶ Forklift certification for the new assistant was discussed and approved.
- ▶ A staff report was presented updating the committee on the anticipated delivery of solid non-hazardous soil. Rex, Pat and Amy will visit the site and explore areas for stockpiling.

#### ADJOURNMENT

- ▶ A motion to adjourn was passed at 9:26 p.m. The next regular meeting is scheduled for May 5, 2010.

#### RESOLUTIONS

- ▶ Moved by Rex Smith, Seconded by Pat Hayes, That the TRI R Committee accept the minutes of the March 3, 2010 regular meeting, as circulated. Carried.
- ▶ Moved by Pat Hayes, Seconded by Glenn Miller, That the TRI R Committee hereby move into closed session at 7:10 p.m. in order to discuss matters pursuant to Section 239 (2) (b) of the Municipal Act. Carried.
- ▶ Moved by Glenn Miller, Seconded by Pat Hayes, That the TRI R Committee hereby move out of closed session at 7:32 p.m. Carried.
- ▶ Moved by Rex Smith, Seconded by Glenn Miller, That the TRI R Committee accept the minutes of the closed session of March 3, 2010, as circulated. Carried.
- ▶ Moved by Pat Hayes, Seconded by Glenn Miller, That the TRI R Committee direct the Administrator to offer employment to: 1. Mark Staples - Site Manager 2. Marlene Bennett - Assistant 3. Eric Hall - Assistant 4. James Clements - Assistant. Carried

- ▶ Moved by Glenn Miller, Seconded by Rex Smith, That the TRI R Committee accepts the 2010 proposed budget as amended and recommends that it be circulated in draft to the three participating municipalities for approval. Carried
- ▶ Moved by Rex Smith, Seconded by Pat Hayes, That the TRI R Committee approve payment voucher #04-2010 (landfill) in the amount of \$5035.35 and #4-2010 (recycling) in the amount of \$13,974.85 for payment. Carried.
- ▶ Moved by Rex Smith, Seconded by Glenn Miller, That the TRI R Committee approve the amendments to the Employment Policy as presented by the Administrator. Carried.
- ▶ Moved by Rex Smith, Seconded by Pat Hayes, That the TRI R Committee direct the Administrator to make amendments to the Hiring Policy to be reviewed for approval at the May 5, 2010 TRI R meeting. Carried.
- ▶ Moved by Glenn Miller, Seconded by Pat Hayes, That the TRI R Committee authorize the memorial donation to the Heart and Stroke Foundation on behalf of Jim Russell. Carried.
- ▶ Moved by Rex Smith, Seconded by Glenn Miller, That the TRI R Committee authorize the administrator to coordinate hours for a coop student at the landfill. Carried.
- ▶ Moved by Glenn Miller, Seconded by Pat Hayes, That the TRI R Committee authorize the purchase of 205,000 garbage tags for 2010-2011, from Safeguard Business Systems at a cost not to exceed \$2289.00 + tax & shipping. Carried.
- ▶ Moved by Rex Smith, Seconded by Pat Hayes, That the TRI R Committee authorize Forklift and Fuel Handling training for staff at the landfill. Training cost of \$735 + GST. Carried.
- ▶ Moved by Rex Smith, Seconded by Glenn Miller, That the TRI R Committee authorize the acceptance of solid non-hazardous soil from I-tech Environmental Remediation, having provided satisfactory test results. The site manager will assess loads and charge accordingly. Carried.
- ▶ Moved by Rex Smith, Seconded by Pat Hayes, That the TRI R Committee authorize the acceptance of solid non-hazardous soil from Terra-North, providing satisfactory test results are received by the administrator. Cost to be \$500 for a dual axle truck and \$600 for a tri-axle truck. Carried.
- ▶ Moved by Glenn Miller, Seconded by Pat Hayes, That the TRI R Committee adjourn at 9:26 p.m. until the next regular meeting scheduled for May 5, 2010. Carried.

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Bob MacPhail, Chairperson