



MINUTES



CRANE MOUNTAIN ENHANCEMENT INC. (CMEI)
Board of Directors Meeting
4 June 2013

The 4 June 2013 meeting of the Board of Directors of Crane Mountain Enhancement Inc. (CMEI) was held at the KBM, Westfield Road and was called to order at 6:00 p.m. by Chair, Tom Simpson.

In attendance: Peter Kierstead, Kathy Lawrence, Roberta Lee, Roger McKenzie, Kevin Robertson, Ed Ross, Tom Simpson, Fred M. Steeves, Jim Stubbs

Regrets: Mike Bonga, Sandy Coffin

PRESENTATION OF THE AGENDA - Modifications & Additions – one item was added to the agenda; New Business, Resignation of Ken Anthony

MOTION 1: Jim Stubbs / Ed Ross - That the agenda be accepted as presented.

MOTION 1: CARRIED

FUNDY REGION SOLID WASTE (FRSW) REPORT:

Tom Simpson reported he was in contact with Marc MacLeod and discussed the on-site UNB monitoring wellhead testing project as part of understanding the ground water flow. There will be an information/update meeting on June 14 at 10:00am and CMEI is invited to have a representative at this meeting. Roberta Lee plans to attend. As well, Mr. Simpson received the information on the insurance documents as requested. Mr. Simpson has distributed these to the board via e-mail and requested feedback from members.

ACTION: Tom Simpson to contact Sandy Coffin for his feedback.

As well, Mr. MacLeod also reported on the computer program that scans the monitoring well data for trends and trigger concentrations. The Statistical Trigger Protocol hasn't been accepted by Crane Mountain Landfill, and Mr. MacLeod would welcome any comments. Mr. MacLeod will be reviewing it with Saint John Lab for independence from Gemtec. Mr. Simpson has e-mailed a copy of the 20 page document to board members for review.

MOTION 2: Fred M. Steeves / Jim Stubbs - That a copy of the insurance document and the statistical trigger protocol be sent to exp. for review.

MOTION 2: CARRIED

MINUTES FROM LAST MEETING - Corrections & Additions

Peter Kierstead noted a spelling error on page 3. (Barnet, not Barrett)

MOTION 3: Roberta Lee / Peter Kierstead - That the minutes be accepted as amended.

MOTION 3: CARRIED

BUSINESS ARISING FROM THE MINUTES

1 *Letter re: Operating Grant:*

- Tom Simpson wrote a letter to Marc MacLeod regarding the delay in payment for the operating grant. Mr. MacLeod told Mr. Simpson that it will be on the agenda for the next meeting of Fundy Regional Services Commission (FRSC). Mr. Simpson read the letter into the minutes. (copy on file)
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2 *Special Projects Grants – timing issues:*

- Mr. Simpson reconsidered writing a letter to the FRSC for the strict deadline of submission for their meeting agenda, and suggested instead for CMEI to open up the application process on November 1st, with February 15th as the closing date. Applications review and decision-making would be complete by the end of February and proposed projects would be on the agenda of FRSC for their March meeting.

MOTION 4: Jim Stubbs / Ed Ross - That CMEI Special Projects Grant application process be advertised from November 1st with the deadline February 15th.

MOTION 4: CARRIED

3 *FRSC insurance coverage for contingencies:*

- see FRSW Report

4 *Review of EMP:*

- Tom Simpson noted that feedback had been received by all members with the exception of Peter Kierstead and Roger McKenzie. Mr. Kierstead didn't have more to add since the last meeting. Mr. McKenzie congratulated Mr. Simpson and Roberta Lee for the amount of work put into the documents for review and had two minor comments: 1. The name FFBEC was the legal entity in the original EMP and suggested changing the name to reflect the current CMEI. Mrs. Lee drafted a footnote to CMEI* - *“*The community monitoring organization initially called FFBEC will be referred to in this document by its current name, CMEI.”* Another concern in the text raised by Mr. McKenzie was the changing of the well sampling from once to twice per year - as it hasn't been done for 15 years, should there be reference as to why it should be changed to twice per year?

ACTION: Mrs. Lee to make a note of why the sampling should be twice per year to reflect seasonal changes.

Mr. Simpson noted that some of the wells and underdrains showed an increase in manganese over the past three/four years. When Cell #4 was capped the capping material was piled in the section that will be Cell #7 and the material from LaFarge in Welsford was high in manganese, which is a potential leachate trigger. Run off from this material seeped in and was picked up by the underdrain monitor. There is a temporary cap on Cell #5 since the leachate/surge pond will be moved elsewhere in future.

- Roberta Lee reported she attended the May meeting of FRSC.

5 **Exp. Project Update:**

- Roberta Lee was in contact with John Sims on May 29 regarding the annual environmental report from the landfill that CMEI requested he review. His response was it is a report typical of the landfills across New Brunswick, but wondered if it was an adequate response for a landfill site with 1,000 wells downgradient. He and Fred Baechler will review it further. The review will be included within the \$10,000 budget (\$2,500 has been spent to date and an invoice will be received shortly). Mr. Sims commented on the UNB project as a small first step in the larger picture. He plans to organize a site visit when Mr. Baechler is in the area.

CORRESPONDENCE

Tom Simpson reported he had requested the 3rd Quarter report from FRSW and when received, sent it on to **exp.** Mr. Simpson also received the monitoring well data from April Barnet and sent it on to **exp.** Mr. Simpson received an e-mail letter of resignation from Ken Anthony (copy read into the minutes and filed); and an acceptance form from Westfield Elementary School. Mr. Simpson asked for a motion to reimburse Kathy Lawrence for the meal.

**MOTION 5: Fred M. Steeves / Jim Stubbs - That the treasurer be authorized to pay for item.
MOTION 5: CARRIED**

CHAIR'S REPORT

Tom Simpson reported that he had discussions with Marc MacLeod and worked on the EMP review. (See FRSW Report)

TREASURER'S REPORT

Treasurer, Jim Stubbs, submitted a written Treasurer's report for the June 2013 meeting. (copy on file) Opening balance \$\$32,611.29; total income: \$5.02 - interest; total expenses of \$324.59. Total closing balance, \$32,291.72. Mr. Stubbs also submitted a copy of the letter to Marc MacLeod requesting 50% payment for the CMEI audit.

**MOTION 6: Fred M. Steeves / Kathy Lawrence – To accept Treasurer's Report as submitted.
MOTION 6: CARRIED**

COMMITTEE REPORTS

Education

Kathy Lawrence reported she contacted Brenda McCallum to offer CMEI support at upcoming events. Ms. Lawrence noted a three-year program had finished and FRSW is currently advertising specifications for brush collection. More information is posted on the Crane Mountain Landfill website. This year they will continue to donate compost to the community gardens and the Salvation Army garden; as well as the school tours under the FRSW education program.

Monitoring

Roberta Lee reported that the Monitoring Committee has met to review the Environmental Monitoring Plan (EMP) for the landfill, and to make suggestions regarding the upcoming revised EMP. She would like permission from the CMEI Board to send the Monitoring Committee's response as is to Marc MacLeod and also to request the opportunity to review the FRSW draft once it is available. Roger McKenzie requested to know who is preparing the EMP document on behalf of the FRSW and who will have final approval. Mrs. Lee also suggested including a copy of the 1998 Bird Control document and requesting an update of that document.

Regarding the 2013 Action Plan response to the ADI Report 2005 and 2009 that recommended deeper monitoring wells to be installed in intermediate locations based on studies of the groundwater. Mrs. Lee suggested **exp.** be asked, based on what is currently known, where they would recommend the deeper wells be located, and if they do not have enough information, what other information does **exp.** need to form an opinion.

Special Projects

Tom Simpson reported that four projects out of 18 have been billed and the invoices have been put through and one school environmental project has been submitted. The projects include: Grand Bay Primary, Hunter Education, Inglewood School, and Grand Bay/Westfield Volunteer Firefighters Association.

NEW BUSINESS

1 *Election of Officers and Appointments to Committees:*

Tom Simpson reported the present Executive is: Tom Simpson, Chair; Roberta Lee, Vice-Chair; Roger McKenzie, Secretary; Jim Stubbs, Treasurer.

- Election of Chair – Roberta Lee nominated Tom Simpson. Further nominations x 3 times. Tom Simpson was elected unanimously, and accepted;
- Election of Vice-Chair –Tom Simpson nominated Roberta Lee. Further nominations x 3 times. Roberta Lee was elected unanimously, and accepted;
- Election of Treasurer –Tom Simpson nominated Jim Stubbs. Further nominations x 3 times. Jim Stubbs was elected unanimously, and accepted;
- Election of Secretary – Tom Simpson nominated Roger McKenzie. Mr. McKenzie did not re-offer. Fred M. Steeves nominated Peter Kierstead. Further nominations x 3 times. Peter Kierstead was elected unanimously, and accepted. Mr. Simpson sincerely thanked Mr. McKenzie for his years of wisdom and time spent on the Board of CMEI.

Appointments to Committees:

- Monitoring Committee: Roberta Lee, Roger McKenzie, Peter Kierstead, Mike Bonga, Ken Anthony (resigned), and Kevin Robertson
- Special Projects Committee: Tom Simpson, Fred M. Steeves, Sandy Coffin, and Ed Ross
- Education Committee: Kathy Lawrence

- 2 *Aerial Photos of Landfill:* Tom Simpson reminded the Board that a decision had been made to have the aerial photos taken in the summer only and suggested contacting Wilson Studios to have the photos taken in July. Mr. Simpson will contact Marc MacLeod to confirm the Landfill will continue to pay 50% of the fee, if they cannot, CMEI will pay the full fee.

MOTION 7: Roger McKenzie / Fred M. Steeves – That Wilson Studios be contacted to make arrangements for aerial photos to be taken in July.

MOTION 7: CARRIED

- 3 *Resignation of Ken Anthony:* Tom Simpson reported the CMEI Bylaws state if a resignation is received, a majority vote of the Board to appoint someone until the next AGM can take place. Mr. Simpson requested a motion to search for a replacement, and bring a confirmed nomination to the September meeting.

MOTION 8: Roberta Lee / Fred M. Steeves – That the Executive of the CMEI contact nominees and bring forward a name to the next Board meeting to replace Ken Anthony.

MOTION 8: CARRIED

- 4 *Date for September Meeting:* After a short discussion it was concluded the date for the next meeting of the CMEI will be September 3, 2013.

MOTION 9: Kathy Lawrence / Jim Stubbs – The meeting be adjourned at 7:35 pm.

MOTION 9: CARRIED

The next regular meeting is scheduled for 5:30 p.m. September 3, 2013 at the KBM.

Respectfully submitted,
Marlene Abbott, Recording Secretary