



**Fundy Regional
Service Commission**

**Commission de Services
Régionaux de Fundy**

**Regular Monthly Meeting
March 28, 2022**

Minutes of the meeting of the Board of Directors of Fundy Regional Service Commission held on Monday, March 28, 2022, at 10 Crane Mountain Rd., Saint John NB.

1. Call to Order

The Board Chairperson, Brittany Merrifield, called the meeting to order at 11:19 a.m.

2. Record of Attendance

Brittany Merrifield	Chairperson
Jim Bedford	Vice Chairperson
Bette Ann Chatterton	Mayor, St. Martins
John MacKenzie	Deputy Mayor, Saint John
Nancy Grant	Mayor, Rothesay
Libby O'hara	Mayor, Quispamsis
Tina Dealy	Local Service District Representative
Cindy MacCready	Local Service District Representative
John Cairns	Local Service District Representative

Absent

OTHERS

Marc MacLeod, Executive Director, FRSC

Alicia Raynes, Recording Secretary, FRSC

Nick Cameron, Assistant Development Officer, FRSC

3. Approval of the Order of Business

The Chairperson asked for approval of the Order of Business

Motion: To approve the March 28, 2022 Agenda as presented with the re-numbering of number nine (9) "adjournment" to number 10 and the addition of number nine (9)a "annual wage increase" and number nine (9)b "Financial Officer – incentive" moved from closed session.

Moved: Director Chatterton
Seconded: Director MacKenzie
Vote: Motion Carried

4. Disclosure of Conflict of Interest

None

5. Approval of the Minutes

Motion: To approve the January 24, 2022 minutes as presented.

Moved: Director Bedford
Seconded: Director MacKenzie
Vote: *Motion Carried*

6. Planning – Building Inspection – January, February, 2022

Nick Cameron, Assistant Development Officer, FRSC, presented the 2022 Reports for Building, Development & Planning for the Village of St. Martins & FRSC Rural areas for January and February, 2022. The year-to-date total estimated cost of construction at the end of January, 2022 was \$9,000 compared to 2021 which was \$22,000. The year-to-date total estimated cost of construction at the end of February, 2022 was \$404,000 compared to 2021 which was 154,500.

Motion: To receive and file as presented.

Moved: Director O’Hara
Seconded: Director MacCready
Vote: *Motion Carried*

7. CMEI – Community Projects

Executive Director MacLeod provided a brief background stating that Order in Council 2005-112 requires the establishment of an annual fund for on-site amenities, off-site host community or a combination of both options. In consultation with CMEI a scorecard was recorded and the recommendation sheet shows a ranking for disbursement of funds. Consultation with staff occurred on March 3, 2022.

Director MacLeod noted that this is the first year that everyone that applied for money received it, although perhaps not the amount they requested. Additionally, it was explained that the project fund allowance transferred from 2020 and 2021 into 2022 for the Westfield School Project due to COVID delays are not included in this total and they are not part of this motion.

The importance of capital plans for some of the repeat applicants was discussed and was agreed to be considered for evaluation of future applications.

Motion: The Commission authorize the funding for host community projects as presented up to the amount of \$92,511 in 2022.

Moved: Director MacKenzie
Seconded: Director Grant
Vote: *Motion Carried*

8. Finance

a. Tender # 2022-04 – Cell #9 Clay Placement

Executive Director MacLeod presented the tender results for the placement of clay for the purpose of construction of Cell #9 Containment Cell. Now that the clay has been secured, we need to have someone place the material into the cell. Only one (1) bid was received for this tender.

Motion: To award the contract for the placement of clayey liner material to the bid of \$285,200.00 including HST from Keel Construction.

Moved: Director O’Hara
Seconded: Director MacCready
Vote: *Motion Carried*

b. Tender # 2022-03 – 50mm stone

Executive Director MacLeod presented the tender results for the supply of aggregate for the purpose of construction of Cell #9 Containment Cell.

Motion: To award the contract for the supply of 50mm stone to the low-price bid of \$634,880 before HST from Debly Enterprises.

Moved: Director MacKenzie
Seconded: Director Grant
Vote: *Motion Carried*

c. Tender # 2022-03 – 25mm stone

Motion: To award the contract for the supply of 25mm stone to the low-price bid of \$151,200 before HST from Keel Construction.

Moved: Director Grant
Seconded: Director O’Hara
Vote: *Motion Carried*

d. Tender # 2022-02 – HDPE Liner

Executive Director MacLeod presented the tender results for the supply and installation of HDPE Liner and Geosynthetics for the purpose of construction of Cell #9 Containment Cell.

Motion: To award the contract for the supply and installation of HDPE Liner and Geosynthetics to the low-price bid of \$972,152.50 including HST from Atlantic Poly Liners.

Moved: Director MacKenzie
Seconded: Director Bedford
Vote: *Motion Carried*

e. Tender # 2022-01 – Loader

Executive Director MacLeod presented the tender results for the supply of a new wheeled loader. It was explained that the cost of the loader is over budget by \$27,647.40. The extra funds would have to be taken from the operating reserve fund or cost savings in 2022 operations.

Motion: To award the contract for the supply of a new wheeled loader to the low-price bid of \$300,658.30 including HST from Paul Equipment.

Moved: Director Grant
Seconded: Director MacCready
Vote: *Motion Carried*

Motion: To approve the withdrawal of \$230,000 from the Solid Waste Capital Reserve Fund and the remaining \$42,647.40 to be funded from the Operating reserve fund or cost savings, for the purchase of a new wheeled loader.

Moved: Director O’Hara
Seconded: Director Grant
Vote: *Motion Carried*

f. Compactor

Executive Director MacLeod explained that in January 2022, the Northwest Regional Service Commission (RSC) placed a Request for Proposal (RFP) for a new Landfill compactor which is used to compress garbage into a containment cell to take up as little space as possible. It was further explained that the FRSC will have the ability to purchase off the same RFP that was submitted to the Northwest RSC. The Northwest RSC will proceed with the purchase of the TANA Compactor based on the grid evaluation which scored each piece of equipment based on several factors such as price, compaction, and fuel economy.

Director MacLeod explained that the TANA E380 has a 10% greater compaction rate compared to the other models and it has 20% greater fuel economy. Additionally, the drum roller will cover more area which means it will run less time. It was also noted that the TANA model is built with a Cummins engine and Parker Hydraulics which are currently standard in other equipment used by the FRSC and will result in effective maintenance once the warranty expires. There may also be the opportunity to achieve two years additional life on the machine for a total of seven operating years.

Motion: To approve the purchase of a new TANA E380 Compactor for the price of \$1,184,888.77 before HST pending approval of borrowing from the Municipal Capital Borrowing Board.

Moved: Director O’Hara
Seconded: Director MacKenzie
Vote: *Motion Carried*

9. Human Resources

a. Annual Wage Increase

Motion: That the Commission authorize the Executive Director to adjust staff salaries to reflect an increase of 3% for 2022 for management payroll.

Moved: Director O'Hara
Seconded: Director Grant
Vote: *Motion Carried*

b. Financial Officer - incentive

Motion: The commission authorize the additional merit increase of 2.5% to the Junior Financial Officer as per contract.

Moved: Director O'Hara
Seconded: Director Grant
Vote: *Motion Carried*

Chairperson Merrifield called for a motion to adjourn.

Motion: To adjourn the meeting at 12:00 p.m.

Moved: Director MacCready
Seconded: Director MacKenzie
Vote: *Motion Carried*

APPROVED (date)

April 25, 2002



Brittany Merrifield, Chairperson



Alicia Raynes, Recording Secretary