

**FMC MIDDLEPORT
CAP SUMMARY NOTES
MAY 19, 2004**

Members present: Barb Albone, Kathleen Casey, Sherrin Harnish, Rebecca Schweigert

FMC Representatives present: Bob Wojcik, Patt Fagan

Agency Representative present: Mike Hinton, DEC

Facilitator: Ann Howard

Ann Howard opened the meeting at 6:15 p.m. She had several handouts for those present. She discussed her expectations of what she feels a CAP should accomplish.

The April 28 minutes were reviewed. There being no corrections, additions, or changes, the minutes were accepted as written.

Each member introduced him- or herself to our new facilitator and newest member of the CAP, Sherrin Harnish, and identified something about him- or herself that very few people know.

CAP ACCOMPLISHMENTS AND EXPECTATIONS

All present were asked to identify up to five things they feel the CAP has accomplished. These were:

- ❖ Involvement of elected state officials in the 2003 remediation project
- ❖ Involvement from so many "walks of life" on the CAP
- ❖ A lot of community interest during the school remediation project
- ❖ The newsletter that reaches the entire community
- ❖ The CAP is "out there" always sharing with the community
- ❖ Input on the 1st and 2nd community questionnaires sent by FMC regarding the remediation projects
- ❖ Involved with open houses held at FMC
- ❖ The CAP asked for the health study that was done last year
- ❖ Its involvement as liaison with the community
- ❖ CAP let FMC tell their side of the story regarding the remediation, allowing the public to be educated
- ❖ It helps "demystify" FMC
- ❖ It's an independent voice

The group decided that minutes from the meetings would now be available on the FMC's website.

ROLE OF THE CAP AND EXPECTATIONS FOR THE FUTURE

Discussed the role of the CAP. At a past meeting, the roles were identified as:

- ❖ Source of plant updates,
- ❖ Source of plant safety issues,

- ❖ Liaison with the community,
- ❖ Source of information for the community.

Discussed our expectations for the future. We would:

- ❖ Like to see more members,
- ❖ Like to see better follow through on producing the newsletter and updating the website
- ❖ Like to be a source of information regarding environmental issues
- ❖ Like to be a source of information regarding new products FMC may introduce

Discussed whether we should develop a relationship with MRAG (Middleport Remediation Advisory Group). Being a member, Barb Albone explained MRAG's goals. They plan to do a door-to-door canvass or a telephone canvass of the entire Village to find out what the awareness level of the remediation project is and what the feelings are about the remediation. She will ask the MRAG if they would object to her giving a regular update of their activities to the CAP. Their main purpose is just to educate the community about the remediation. They do not intend to duplicate the CAP.

Patt Fagan advised that FMC is planning an open house in June to introduce their new product. Mike Hinton observed that the Viewpoints newsletter would have been an excellent source to inform the community about the product and to promote the open house. Bob Wojcik advised that they have started producing the new product, with one batch done in January and the second very recently.

Kathleen Casey said that she felt the CAP was perceived as ineffective because everything last summer occurred so fast, we didn't have a chance to act on anything ahead of time.

Sherrin Harnish said that expectations are high now that information will be available regarding any future remediations because people are very aware of what's happening, following last summer's project on South Vernon and South Main Streets. A discussion ensued regarding how quickly everything moved last summer and how stressful it all was.

Ann asked how the group gets information from the agencies. Mike gives an agency update at each meeting. Currently it is included with Brian Vain's environmental update. In the future, it will be a separate item on the agenda.

CAP MISSION STATEMENT, OBJECTIVES AND GROUND RULES

Discussed the CAP's mission statement. The current statement is accurate and will stand; however, the group decided to reverse the last two ideas and add "and activities" after environmental concerns. Ann offered objectives of the CAP that she gleaned from past minutes. She will tighten them up and present them at a future meeting.

Discussed the ground rules of the group, as established in 1998. We went over the items one by one.

Meeting frequency: discussed the current schedule. Decided that we will establish the meeting schedule as every other month, with more frequent meetings if necessary.

Meeting time: stays the same as 6 pm to 8 pm. This was changed from the original 7pm - 9pm meeting time about 2 years ago.

Meeting place: will continue to meet in FMC's meeting room. This is the most convenient place for everyone. Now that MRAG is in existence, we no longer need to be concerned with any perceived impropriety in meeting at FMC. Since our role is to be liaison between the community and FMC, it is appropriate to meet at FMC.

Meeting notices: they will continue to be sent out at least 7 days before the meeting date, with a follow-up phone call from the facilitator as a reminder or to RSVP.

Summary notes: they will continue to be available at the Middleport Free Library and will now be available on FMC's website.

Food: FMC will continue to offer a meal at each meeting.

Non-member attendance at meetings: meeting closed to public except by invitation from the CAP: we will continue to observe this. Sherrin questioned the reasoning behind this. Why isn't it open to the public? This isn't a public organization. If someone is interested in attending a meeting, they can ask. The CAP has never turned down a request to attend a meeting. Even agency personnel must have permission from members to attend. Discussed that an agenda is set and an individual with a different agenda could disrupt it. Unannounced guests could make members uncomfortable. By controlling attendance, we are assured to have enough food, supplies, etc. for each meeting.

Members: we will continue to have a maximum of 20 members.

Term: currently it is set at a maximum of two 3-year terms. Sherrin observed that making the terms so long could make people reluctant to join, as 3 years is quite a commitment. Patt said that right now a member could resign at any time. No one is locked into a 3-year term. Sherrin suggested saying a member may serve a maximum of 6 years, with the understanding that he or she may resign at any time. All present agreed that this is a better way to word the membership term.

Special meetings: this will remain the same.

Meeting cancellations: this will remain the same.

Listening: members will continue to respect opposing opinions, will listen to others, and be honest in communicating.

Decision will be made by consensus.

Patt asked for an addition to the guidelines. She said that sometimes information is given to the CAP that should remain confidential for a period of time. She asked that members be expected to respect confidentiality of information when asked to do so. All agreed this should be added. Ann asked that FMC and the agencies make it clear when confidentiality is expected.

Ann asked how members feel about giving a quote to the media. Discussed the best way to handle this. We decided that the guidelines should include a statement that CAP members decline making statements to the media, as they are not spokespersons for the group. An invitation could be extended to a meeting to address the group as a whole.

MEMBERSHIP

Discussed membership. Reviewed a list of names that had been gathered in the past for possible candidates. CAP members will approach people on this list to see if they are interested in joining. People volunteered to make contacts as follows: Patt Fagan will contact Sharon Smith

regarding student members; Rebecca Schweigert will contact Pauline Wittcopp regarding a senior citizen member; Kathleen Casey will speak to Lynmarie Donner; and Barb Albone will speak to Rick Wagner.

MEETING SCHEDULE

Discussed future meeting date. The third Wednesday of each month is becoming more difficult for several members to attend meetings. After a discussion, the group decided to try setting the second Thursday of each month for our meeting date. If this doesn't work well, we will try something else in the future. The next meeting was set for Thursday, June 10 at 6 p.m.

FMC UPDATE

At this time Bob gave the plant update:

- FMC has gone over 29 months without an OSHA recordable incident and 110 days since the last safety incident. This is an excellent track record.
- A brunch was held on May 7 to introduce the Science Advisory Panel involved in the biomonitoring study that was conducted last summer. The final report should be issued in late June or early July.
- The plant will host a Formulations Group staff meeting on June 9. Site managers from the 3 other formulation sites, as well as upper level management from the Philadelphia corporate offices, will be at the meeting.
- The plant recently completed the formulation and packaging of the Omega fungicide, which is a product of ISK (a Japan-based company). This was the second year that we ran a campaign of this flowable product that processes in a similar fashion to our Talstar flowable product. The 26,000 gallons of product was packaged in 2-1/2 gallon containers for shipment.
- As several people have expressed an interest in a plant tour, via our newsletter comment cards and other requests, a tour is tentatively planned for late June.

Although it hasn't been utilized in the past, e-mail could be used to contact members who have it about meetings, etc. Members were asked to give Ann their e-mail addresses for future use.

The meeting closed at 8:00 p.m.

Respectfully submitted,
Rebecca Schweigert

**THE NEXT MEETING WILL BE THURSDAY, JUNE 10, 6-8 PM.
THE AGENDA WILL INCLUDE FINALIZING THE MISSION STATEMENT
AND CAP GUIDELINES AND AN UPDATE
ON NEW MEMEBR RECRUITMENT**