

Minutes of the Huron East/Seaforth Community Development Trust Meeting



Thursday April 6, 2023 @ 7 pm by Zoom

To use the reserve funds to promote the health, safety, morale, and welfare of the rate payers of the former Town of Seaforth; and to promote Economic Development of the geographic area known as the former Town of Seaforth.

Trust members present: Ray Chartrand, Bob Fisher, Cathy Elliott, Reegan Price, Michael Beuerman, Ann Bettles

Others present: Chance Coombs

1. The meeting was called to order by Chair Ray Chartrand @ 7:00 pm.

2. Deputation/Requests/Presentations/Correspondence – None

3. Additions to Agenda & Approval of Agenda

- New Business – Main Street flowers
- Issuing of donation cheques

Moved by Ann, seconded by Michael for approval of agenda as amended. Carried.

4. Disclosure of Trustees' Pecuniary Interest - None

5. Property Manager's Report – (see attached)

- Chance reported that Goliath Roofing will look at the loading dock eavestrough for possible replacement and provide a quote. Water is coming off the loading dock roof on to the Canada Post drivers.
- Ray asked about the small crack in the pipe that might be causing a sewage smell. Chance said that no crack has been found.
- Chance reported that TD Bank has done some digging by their north wall that has impacted the post office parking lot. It will need to be repaired, by TD, so that parking lines can be painted in the spring for Canada Post employees.

Moved by Michael, seconded by Ann to accept the Property Manager's report. Carried.

6. Accounts Payable – Financial Reports

- Bank balance as of April 1 is \$58,076.77
- Payables this month of \$11,554.89

- No gas bill for 32A Centennial Drive was received last month.
- Taxes were paid on March 31. We were billed for two garbage wheelie bins, one for us and one for Canada Post. A copy of our bill must be given to Postmistress Denise Adams for reimbursement, as agreed when this method of garbage collection was instituted.
- Bob asked why Ray's stipend was less than the previous month's. Ray explained that he has requested that income tax be taken off of his stipend.

Moved by Bob, seconded by Michael to approve the accounts payable. Carried.

- Two MCU GIC's are maturing in April. With upcoming work on the accessibility ramp, roofs and clock, there will be some large invoices for payment. Ray will contact MCU about 60 day investment rates, notify trustees by e-mail and a decision about reinvestment will be made.

7. Minutes of March 2, 2023 meeting

Moved by Reegan, seconded by Bob for approval of the minutes. Carried.

Unfinished Business

Post Office Building Accessibility Ramp

- New blueprints were sent out by Derrick Van Driel. The previous plans did not comply with slope requirements. An additional cost may result as there will be four switchbacks, instead of three. The new plans were emailed to trustees and are being shown to the county accessibility committee for approval.

32A Centennial Drive

- Ray shared that the original closing date of April 14 has been pushed back to April 28. The zoning change was made by council, there was no appeal and now the zoning must be registered prior to closing.

Souper Saturday

- Ann reported that the health unit's paperwork has been submitted for our participation. Our entry will be Italian wedding soup. Helpers are needed for the event on Saturday April 22, from 11:30 am – 1:30 pm.

New Business

Trust Meeting Time

- Ray asked if a 6 pm start time would work for trustees. Ann, Reegan, Michael felt that the current 7 pm start time works best for them. John was asked and also prefers the 7 pm start time.

Main Street Flowers

- In past years, the trust has purchased flowers for the Main Street hanging baskets and flower boxes on the bridges. CAO Brad McRoberts was unaware of our past involvement with this program and was planning to bill the BIA.

Moved by Reegan, seconded by Ann that the trust pay for the flowers for the Main Street hanging baskets and the flower boxes on the bridges. Carried.

Issuing of Donation Cheques

- Bob wondered why our donation cheque to the BIA for July's Summerfest has been issued and cashed. He wondered when we would be issuing our donation cheques for annual splashpad operation and maintenance costs and asked if we should put a policy in place. Discussion about the necessity of deposits being paid to reserve rentals for Summerfest was held. Reegan explained about the need for seed money ahead of time for certain projects. Ray suggested that we should look at each donation cheque payment on an individual basis.

8. In Camera – Required under section 239-2, item J - “a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value;

Moved by Bob, seconded by Michael to leave the meeting at 7:42 pm. Carried.

Moved by Ann, seconded by Michael to enter In Camera session at 7:42 pm. Carried.

Moved by Bob, seconded by Ann to leave In Camera session at 7:48 pm. Carried.

Moved by Reegan, seconded by Michael to re-enter meeting at 7:48 pm. Carried.

Ray reported that financial information was discussed In Camera.

9. Adjournment

Moved by Michael to adjourn meeting at 7:50 pm.

Next meeting – Thursday May 4, 2023 @ 7 pm.

Ray Chartrand, Chair

PROPERTY MANAGER'S REPORT - Mar. 2023

POST OFFICE

I received a call from Goliath Roofing requesting access to roof. I attended the roof with them as they took some core samples and more measurements.

I checked in with Post office employees numerous times and they reported no sewer smell.

I received an email from Ron L. advising East room stay will be extended to May 31st. I have removed a lot of cement/gravel from the accessibility ramp. It is deteriorating fast.

I received a text from Tenant advising her fire escape door needed a new latch. Checked out and repaired.

I reached out to Elderhorst Bells to check on our control. It has arrived in Kingston. Now it has to be certified (CSA). Then scheduled for install.

Goliath Roofing advised they may be starting work as soon as May!

I received a text from Tenant advising Northeast door was found unlocked again?

I was approached on the street and asked to open building for a stove delivery? Knew nothing about this? (2nd floor Doctors apt.) But they called Ron L. and he came.

I received an email from T.S.S.A. advising their fees are increasing 4%.

I repaired eaves trough on South side of building.

I checked and recorded all Fire Extinguishers and Emergency lights.

I continue to monitor boiler, dehumidifier and sump pump.

I am adding salt to conditioner as needed.

I continue to clean up garbage, etc. on property.

I check in regularly with Post office employees for any issues.

CENTENNIAL DR.

I received an email from new Tenant asking to let Contractors into building. Done.

I am doing walk throughs frequently.

PROPERTY MANAGER

Chance Coombs