

Minutes of the Huron East/Seaforth Community Development Trust Meeting



Thursday, April 7, 2022
7:00 pm @ Post Office Boardroom

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: Christie Little, Joe Steffler, Bob Fisher, Neil Tam, Ray Chartrand, Cathy Elliott

Other present: Chance Coombs

1. The meeting was called to order by Chair Christie Little @ 6:56 p.m.

2. Deputation/Requests/Presentations/Correspondence – None

3. Additions to Agenda & Approval of Agenda

Moved by Bob, seconded by Ray for approval of agenda. Carried.

4. Disclosure of Trustees' Pecuniary Interest

- Cathy Elliott
- Christie Little

5. Accounts Payable – Financial Reports

- Current bank balance is \$176,292.88
- Payables this month are \$16,256.81
- Christie explained that Enbridge was unaware that 32A Centennial Drive and 52 Main Street South are both owned by the trust. When they were informed, they waived the deposit and late fee for 32A Centennial Drive.
- There is a GIC maturing in April. Bob shared that the BOC plans to raise interest rates three times in 2022 and recommended reinvesting for a short term.

Moved by Ray, seconded by Bob to reinvest the GIC maturing April 16, 2022 for six months. Carried.

- Trustees received a draft copy of Seebach & Company's 2021 audit of financial statement for the trust.

Moved by Joe, seconded by Neil to approve the draft copy of the 2021 audit. Carried.

Moved by Ray, seconded by Neil that the financial reports be approved. Carried.

6. Property Manager's Report – Chance (see attached)

- Chance is unable to contact Paul Stephen, former owner of Innovative Security, regarding an extender he installed at the post office building. AMP needs this information to complete their install of the smoke/fire detection system.

ACTION: Cathy will contact Bryan Vincent (Delta Power) to see if he has contact information.

- Christie shared that the drinking water system at LHIN has been cleaned and had new filters installed. Brian Little will decommission the water cooling unit under the kitchen sink and reinstall the drinking water system. A servicing schedule will be used in the future to insure timely maintenance occurs.
- Chance shared that the northeast door at the post office building has been found unlocked on several occasions. This is a security issue for the tenants. Cathy sent an e-mail to all tenants, instructing them not to use that door as it is for emergency exit only. A notice was also posted on the door.

Moved by Neil, seconded by Bob to approve PM's report. Carried.

7. Huron East Health Centre Report -None

8. Minutes of Thursday, March 3, 2022 meeting

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

Unfinished Business

- Bob has not yet contacted HE about a message board at the post office parkette. He will wait until the brick and masonry work has been completed this summer.
- Twins Lawncare has provided a quote for grasscutting at the FHT building. John Hill is waiting on a quote from Howes Landscaping, as HE requires two quotes, before a decision can be made.
- The brick and masonry work on the post office building has been put off until May, due to unfavourable long range weather forecasts.
- Trustee Ellen Whelan has resigned her seat on the trust (letter attached). The by-law states that seven trustees are required. Christie has attempted to contact Mayor MacLellan on several occasions about filling the vacant seat but has had no response.

ACTION: Christie will contact CAO Brad McRoberts about the vacant seat.

9. In Camera

Christie said that we will enter into In-Camera session to discuss property matters.

Moved by Neil, seconded by Ray to leave regular meeting at 7:43 p.m.

Moved by Joe, seconded by Bob to enter In Camera session at 7:43 p.m.

Moved by Ray, seconded by Bob to leave In Camera session at 8:40 p.m.

Moved by Bob, seconded by Joe to enter regular meeting at 8:40 p.m.

Christie said that the In-Camera session discussed property matters.

Next meeting – Thursday May 5, 2022 @ 7:00 pm. (or at call of Chair) in the post office boardroom.

Bob moved for adjournment at 8:41 pm. Carried.

Chair Christie Little _____

PROPERTY MANAGER'S REPORT - MAR. 2022

POST OFFICE

I met with Cathy (Secretary) at building to explain Emergency details, etc. in my absence. I was informed of issue in Men's washroom on 2nd floor. I replaced float valve in toilet tank. Done.

I met with A.M.P. Security X2 at building for Service hook up.

I continue to monitor the boiler.

I checked and recorded all Fire extinguishers and Emergency lights.

I continue to monitor dehumidifier and sump pump.

I am adding salt to conditioner as needed.

I continue to monitor loose bricks on front/side of building and clean up.

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

I check in regularly with Post office employees. (issues?)

All good.

L.H.I.N

I met with Cathy (Secretary) at building to explain Emergency details, etc. in my absence.

I met with A.M.P. Security X4 at building for Service hook up.

I met with Cathy (Secretary) and A.M.P. Security at building to learn keypad procedures, etc.

The temperature in the building has been lowered and the water has been shut off.

PROPERTY MANAGER

Chance Coombs

