

Minutes of the Huron East/Seaforth Community Development Trust Meeting
Thursday, May 2, 2019

7 pm @ Post Office



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, Ellen Whelan, Ray Chartrand, Cathy Elliott

Others present: Property Manager Chance Coombs

1. The meeting was called to order in the boardroom by Chair Christie Little @ 7 p.m.
2. Presentation – Meridian Credit Union
 - Karen Bilton of MCU attended to update trustees' photo documentation and signatures for Trust investment purposes and answer any questions.
3. Correspondence -
 - Doug Perkes hockey tournament proceeds will be used to assist 10 children with hockey registration.
4. Additions to Agenda & Approval of Agenda
Moved by Bob, seconded by Neil for approval of agenda. Carried.
5. Disclosure of Trustees' Pecuniary Interest –
 - Christie(\$35.71 bill for soup ingredients for Souper Saturday).
6. Accounts Payable – Financial Reports
 - Total of \$34,441.52 paid
 - Payment to Smith Construction is the final payment for internal work on Post Office.
 - GIC's are maturing at TD on May 6, 2019 and MCU on June 6, 2019. Trustees recommended that a \$100,000 14 month GIC @ 2.15% be purchased at TD.

Moved by Neil, seconded by Ray for approval of Accounts Payable of \$34,441.52 and the Financial Reports. Carried.

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

- Bob requested that the Post Office's lease be checked to see if repair/replacement of light ballasts are the Trust's responsibility.
- Bob requested that the LHIN lease be checked to see if urinal repair and front door repair are the Trust's responsibility.

Moved by Bob, seconded by Neil for approval of Property Manager's report. Carried.

7. Huron East Health Centre Report – None

8. Minutes of April 4, 2019 meeting

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

Business Arising from the Minutes

Sam Steep, World Jr. Mixed Doubles Curling –

- Joe reported that Sam and his partner won the gold medal. Sam will come to the Trust to report on his experience.
- Bob reported that a Meet & Greet at the curling club and a presentation by the municipality are in the planning stages.

Unfinished Business

Code of Conduct –

- This will be moved to another meeting and kept on the agenda until addressed.

March Break Movie Review –

- Approximately 50 in attendance.
- SPS principal suggested showing a movie on future PD days.

Souper Saturday Review -

- Bob reported there was a good attendance and a good amount of money raised for the food bank. The Trust's entry was the winner in the Clear Soup category.

JL Retirement Lease –

- Rent has been paid up to the end of June 2019.

3rd Floor Interest –

- Cathy provided details about a prospective tenant.
- Chance reminded that there may be an issue with the bathtub plumbing. She will contact plumber Mike Van Bakel regarding what he found when he inspected the plumbing and what repair he did.
- Cathy will contact Bathfitter for a quote to replace tub, tub surround, fixtures and install grab bars in bathroom.

Moved by Joe, seconded by Ray to approve a 1 yr. lease for Debra Anderson. Carried.

Chance Coombs left the meeting.

Property Manager Review -

- Christie reported on the meeting she and Cathy had with Chance.
- Chance's contract agreement was for monthly salary and liability insurance to be provided by the Trust. The liability insurance has not been provided.
- Christie checked with Kevin Varley and was told that liability insurance would cost \$750/year. Christie will instruct Kevin to put the insurance in place.
- It was felt that meeting twice a year with Chance would provide good communication.
- Using the former property manager's notes, Chance will put together a maintenance schedule for the Post Office and LHIN.
- Joe reported that in the past, repair work was hired out. Chance has been able to do much of the repair work herself, resulting in savings of time and money.
- Ray suggested that Chance keep a record of the time she's spending on repair and maintenance work and phone calls. The Trust can then decide if additional remuneration is in order.
- Bob stated that the current PM salary works out to \$20/hr. for 7 hours/week.
- The question of who cuts the grass at the Post Office couldn't be answered. Christie will find out who cuts grass at CIBC and see if they would cut the Post Office's grass as well.

New Business –

Fire Inspection of Post Office –

- Cathy has spoken to municipal fire chief Marty Bedard about the last time a fire inspection and report were done on the Post Office. A formal inspection and report have not been done. The fire inspector is in town on Mondays and Wednesdays and can provide an inspection and report at a cost of \$50.
- Christie will ask Paul Stephen, Innovative Security to explain the security systems at the Post Office and LHIN to the trustees so we understand the systems we have.

Moved by Bob, seconded by Ray to have a fire inspection and report done on the Post Office and LHIN buildings. Carried.

9. In Camera –

Moved by Neil, seconded by Ellen that the Trust, pursuant to Section 239(2) of the Municipal Act, leave the regular meeting of the Trust at 8:27 pm to go In Camera. Carried.

Moved by Ray, seconded by Joe that the Trust enter an In Camera session at 8:27 pm to discuss Section 239(2)(c) Property. Carried.

Moved by Bob, seconded by Ray that the Trust leave the In Camera session at 9:05 pm. Carried.

Moved by Ray, seconded by Bob that the Trust resume the regular meeting at 9:05 pm. Carried.

10. Adjournment -

Motion for adjournment at 9:05 pm by Bob.

Next meeting – Thursday June 6, 2019 @ 7:00 pm.

Chair Christie Little _____

PROPERTY MANAGER'S REPORT

Post Office

Andra called requesting service on back delivery door lock/keypad.

Dashwood Lock & key serviced & repaired keypad. Repaired

Andra called requesting some lights to be repaired as I informed her earlier that we would not be in on the LCD retrofit. I have called an electrician.

I am continuing to monitor the temperature & pressure of the boiler as well as checking on space heaters, etc.

Continue to supply custodian with needed supplies.

Continuing to clean up garbage in Parkette.

Checking in regularly with employees. (issues?)

All good!

L.H.I.N.

I received an email from Chris Kostakos regarding a men's urinal that wouldn't flush.

Checked into it and ordered the parts needed. Now repaired.

I received an email from Chris Kostakos regarding their front door not latching properly. I will check that out today.

Checking in regularly with employees. (issues?)

All good!

P.M. Chance Coombs