

## Minutes of the Huron East/Seaforth Community Development Trust Meeting



Thursday July 7, 2022 @ 7 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, Ray Chartrand, Cathy Elliott, Neil Tam, Ann Bettles

**Other present:** Chance Coombs

1. The meeting was called to order by Chair Christie Little @ 7:02 pm. Christie welcomed new trustee Ann Bettles.

2. Deputation/Requests/Presentations/Correspondence - None

3. Additions to Agenda & Approval of Agenda

**Moved by Neil, seconded by Ray for approval of agenda. Carried.**

4. Disclosure of Trustees' Pecuniary Interest

- Cathy has a pecuniary interest.

5. Accounts Payable – Financial Reports

- Current bank balance is \$173,460.09
- Payables this month are \$30,434.32 (water at LHIN not included)
- We have an MCU GIC maturing July 18, 2022. The non-redeemable renewal rates are:  
9 months – 3.65%    1 yr. - 4.02%    18 months – 4.10%    2 yr. - 4.50%.  
With brickwork and clock tower repair at the post office to be paid for, it was decided to have the proceeds of this investment go to cash in the bank account.
- Monthly rent on unit 201 at post office building has been increased to \$175 + HST = \$197.75.

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

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

- Chance has had the trees at the front of 32A Centennial Drive trimmed as they were rubbing on the steel roof. She will submit the bill to Wightman's for payment.

- Exterior lights at 32A Centennial Drive are on from 9:30 pm – 6:30 am (on a timer). Several of the lights are burned out. A lift is needed to replace them. The ballast in the men's washroom is faulty. Neil has a T8 ballast he can provide. Chance will contact Elligsen Electric to do these repairs.
- Postmistress reported a sewage smell from basement. There have been breaks in the old sewage pipe and the 1/2" water line in the past. Chance suggested having them replaced before there is a major problem. Ray felt that Chance should get a quote on doing this for our next meeting.

**ACTION: Chance will get a quote on replacing sewage pipe and water line at post office.**

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

#### 7. Huron East Health Centre Report -None

#### 8. Minutes of Monday June 6, 2022 meeting

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

#### Unfinished Business

#### Action Items from Minutes

- Bob contacted Smith Construction for a quote on removal of current ramp and installation of a new ramp. They did not take measurements as there is scaffolding on the south side of the tower and that is where Bob understood the new ramp would be. Bob feels that moving the ramp to the south side of the tower would provide a balanced look to the building.
- Cathy met with Derrick Van Driel and an engineer from B.M. Ross on June 22. Derrick said that having the ramp on south side of tower would add \$40,000 to the cost. He felt there was a reason the ramp was put on north side of tower. He felt that the current door may not meet accessibility specifications. Derrick said the current ramp could be removed when all the components of the new ramp are ready for assembly. This would minimize the time when a ramp isn't available for access. He could make this his first project in Spring 2023. He asked for survey and elevation drawings to be provided for preparation of quote. Cathy researched these items at town hall and emailed them to Derrick. Cathy checked with Dr. Cooper as to what might be under the current ramp. His photographic documentation of this building does not show any utilities in that area.

**Moved by Ray, seconded by Neil to get a quote from both Smith Construction and Van Driel Excavating for removal of current ramp and installation of new ramp. Carried.**

#### Clock Tower Repair/Brickwork

- Christopher Mayberry repaired the crumbling steps at northeast of post office building. He felt they would last no more than 5 years because the interior of the cement steps is crumbling.

- Cathy received a call from project manager Dr. Chris Cooper. Water infiltration has caused interior bricks to become saturated and crumble. Header bricks were cut in half and were not anchoring brick. Helical piles (corkscrew device to go into the wall to anchor the brick) will have to be used. Upon researching, Dr. Cooper discovered that plans for the building's construction called for copper flashing to be installed to prevent water infiltration. Apparently, it was not installed. Christopher Mayberry will install copper flashing at the bottom of the top tier of brick (over the rusticated stone that says Post Office). It is anticipated that work will take until the end of the summer.
- Chance has been asked to remove the conduit and lights on front of tower for brick repair. The age of the conduit and lights may necessitate replacement as they are brittle and may break. Discussion about a single gooseneck light over the door vs. lights flanking the door resulted in a decision to put a single gooseneck light, same as those over doors on north side of building.
- Cathy met with Dr. Chris Cooper and Tom Cross on July 1<sup>st</sup> to investigate the clock in clock tower. Their findings are as follows:
  - anchor pins are missing. In some cases, wood pegs have been used. These clock faces weigh several hundred pounds.
  - heavy condensation and mould have caused the complete failure of putty. Unsympathetic use of silicone caulking is evident. Possible corrosion of bronze.
  - panelling rotted from condensation and mould. Unsympathetic use of spray-in-place foam.
  - floor is rotted and dangerous.

A proposal for repair of the clock was presented, with Tom Cross doing the restoration work.  
**Moved by Neil, seconded by Joe to accept the proposal for repair of the clock. Carried.**

## New Business

### 32A Centennial Drive

- Christie and Cathy met with Brad McRoberts and Jessica Rudy to discuss the bylaw regarding this property and the trust's wishes (transfer ownership to the trust, sever the property, establish a right of way, change the zoning to expand building uses and remove responsibility for FHT debt).
- Brad felt that the municipality's lawyer could handle most of these items. The rezoning would be a longer process, possibly until end of August. He will write a report to take to council, as a vote on this would be required.
- Christie explained that the two counsellors appointed to the trust will not be in conflict of interest when this comes before council for a vote. The counsellor who sits on the trust as a citizen will have a conflict of interest.
- Bob has spoken with Vicki Lass, who is composing a catalogue of commercial

properties available for rent or sale in Huron County. He asked that we send Vicki the building's listing for inclusion in the catalogue.

**ACTION – Christie to send rental listing to Vicki Lass.**

End of Summer Fireworks

- Neil was contacted by PyroWorld about a fireworks display. The trust has declined at this time.

August 4<sup>th</sup> Meeting

- Neil will be away for August meeting. A Zoom meeting would allow him to attend.

9. In Camera – Not Required

**Next meeting – Thursday August 4, 2022 @ 7:00 pm. (or at call of Chair) in the post office boardroom or by Zoom.**

**Bob moved for adjournment at 8:19 pm. Carried.**

Chair Christie Little \_\_\_\_\_

PROPERTY MANAGER'S REPORT - JULY 2022

**POST OFFICE**

I received a call from Postmistress stating that driver had backed into the dock in the wrong area and damaged it. I checked it out and wasn't too worried about the minor damage but she took pictures and sent them to her superiors and now they are asking the dock be rebuilt near the post. I asked Mason Mayberry if he could repair damage and Cathy also spoke to him and gave the go ahead. Hopefully their insurance will pay for this work. (Ongoing)

Still waiting on Estimate for new piping in Basement.

I received a text from Tenant advising hydro was out. All good.

I received a text from Postmistress about new flooring coming loose in 3 different places. I checked it out and notified Cathy to look into warranty.

I had Elligsen's Electric remove lights and conduit at front door.

I'm checking in with Mason regularly.

I attended a Masonry class at Cathys via Zoom. (Starting Stonework repairs in August)

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?)

## **L.H.I.N**

I picked up cheque and delivered to tree trimmer.

I will call Elligsen's and remind them about ballast and outside lights.

I am doing walk throughs periodically.

PROPERTY MANAGER

Chance Coombs