

Minutes of the Huron East/Seaforth Community Development Trust Meeting



Thursday, May 5, 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, Ray Chartrand, Cathy Elliott

Other present: Chance Coombs

1. The meeting was called to order by Chair Christie Little @ 7:02 p.m.

2. Deputation/Requests/Presentations/Correspondence – None

3. Additions to Agenda & Approval of Agenda

- Rent increases

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

4. Disclosure of Trustees' Pecuniary Interest

- Cathy Elliott

5. Accounts Payable – Financial Reports

- Current bank balance is \$196,371.30
- Payables this month are \$6,695.15

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

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

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

7. Huron East Health Centre Report -None

8. Minutes of Thursday, April 7, 2022 meeting

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

Action Items

- Cathy obtained Paul Stephen's cell phone number and Chance has attempted to

contact him. To date, Paul has not responded to voice mail messages from Chance.

- Christie contacted Brad McRoberts about the trustee position vacated by Ellen Whelan. Clerk Jessica Rudy has spoken about this with Brad. The trustee position will be advertised, with the term being from present through to 2026.

New Business

Post Office Ramp

- Bob contacted Carol Leeming (Accessibility Coordinator, County of Huron). Carol suggested using an architect for new ramp design.
- Bob phoned a civil engineer, who said the ramp must be engineered.
- Central Huron facilities manager Steve said that their ramp is galvanized steel with a rise of one inch per running foot of length.
- Bob suggested installing new ramp to the south of the clock tower.
- Joe suggested that we hire an engineer.
- Bob will look into available accessibility grants for this project.
- Ray suggested that we check with the company used by Central Huron (JADE) and an engineering firm.
- Joe felt that if the replacement ramp is located to the south, the current ramp could be left in place until work is completed.

Rent Increase

- Rent increase for unit 301 comes into effect June 2022. There has been no rent increase for unit 201 since pre-Covid. This unit does not currently have a lease.
- Joe pointed out that this unit had been vacant for a long time prior to Dr. Rosie's tenancy.
- Bob suggested an increase from \$150/month + HST to \$200/month, HST included.
- Christie will discuss this with Dr. Rosie.

9. In Camera

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

Moved by Ray, seconded by Joe to leave regular meeting at 7:47 p.m.

Moved by Joe, seconded by Bob to enter In Camera session at 7:47 p.m.

Moved by Ray, seconded by Joe to leave In Camera session at 8:35 p.m.

Moved by Joe, seconded by Bob to enter regular meeting at 8:35 p.m.

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

Next meeting – Thursday June 2, 2022 @ 7:00 pm. (or at call of Chair) in the post office boardroom.

Cathy moved for adjournment at 8:43 pm. Carried.

Chair Christie Little _____

PROPERTY MANAGER'S REPORT - APRIL. 2022

POST OFFICE

I was contacted by Post Mistress about a complaint she received from a customer regarding the condition of the Ramp. I forwarded the Complaint on to our Chairperson.(Christie)

I was informed of a bird in the clock tower. Screen needs replaced on outside. Will be repaired when work is done.

(I was going to remove casing with crowbar etc., but wasn't able to as Tenant below was seeing clients)

Tenant advised that the North west door was left open?? (will install sign on that door as well)

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 repaired an exhaust chute on HVAC that was falling off. Drilled new holes and installed machine screws with elastic stop nuts)

I was doing checks on building once a week.

I met with Cathy (Secretary) at building to get ready for new Tenants. Hot water heater not working?

I called Seaforth Plumbing and Heating and met with them X3 to replace/test/check element in unit.

Done

I adjusted Temperature in the building again to 70. Plus & minus 2 degrees.

I met with A.M.P. Security at building to install new code for new Tenant. Done

I hooked up the drinking water filter system in kitchen and tested. Done

I called Horton Automation for service on Accessibility door. (as we wont be using keyfob to unlock)

Done.

I met with Bell Telephone at building for Service hook up.

I called TJM Locksmith to work on front door (Secure Electric Lock).

I called Seaforth Plumbing and Heating for Service on HVAC. Done

I cancelled TJM Locksmith as I worked on it myself. Done

Very busy month here!

PROPERTY MANAGER

Chance Coombs