

Minutes of the Huron East/Seaforth Community Development Trust Meeting



Thursday December 1, 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, Neil Tam, Ray Chartrand, Cathy Elliott, Ann Bettles

Others present: Bob Fisher, John Steffler, Chance Coombs

1. The meeting was called to order by Chair Christie Little @ 7:00 pm.
2. Deputation/Requests/Presentations/Correspondence
 - Bob asked why the new councillors (he and John) were in attendance as members of the public. Christie explained that the November 15 dissolution of council removed them from the trust. Once the council committee members are appointed at the December 6 council meeting, Bob and John will be appointed (as per the bylaw) and can sit as trustees. Since tonight's meeting is occurring prior to the December 6 council meeting, their attendance is as members of the public. This information was provided to Christie by CAO, Brad McRoberts.
 - The trustees chosen from the public's applications for the vacant positions will be announced and they will take their seats as of January 1, 2023.
3. Additions to Agenda & Approval of Agenda
 - Unit 205, 52 Main Street South

Moved by Neil, seconded by Ray for approval of agenda. Carried.
4. Disclosure of Trustees' Pecuniary Interest - None
5. Property Manager's Report – Chance (see attached)
 - Neil asked if the post office clock always had the ability to be illuminated from within. Chance said that it did but the bulbs were old and of low wattage. She has replaced them with new LED bulbs. Everyone agreed that the refurbished clock looks great.
 - Chance received a quote from Goliath Roofing for replacement of both flat roofs at the post office. When Goliath Roofing replaced the post office's mansard roof in 2020, Ian told us that the roof had probably only a few years left before replacement would be needed. Cathy had emailed to trustees photos of roof damage that was causing leaks

in apt. 301. A search for when the roof was last replaced revealed no information about the main roof but the roof on the back extension was replaced in the autumn of 2010 by Morgan Roofing.

Moved by Neil, seconded by Ray that both roofs be replaced at the same time. Carried.

- Ray asked about getting a second quote on the roofs. Bob suggested that we put out a Request for Proposal (RFP) for replacement of both roofs.

ACTION: Chance will contact Morgan Roofing and Smith-Peet Roofing for RFP's on roof replacements under the following timeline: December 15 – deadline for hearing back from them to accept or decline submitting an RFP. January 5, 2023 – deadline for receiving RFP's for consideration at that night's trust meeting.

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

6. Accounts Payable – Financial Reports

- Final payment on clock restoration has been made (\$8000).
- \$5000 Huron Heritage Fund grant we were awarded has been received. Thank you to Dr. Christopher Cooper for submitting our application.
- Current bank balance is \$91,625.14 (TD)
- Payables this month are \$21,511.89.

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

7. Huron East Health Centre Report - None

8. Minutes of November 2, 2022 meeting

- Bob asked why upgrading of interior locks in the post office is the landlord's responsibility. Cathy explained that although the doors are located inside the building, they open into a common area that is accessible to anyone in the building. Nothing has been received back from Dashwood Lock & Key.

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

Unfinished Business

Action Items

- \$5000 donation was presented to Seaforth Community Hospital Foundation representative Ron Lavoie prior to tonight's meeting. Photo was taken and will be submitted to The Citizen.

32A Centennial Drive

- Realtor Maureen Wildfong was not aware that a request from a potential purchaser for a walk through of the building had been made and carried out earlier this week. This was not appropriate and going forward, all requests must go through Maureen for her knowledge and approval.

- An MLS Commercial For Sale Agreement has been signed.
- An Offer of Purchase on a realtor's form is still to be signed by all trustees.
- The minor variance that was to be addressed at December 6 council meeting has been removed. The zoning change and minor variance will be addressed at the same time at a future council meeting.
- Ray has asked Brad McRoberts to have all changes necessary for building sale completed well before the April 2023 deadline.

New Items

Unit 205, 52 Main Street South

- Christie received a request for office space from realtor Amy McClure. Christie showed an interested tenant through the unit this morning. He is interested in the space for his bookkeeper. The lease will be for one year at a cost of \$400/month + HST with the tenant providing their own internet and garbage removal.
- The tenant has agreed to sign a one year lease and will pay the one year's rent up-front. Occupancy will occur December 2, 2022. After the meeting, Christie and Cathy will do a final cleanout of Unit 205.
- 52 Main Street South is now completely occupied.

9. In Camera – Not Required

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

Ray moved for adjournment at 7:53 pm. Carried.

Chair Christie Little _____

PROPERTY MANAGER'S REPORT - NOV. 2022

POST OFFICE

I received a text from Postmistress stating there was a dead bird on the dock??? I was on a roof at the time and asked her to just kick it off for now!

I received a text from Postmistress asking for more heat in the back sorting room? I bled rads again and said it should be sufficient. When I went there the next day to remove portable air conditioner and cover hole in window, employees had the air conditioner in that room turned on. Employee stated that they were always hot in that room and had ceiling fan on as well? I advised Postmistress and she wanted it removed anyway? I suggested we leave it for now, until everyone is happy.

I met with Tom and helper in clock tower and checked everything out. Good work!

I replaced all batteries in Emergency light packs (recorded) and repaired one.

McGrath's Plumbing and Heating emailed and apologized on the delay to replace piping in basement. Should be this week.

I received a complaint from Tenant about post office alarm going off again?

Tenant reported someone using our garbage bin again.

I received a call from our chair stating the lights were out in clock tower by 9 p.m.? I checked the breaker and it was ok, so I went into tower and metered for hydro and checked bulbs. All good! Figured out timer was lagged due to a power failure in tower earlier in that month. I adjusted timer settings behind wall in Homeopathic office. (Weird spot!)

I received a text from Tenant about a leak in ceiling. I went up and inspected and took pictures. I called Goliath Roofing and spoke with Ian and sent him the pictures. He came the next afternoon and went up and inspected all sections of roof. He advised **that** section should be replaced, and asked when the other sections were done as he thought they looked deteriorated as well. I asked him to send me a separate quote for each section, as he still had all the measurements from prior work done.

I checked and recorded all Fire Extinguishers and Emergency lights. (1 repaired)

I continue to monitor 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 and check thermostat in main lobby.

L.H.I.N

I received a call from potential buyer to plan a meeting with...them, a contractor, IT representatives and a Mortgage broker (for inspections and pictures) at the building. Done.

I will forward requested info/paperwork to potential buyer.

I met with Elligsens Electric to repair lights. (3 soffit LED bulbs replaced, and left 1 street light out until further discussion)

I turned gas back on and have been adjusting all zones adjusting to suit.

I am doing walk throughs periodically.

PROPERTY MANAGER
Chance Coombs