

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



Thursday, March 3, 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 @ 6:59 p.m.
2. Deputation/Requests/Presentations/Correspondence – None
3. Additions to Agenda & Approval of Agenda
  - In Camera session required
  - Post Office building lawnmowing
  - Use of Post Office building boardroom

**Moved by Neil, seconded by Bob for additions to and approval of agenda. Carried.**

4. Disclosure of Trustees' Pecuniary Interest
  - Cathy Elliott

5. Accounts Payable – Financial Reports
  - Current bank balance is \$180,146.88
  - Payables this month are \$9,299.54
  - The February heat and hydro for LHIN building are not on this month's payables.

**Moved by Bob, seconded by Ray that the financial report be approved. Carried.**

6. Property Manager's Report – Chance (see attached)
  - Matt Gale, HVAC technician met with Chance at LHIN building to unlock the Carrier heating system, lower the heat and show her how the system works. There are auto settings available for heat – occupied and unoccupied facility and for cooling – occupied and unoccupied facility. Heat has been reset to 60 degrees Fahrenheit.
  - Water in LHIN building has been turned off

- Floors in LHIN will be washed and waxed when winter's salt and sand are no longer being tracked in.

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

7. Huron East Health Centre Report -None

8. Minutes of Thursday, February 3, 2022 meeting

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

Action Items

- Cathy has taken photos of the furniture in the LHIN building. She will write up descriptions and forward to insurance company.
- Cathy delivered the rent increase paperwork to tenant in Apt. 301. Increase begins with June 2022 rent.
- Bob has not yet checked with municipality about community signboard.
- Twins Lawncare is interested in lawnmowing at the FHT building. John Hill has connected with Michelle Murray and will proceed once his maintenance budget is known.

Unfinished Business

Post Office Brickwork

- Brickmason Christopher Mayberry plans to begin erecting scaffolding at the post office building April 4, weather permitting.

New Business

Security Monitoring at LHIN and Post Office Buildings

- AMP provided these quotes:  
LHIN - \$3035.63 installation/upgrade cost + \$45/month monitoring fee (security, fire/ smoke), Post Office building - \$429.40 installation cost + \$45/month monitoring fee (fire/smoke)
- Chance has tried several times to have Durst come to look at the system at the post office with no luck until last week.
- AMP will text us if there are system issues.  
**Moved by Neil, seconded by Ray to hire AMP to upgrade and monitor systems at LHIN and Post Office buildings. Carried.**

February 24, 2022 Article in The Citizen

- Christie shared the splashpad article with the group. The trust has made a pledge for operation and maintenance of the splashpad over a ten year period. She was concerned that the wording is open to interpretation and might be misconstrued as a definite donation.

#### Use of Post Office Boardroom

- Cathy asked if the Seaforth BIA could use the boardroom for their monthly meeting. They meet after business hours but no longer have a member who is a municipal employee. This means that they can't use the council chambers as they are unable to arm the security system.

**Moved by Neil, seconded by Ray to offer the Seaforth BIA use of the boardroom for their monthly meetings. Carried.**

#### Lawnmowing at Post Office Buildings

- In 2021, Cathy mowed the lawn using her neighbour's battery operated lawnmower. The neighbour is moving and no longer needs the lawnmower. Cathy would like to purchase the mower so that she can continue to mow the grass.

**Moved by Joe, seconded by Ray that Cathy buy the lawnmower. Carried.**

#### 9. In Camera

Christie said that we will enter into In Camera session to discuss a property matter.

**Moved by Neil, seconded by Joe to leave regular meeting at 7:46 p.m.**

**Moved by Ray, seconded by Bob to enter In Camera session at 7:46 p.m.**

**Moved by Neil, seconded by Joe to leave In Camera session at 7:55p.m.**

**Moved by Ray, seconded by Bob to enter regular meeting at 7:55 p.m.**

Christie said that the In Camera session discussed a property matter.

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

**Joe moved for adjournment at 7:58 pm. Carried.**

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

## PROPERTY MANAGER'S REPORT - FEB. 2022

### **POST OFFICE**

I was called by the Post Mistress stating that our parking lot hadn't been cleared of snow. I called John Staffen and he assured me it would be done right away. Done.

I was called by the Post Mistress stating that the accessibility door on ramp was staying open. The Push pad button was froze internally. Repaired.

I repaired cupboard doors in Conference room.

I met with Durst Tech Services to update keypad and show them the service box.

I was called by the Post Mistress stating that the T.D. Bank was concerned about cement laying around in parking lot. I cleaned up and removed all bricks and asphalt pieces and took to dump.

I repaired the door knob to Homeopath's office.

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 attended a meeting with Dan Fenton (LHIN IT & F) and our Trust Secretary to do the final check of the building, and receive all keys.

I attended a meeting with AMP Security and our Trust Chair to inquire about a quote to change from Chubb Security to their service.

I attended our Monthly Trust meeting here.

A Public works employee notified me about loose ducting on the HVAC Unit. Repaired.

I met with Matt Gale (HVAC Service) and had him unlock Carrier (HVAC) Thermostat and advise on keypad.

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

PROPERTY MANAGER

Chance Coombs