

Minutes of the Huron East/Seaforth Community Development Trust Meeting
Thursday, June 6, 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, Ray Chartrand, Cathy Elliott

Trust members absent: Ellen Whelan

Others present: Property Manager Chance Coombs

1. The meeting was called to order in the boardroom by Chair Christie Little @ 7 p.m.

2. Deputation/Requests/Presentation/Correspondence -

- Thank you and framed photo of participants received from Sam Steep and McKenna McGovern for financial sponsorship at World Mixed Curling.
- Request from Seaforth Agricultural Society for donation to the June 7, 2019 Huron County Progressive Agricultural Safety Day to be held at Seaforth Agriplex. It is geared to 5-12 year olds and focuses on farm safety.

Moved by Joe, seconded by Neil to donate \$300 to the Huron County Progressive Agricultural Safety Day. Carried.

- Bob declared a Conflict of Interest (he's council rep on BIA). Request from Brenda Campbell of Seaforth BIA for \$3000 funding for 2019 Summerfest event. The event has an \$8000 budget. The Trust's past donations to this event:
2015 - \$2500
2016 - \$2500
2017 - \$3000.

Moved by Neil, seconded by Joe to donate \$3000 to 2019 Summerfest event. Carried.

- 3rd floor apartment tenant Debra Anderson gave a report on the conditions in the apartment:
 - bedroom has smell of animal and urine stain on piece of carpeting
 - mold in refrigerator
 - deep fryer containing old oil in kitchen cupboard
 - bloated paint cans in living room cupboard
 - stove and fridge pulled out to reveal dirt, grease, items that had fallen
 - lots of dead flies
 - dirty A/C units in middle room
 - dirty oven and range hood.
 - The screen door's weather stripping is done and the door lock is broken (hook and eye are being used). Window doesn't open properly. Ray questioned animal smell as the lease states No Pets. Neil said that the tenants had a small dog for the latter part of their lease. Neil said that he would remove the paint cans.

3. Additions to Agenda & Approval of Agenda

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

4. Disclosure of Trustees' Pecuniary Interest – None

5. Accounts Payable – Financial Reports

- Total of \$6329.16 paid
- GIC is maturing at MCU on June 16, 2019 for \$102,000.

Moved by Bob, seconded by Neil that GIC be renewed for 6 months. Carried.

Moved by Bob, seconded by Neil for approval of Accounts Payable of \$6329.16 and the Financial Reports. Carried.

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

- Chance received a text from Postmistress wondering when concrete repair will be done. Christie will contact Smith Construction again for this information.

- Chance received an e-mail from Chris @ LHIN about a Health & Safety issue. New GFI's are needed in the kitchen and men's washroom to meet code.
- Bob asked if the leases for the Trust's two properties state what the Trust is responsible for. He felt that except for the walls and roof, the tenant is responsible for everything. Going forward, we need to be more familiar with the terms of the leases when it comes to repairs on the properties.

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

7. Huron East Health Centre Report – None

8. Minutes of May 2, 2019 meeting

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

Business Arising from the Minutes

Property Manager's Liability Insurance

- Christie reported that the paperwork for liability insurance will be coming to Chance for signature this week.

Unfinished Business

Code of Conduct –

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

Fire Inspection -

- Cathy reported that Michael Roess, Fire Prevention Officer completed a fire safety inspection on the Post Office and LHIN buildings on June 3, 2019. The reports will be shared when received.
- Innovation Security provides fire security for Post Office. Canada Post has their own fire and security system (ADT). LHIN has CHUBB security system.

Heritage Workshop -

- Cathy gave a debriefing on the workshop
- Ellen sent an e-mail in which she stated that "it really is important that we have someone doing the work on the post office who knows and has done historical

work before. In this case, although getting the work done locally would be nice, the quality and experience are more important for this case”.

Post Office Lawn Care –

- Christie contacted Paul Vandermolen, as he cuts the CIBC lawn. He looked at the lawn and vegetation around Post Office. He provided a quote of \$1250 to cut the grass and cut down the bushes and trees against the building.
- Cathy asked if he would also remove the fence and vegetation against the north side of the building and put in gravel in its place.

New Business – Discussion from Item 2

3rd Floor Apartment

- Discussion about the present condition of the 3rd floor apartment, based on tenant’s comments and Cathy’s observations. Neil felt that the rent reflected the condition. It was decided that the present cleaner, Brenda Wilkinson would be hired to thoroughly clean the apartment when a tenant vacates.
- Cathy will contact Clean Freak to clean the apartment carpet as well as the carpet on the stairs and second floor.
- Cathy will price out a new screen door for the apartment.
- Cathy recommended that based on the time and money the tenant has spent on cleaning the apartment and that she couldn’t move in on May 15, a refund of \$250 would be in order.

Moved by Joe, seconded by Ray to refund \$250 to tenant. Carried.

9. In Camera – (not necessary)

10. Adjournment -

Motion for adjournment at 9:00 pm by Bob.

Next meeting – Thursday July 4, 2019 @ 7:00 pm.

Chair Christie Little _____

PROPERTY MANAGER'S REPORT

Post Office

Called Mike Van Bakel and met with him in Maitland Apt. to check on leak/smell. It was dry behind wall at drain. Went into Physician's Apt. and removed ceiling tiles to check there as well – also dry.

Received a call from future tenant (that was in Maitland cleaning) regarding tub drain being slow. Worked at it and sink drain for 1.5 hrs to clear. Fine grit (maybe kitty litter?)

Andra called requesting some lights not working. 1st electrician I called didn't show after repeated calls. Requested 2nd company X 2 before they came. They are now repaired.

(Elligsen)

I shut the boiler down, etc.

Cleaned out dehumidifier in basement X 2.

Continue to supply custodian with needed supplies.

Continuing to clean up garbage, etc in Parkette.

Cut grass & trimmed X 3.

Checking in regularly with employees. (issues?)

All good!

L.H.I.N.

I received an email from Dan Fenton asking for Maintenance schedule on HVAC.

I have booked Spring and Fall service including cleaning/replacing filters, grease bearings, check/replace belts, etc. with Seaforth Plumbing and Heating. I also called Matt Gale and had him go over the control system. (Checking actuators as usual)

I received a call regarding a water filtration system not working. (under kitchen sink) Checked it out, then I spoke with Wink (former Property Manager) about this issue and he confirmed that this system was not installed by The Trust.

I received an email from Nick Vukailovic regarding their front door not latching properly. I was up there working on it and an employee told me that after they use the swipe card the electronic latch malfunctions. I will have to call a Service tech for that.

Checking in regularly with employees. (issues?)

All good!

P.M. Chance Coombs