


Minutes of the Huron East/Seaforth Community Development Trust Meeting  
Thursday, Sept 5, 2019

7 pm @ Main Room - Legion 

**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, Ellen Whelan

**Trust members absent:** Cathy Elliott

**Others present:** Property Manager Chance Coombs

1. The meeting was called to order in the boardroom by Chair Christie Little @ 6:58 p.m.
2. Deputation/Requests/Presentation/Correspondence - None
3. Additions to Agenda & Approval of Agenda
  - No additions

**Moved by Bob, seconded by Ray for approval of agenda. Carried.**
4. Disclosure of Trustees' Pecuniary Interest – None
5. Accounts Payable – Financial Reports
  - Total of \$7993.05 paid
  - Aug discussion continued to have \$50000 invested with TD for 14 months at 2%.

**Moved by Neil, seconded by Bob for approval of Accounts Payable of \$7993.05 and the Financial Reports. Carried.**

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

Post Office

- Nothing was found wrong with the second floor toilet, but will continue to be monitored
- The washroom was taken care of with plumbing and stall being removed
- Lock repaired for tenant

#### LIHN

- Hot light switch dealt with right away - expect a bill

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

7. Huron East Health Centre Report – None

8. Minutes of Aug 1, 2019 meeting

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

Business Arising from the Minutes

#### Unfinished Business

- Code of Conduct – This will be moved to another meeting and kept on the agenda until addressed.
- Post Office outside work - concrete patchwork completed by Smith's. There is no longer a tripping hazard.
  - Rest of the work to be addressed during/after the Main St. construction in 2020.
- Vandermolens removed the big trees and cleared the fence although there is a bit more yet to clear.
- Innovative security call list needs to be updated
  - Chance > Cathy/Christine > Joe
- Fire inspection follow up - patching needs to be done
  - George will be hired to patch and paint in the hall/stairs

#### New Business

- 2020 Main St. construction - Ray attended public meeting

- Work will be done 1 - 2 blocks at a time
- Buildings accessible from behind
- Water access will be changed at the Post Office building from behind to in front of the building with minimal disruption to services
- Labour Day Fireworks
  - Most well attended one yet
  - Generous donations to the Bethel Bible church for onlookers
  - Conversation to continue on would need community support - deferred to future meetings
  - Conversation around social media and advertising from the trust, including conversation around transparency - deferred to future meetings
- Storage of trust owned equipment
  - Store on sight with proper security measures
- Ag Society borrowing projector
  - Needed some maintenance, bulbs will be ordered - solution found in the meantime

9. In Camera – entered session ~7:45 pm

In camera session ends, 8:33 PM.

Moved by Bob, seconded by Joe. Carried.

Chair statement: Reporting out of closed session regarding potential purchase of real estate.

Motion to re-enter regular meeting

**Moved by Neil, seconded by Joe. Carried.**

8. Con't (Cathy present)

- Second floor washroom work
  - **Cathy motions that \$100 gift card is given as compensation for work done, seconded by Neil. Carried.**
- Discussion around property manager's coverage and compensation in case of an accident

- **Cathy motions that if Chance Coombs, as the property manager, gets hurt in work for the trust that the trust fill in the gap between EI and the Sun North coverage if there is a gap. Seconded by Neil. Carried.**
- Fire inspection - basement ceiling needs to be patched
  - **Ray motions that the trust hire George to paint and repair upper hallway as needed. Seconded by Neil. Carried.**
  - Will also ask George if he is able to fix some windows.

10. Adjournment -

**Motion for adjournment at ~8:45 pm by Neil.**

**Next meeting – Thursday Oct 3, 2019 @ 7:00 pm.**

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

8/31/19

## **PROPERTY MANAGER’S REPORT**

### **Post Office**

A request from a board member to repair 2<sup>nd</sup> floor toilet.

Repaired and checked on numerous times.

I worked on second floor washroom with Cathy and McGrath.

(Urinals removed, marble slabs removed to hall, etc.)

I received a call from tenant Grobbink regarding her key not working for side entrance.

Repaired lock mechanism, loose handle, and adjusted closure mechanism so door won't slam.

Cleaned out dehumidifier in basement.

Added 3 bags of salt to softener brine tank.

Continue to supply custodian with needed supplies. (Turned in another bill)

Continuing to clean up garbage, etc in Parkette.

Checking in regularly with Post office employees. (issues?)

All good!

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

I received a call from LHIN regarding a light switch that was hot. I immediately called Elligsen Electric. With no answer I called Scott who was nearby and he handled it.

Checking in regularly with employees. (issues?)

All good!

P.M. Chance Coombs