

Minutes of the Huron East/Seaforth Community Development Trust Meeting
Thursday, December 4, 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, Ellen Whelan, Ray Chartrand, Cathy Elliott

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/Presentations/Correspondence – John Steffler, Tanner Steffler Foundation
 - Due to weather delay, John Steffler will be scheduled for a future meeting.
3. Additions to Agenda & Approval of Agenda
 - MPAC property assessment – Christie Little
 - Sale of EA – Ray Chartrand

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

4. Disclosure of Trustees' Pecuniary Interest
 - Joe declared pecuniary interest
5. Accounts Payable – Financial Reports
 - Total of \$15,220.20 paid
 - Christie reported that a \$103,127.04 GIC at MCU is maturing December 16, 2019. She provided available renewal rates (non-cashable 6 months @ 2.15%, 1 year @ 2.3% and 18 months @ 2.4%, cashable 1 year @ 2.25%). It was decided to renew the maturing principal and interest for 18 months.
 - Christie reported that since Lynn McClure has no longer been preparing our financials, monthly PAC payments have been overlooked in monthly reporting of payables. Christie will go back and look at these.

Moved by Ray, seconded by Ellen that the Accounts Payable of \$15,220.20 be paid and the financial report be approved. Carried.

6. Property Manager's Report – Chance Coombs (see attached)
- Cathy expressed a concern with people loitering behind trees on CIBC property. This is a potential safety concern for our tenants. Cathy was given permission to discuss with CIBC removal of some or all of the trees.

Moved by Bob, seconded by Ellen for approval of Property Manager's report. Carried.

7. Huron East Health Centre Report – none
- The next meeting is scheduled for December 9, 2019
8. Minutes of November 7, 2019 meeting
- Ellen pointed out that the name of a member of the public in attendance at Dr. Cooper's presentation was omitted from the minutes.
 - Addition to meeting minutes is "A member of the public, Jan Hawley, was in attendance".

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

Unfinished Business -

Code of Conduct

- deferred

Post Office Exterior/Dr. Cooper Update

- Post Mistress contacted Chance about bricks falling from the front and side of Post Office building when customers were entering and exiting the building. After hours, Chance knocked loose brick faces from building and removed the debris.
- Cathy shared that on November 12, 2019, Dr. Cooper spent five hours conducting the research for his pathology report on the Post Office building. Cathy accompanied him and found the process to be very interesting and informative.

New Business –

Climate Change

- Susan Hundertmark would like to speak to the Trust about charging stations for electric vehicles. Christie suggested the February 2020 meeting and will contact Susan.

Environmental Assessment on Queen's Hotel Property

- Joe has been contacted by Bob Hulley, purchaser of the Queen's Hotel property. Bob is interested in looking at the EA the Trust has.
- Christie asked if the Trust could sell the EA to Bob. Joe and Ray suggested that Bob should contact Burnside re: the validity and current status of the EA contents for the purpose of purchasing.
- Christie will contact Burnside to give permission for them to work with Bob re: EA purchase.

MPAC Property Assessment of 52 Main Street South (Post Office building)

- Christie received the following assessment from MPAC:

January 2012	\$230,338
January 2016	\$360,000
January 2020	\$360,000

Post Office Washroom Sink Repair

- Chance has contacted Seaforth Plumbing and Heating regarding refund of the repair bill to replace missing trap in sink, which they installed. She is waiting for a response from Chris Holman.

9. In Camera – Not required

10. Adjournment

Motion for adjournment at 7:40 pm by Ray, seconded by Neil. Carried.

Next meeting – Thursday January 2, 2020 @ 7:00 pm.

Chair Christie Little _____

PROPERTY MANAGER'S REPORT

Post Office

I received a request from the Trust (Cathy) to remove steel post north of building. Safety hazard.
Done

I received a request from the Trust (Christie) to check out falling debris at front door. I observed a loose patch of bricks above and to the right of the door. I waited till after 7 p.m. (closing) to knock all loose brick off wall and corner and cleaned up mess. This will continue until repaired.

I checked and recorded all Fire extinguishers and Emergency lights. 1 was not working. It has since been repaired.

Cleaning out dehumidifier in basement as needed.

Continue to supply custodian with supplies as needed.

Adding salt to conditioner as needed.

Continue to monitor boiler.

Continue to clean up garbage, etc. in Parkette.

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

All good!

L.H.I.N.

I received an email from Chris (Facilities services) about lights in Foyer not working. Checked breakers. Bulbs have been replaced. Called Electrician.

Checking in regularly with employees. (issues?)

All good!

P.M. Chance Coombs