

Minutes of the Huron East/Seaforth Community Development Trust Meeting



Monday June 6, 2022
10 a.m. by Zoom

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, Ray Chartrand, Cathy Elliott, Neil Tam

Other present: Chance Coombs

1. The meeting was called to order by Chair Christie Little @ 10 a.m. The usual June 2, 7 pm meeting conflicted with provincial election so meeting was moved to Monday June 6 @ 10 am.

2. Deputation/Requests/Presentations/Correspondence

- Correspondence from TD Bank stated that a monthly discounted rate of \$13 will now be charged to our account as "bank fees". Previously, the trust was not charged a bank fee on our account.
- Request from Seaforth BIA to provide \$3500 funding for July 2022 Summerfest event. This annual event has not been held since 2019, due to Covid. Request form attached.
- Bob asked amount of our previous donations, which were \$500. Cathy pointed out that we have not been asked for a donation the past two years, the cost of everything has increased and it's the first event since our Main Street dig.

Moved by Cathy, seconded by Bob to donate \$3500 to BIA Summerfest event. Carried.

3. Additions to Agenda & Approval of Agenda

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

4. Disclosure of Trustees' Pecuniary Interest - None

5. Accounts Payable – Financial Reports

- Current bank balance is \$197,512.56
- Payables this month are \$ 6,347.55
- We have a MCU GIC maturing in June. The non-redeemable renewal rates are:

9 months – 3.25% 1 yr. - 3.50% 18 months – 3.75% 2 yr. - 4.00%

- Bob has heard from several sources that two more rate hikes are likely by autumn.
- It was decided to reinvest for 9 months, as we have major work on the post office coming up.

Moved by Bob, seconded by Neil that the financial reports be approved. Carried.

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

- Chance suggested that the trees at the front of 32A Centennial Drive be trimmed as they are rubbing on the steel roof. She knows someone who works in the business. Chance will have this work hired out.

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

7. Huron East Health Centre Report -None

8. Minutes of Thursday, May 5, 2022 meeting

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

Unfinished Business

- Christie has not yet contacted tenant in unit 201 about rent increase but will do so.

Clock Tower Repair/Brickwork

- Cathy spoke with Christopher Mayberry about the crumbling steps at northeast side of post office building. He looked at them. The cement has completely crumbled and needs to be replaced, not repaired. Christopher can remove and replace the bottom two steps and resurface the third step for \$500.

Moved by Bob, seconded by Ray to have Christopher Mayberry hired to replace/resurface northeast steps. Carried.

- Jamie Stowe, clock repairman, is booked into 2025. Dr. Chris Cooper and Tom Cross will look at the clock and provide a quote for repair. Caulking that was placed at the bottom of clock faces has caused moisture retention and possible rot to clock interior.
- Chance will be replacing floodlights in clock tower and will take photos while she's up there.
- Cathy noticed crumbling mortar in the rusticated stone base of the post office building. She spoke with Dr. Cooper about this. He has generously offered to spend time with Chance and Cathy viewing an instructional video he has produced on how to repair the mortar so that they can carry out the necessary repairs. This must be done prior to July 17, as he is unavailable after that date.

Vacant Position

- Huron East clerk Jessica Rudy has posted the vacancy on the HE website and had it placed in the newspaper (Expositor?). Christie posted it on social media.

- One applicant has come forward and this will be dealt with at the June 7 council meeting.

Post Office Ramp

- Cathy contacted Derrick Vandriel about the ramp. He looked at it and felt it had a bit of life left but best to start the replacement process immediately.
- Cathy explained that she and Bob had attended an accessibility webinar last week.
- At present, there are no known available accessibility grants for this project.
- The county accessibility committee is available to visit the site and offer their suggestions. Ray suggested that having the accessibility committee meet with the contractor would be wise.
- Bob stated that the regulations require one foot of run for one inch of rise.
- Bob spoke with CAO Brad McRoberts about this and was advised to obtain three quotes. Joe stated that since the trust is not governed by the Municipal Act, three quotes are not required. Christie shared that we have two local contractors, Vandriel Excavating and Smith Construction. Neil felt that with the time constraints we are under, three quotes aren't necessary.
- Chance wondered if the ramp would require painting. As it will be galvanized steel, the answer is no.
- Bob would like both the north and south sides of the post office entrance to be considered for ramp placement. Cathy pointed out that there must have been a reason the ramp was placed on the north side. The south side replacement would require relocating radiator in the foyer, removing concrete in courtyard and possible relocation of flagpole, bike rack and telephone booth.
- Much discussion took place about whether an engineer and/or an architect should be consulted prior to hiring a contractor. It was decided that since an engineer would be consulted by the contractor, it would not be necessary for the trust to do so.

ACTION: Bob will contact Smith Construction, Cathy will contact Vandriel Excavating for a quote on a galvanized steel ramp.

ACTION: Bob will contact MP Ben Lobb and MPP Lisa Thompson about accessibility grant monies available.

New Business

- The dumpster at 32A Centennial Drive will be left in place until the current tenant vacates. Then Christie will contact Scrapper Dave about its removal.
- The parking signs are in place at 32A Centennial Drive.

9. In Camera – Not Required

Next meeting – Thursday July 7, 2022 @ 7:00 pm. (or at call of Chair) in the post office boardroom. Bob moved for adjournment at 11 am. Carried.

Chair Christie Little _____

PROPERTY MANAGER'S REPORT - MAY 2022

POST OFFICE

I was contacted by Post Mistress about a complaint she received from a customer regarding the condition of the Ramp. Cathy and I scraped, sanded and painted lower hand rail to prevent splinters from rust spots.

I was informed of a bird in the clock tower again. I installed screening on 4 different locations in tower. Screen needs replaced on outside.

I received a call from Post Mistress complaining new cooling unit making a noise. Investigated, all good. Also cleaned other AC filters.

I was asked to provide hydro at back of building for Mason doing brick work. Checked out breakers and hydro running to GFCI box in window well. GFCI faulty. Called Electrician. Replaced, Done.

I shut the boiler down.

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 received a call from Election office complaining too cold. I worked on Master control for a couple hrs and turned all the heat zones back up manually.

I met with Bell Telephone again to open electrical room door. There now is a key at front desk.

I called Matt Gale to come have a look at Master control and we found that HVAC heat wasn't working 100%. I called Seaforth Plumbing & Heating and they ordered a part (under warranty) for it.

I cleaned out eaves trough (down spout was plugged) and checked trough all the way around building.

Very busy month here!

PROPERTY MANAGER

Chance Coombs