

Minutes of the Huron East/Seaforth Community Development Trust
Meeting
Thursday, April 2, 2020
7:00 pm via Zoom due to Covid-19 social distancing requirements



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, Ellen Whelan, Ray Chartrand, Cathy Elliott

Others present: Chance Coombs

1. The meeting was called to order by Chair Christie Little @ 7:02 p.m.
2. Deputation/Requests - None
3. Additions to Agenda & Approval of Agenda
 - Additional cleaning of post office building
 - Rent increase for trust properties

Moved by Bob, seconded by Ray to add these items to the agenda and approve the agenda. Carried.
4. Disclosure of Trustees' Pecuniary Interest - None
5. Accounts Payable – Financial Reports
 - Total of \$9805.42 paid
 - Cheque for \$5000 issued to Seaforth Lions Club for Park & Pool costs (second payment of 4 yr. commitment of \$5000 per year)
 - GIC @ TD matured March 6 and was renewed for 18 months @ 2.5% (auto renewal)
 - GIC @ MCU is maturing April 15, 2020. At present, rates for longer than 18 months are unavailable. It was decided to

take an email vote on reinvestment when longer term rates become available.

- Next maturity dates for our GIC's @ TD are in July & August

Moved by Bob, seconded by Ellen that the Accounts Payable of \$9805.42 be paid and the financial report be approved. Carried.

Draft Financial Statement

- Auditor asked when BIA debenture repayment of \$5000 for 2019 was received. Christie explained that the repayments were \$2500 annually for four years (2017-2020).
- It was decided to vote on the financial statement when the final draft is received, likely the May 2020 meeting.

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

- Cathy explained suspicious activity (lights on in second and third floor hallways, door to unit 301 not tightly closed although tightly closed by tenant when locking up).
- There is a soft spot in the ceiling in the back part of the post office. Chance wondered if it's a leak from unit 203 (physicians' apartment). She is meeting a plumber there tomorrow to investigate and make repairs if it's a plumbing issue.
- Cement deterioration on back loading dock area is very bad.
- Ray asked about tree removal between CIBC and Post Office building. Cathy had called about this in January and will follow up with CIBC.

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

7. Huron East Health Centre Report - none

8. Minutes of March 5, 2020 meeting

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

Business Arising from the Minutes

Post Office -

- Bob asked if the new AC unit for the post office will have parts that will generate heat located above the ceiling. Christie explained that an air exchanger used to be where the AC equipment will be located in the ceiling but she will check with DeJong Heating.

Post Office Roof

- Christopher Cooper submitted roof colours for approval. He recommended dark bronze.
- Draft copy of Call For Proposal for mansard roof replacement was provided to trustees prior to the meeting. Ray commented on the great detail of the proposal.
- Joe suggested that he would like to see added to proposal:
Option A - a 10% (certified cheque) security deposit to accompany the successful bid. The security deposit would be returned to successful bidder upon completion of work as determined by Project Manager OR
Option B - a 20% hold back to be released on completion of work signed off by Project Manager.

Moved by Cathy, seconded by Ray to approve dark bronze colour for new roof. Carried.

Moved by Joe, seconded by Bob to have 10% security deposit (Option A) added to proposal. Carried.

Moved by Ray, seconded by Bob to approve the Call for Proposal, based on the addition of the security deposit clause. Carried.

- Bob asked about repairs that might be needed on the flat roof. Christie explained that Morgan Roofing refinished the flat roof in 2010. If repairs are required, a separate quote will be needed. It is not included in the mansard roof replacement project.
- Chris Cooper requested a \$2000 draw on the project manager fee. He would like the draw e-transferred, if possible.

Moved by Joe, seconded by Ellen to approve payment of \$2000 draw. Carried.

New Business

Front Line Worker Thank You

- Bob shared that in February 2009, the trust thanked hospital staff for their service with \$20 BIA gift certificates. He would like the trust to do a “thank you” for Family Health Team and hospital staff.
- Cathy suggested that we find out what is needed/wanted so that the “thank you” is of value. Bob will ask FHT administrator Kelly Buchanan for direction when he speaks with her.

Additional Cleaning of Post Office Building

- Cathy explained that once a month, the present cleaner dusts and vacuums the stairs, second and third floor hallways and boardroom, as well as cleaning the second floor washrooms and disposing of garbage. Cathy felt that the washrooms should be cleaned and garbage disposed of weekly. The washrooms are being used by building tenants and a once a month cleaning is not sufficient. This extra cleaning would take 30 minutes each week. Cathy suggested that the monthly cleaning rate be increased from \$80 to \$100 to cover the extra cleaning.

Moved by Joe, seconded by Ray that the cleaning schedule be amended to include weekly cleaning of washrooms and garbage removal. The monthly cleaning fee will be increased to \$100. Carried.

Rent Increase

- Christie shared that 2020 rent increases of 2.2% are permitted. The trust has not increased their rents for a while. Ninety day notice to tenants is required for rent increases.
- Cathy spoke against rent increases at this time in light of the financial hardships caused by Covid-19. We presently have good tenants, some of whom are unable to work during the

pandemic. We should hold off on rent increases until the pandemic has passed and the economy has recovered.

- Trustees agreed to revisit this topic at a later date.

Christie will provide a screen shot of trustees in attendance, instead of a signature sheet for purposes of payment of meeting stipend.

Motion for adjournment at 7:49 pm by Ray.

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

3/26/2020

PROPERTY MANAGER'S REPORT MARCH 2020

Post Office

I was notified by Postmaster that front door was not closing all the way. I removed rock hard salt at bottom of jam. Done. (it was ok for a couple weeks) I received a text from Postmaster about the front door having issues again. Cleared salt, and adjusted closer. I suspect that I will have to replace closer in near future as it is leaking.)

I received a text from tenant (Deb) reporting suspicious activity again? Checked building out.. and did not see anything out of the ordinary?

I received a text from Postmaster stating their fans weren't working correctly. (Elligsen had replaced dial switches with slide switches.) I notified Elligsen to replace 2 switches to suit. Done.

I continue to monitor loose brick on front of building.

I checked and recorded all Fire extinguishers and Emergency lights.

I am cleaning out dehumidifier in basement as needed.

I am adding salt to conditioner as needed.

I continue to monitor boiler.

I continue to clean up garbage, etc. in Parkette.

I check in regularly with Post office employees. (issues?)

All good!

L.H.I.N.

I am adding salt to conditioner as needed.

I check in regularly with employees. (issues?)

All good!

P.M. Chance Coombs