

Minutes of the Huron East/Seaforth Community Development Trust Meeting



Thursday January 5, 2023 @ 7 pm
Post Office Boardroom

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, Neil Tam, Ray Chartrand, Cathy Elliott, Ann Bettles, Bob Fisher

Others present: Chance Coombs

1. The meeting was called to order by Chair Christie Little @ 7:00 pm.
2. Deputation/Requests/Presentations/Correspondence – 2025 Homecoming Committee representatives Tracy McKee and Bryan Vincent
 - 2025 will be Seaforth's 150th anniversary and a homecoming celebration on August civic weekend is being planned.
 - Committee members are Tracy, Bryan, Kevin Varley, Dave Scott, Joe Steffler, John Steffler and Brian Coombs. They have had one meeting to date. A member of the Brussels homecoming committee will be attending the next meeting.
 - Plans are to have activities centred around arena, Agriplex and curling club. These venues have been tentatively booked.
 - Events may include dances, meals, car show, parade. Not all events will generate revenue.
 - The committee is looking for up to \$50,000 for seed money. No other groups have been approached yet. Tracy thought that the 1995 homecoming had \$25,000 of seed money.
 - Profits from the homecoming will be used for the betterment of the community but specifics haven't been decided.
 - Ray suggested they approach the province for funding as he believed Brussels received provincial funding for their homecoming.
 - Bob wondered if there were funds left from the 1995 homecoming.
 - The committee doesn't yet have a treasurer or a bank account.
 - They are seeking a financial commitment from the trust, which can be paid in increments.
3. Additions to Agenda & Approval of Agenda
 - 2025 Homecoming

- Doug Perkes Memorial Tournament
- Trust by-law

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

4. Disclosure of Trustees' Pecuniary Interest - None

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

- Christie shared the latest Enbridge gas bill for 32A Centennial Drive, which is vacant. Last month's bill showed a \$700 credit. This month's bill shows \$1600 owing. That translates to \$2300 in gas for one month in a vacant building.

ACTION: Christie will be contacting Enbridge for an explanation and correction of this bill.

- Matt Gale is coming Monday to look at the HVAC system and Chance will ask him his thoughts on the apparent gas usage.

Moved by Ann, seconded by Ray to approve PM's report. Carried.

6. Accounts Payable – Financial Reports

- Payables this month are \$6040.54
- Current bank balance is \$85,130.17 (TD).
- Two GIC's are maturing later this month. Christie will e-mail the rates for trustees' consideration and approval.

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

7. Huron East Health Centre Report – None

- This committee has been dissolved.

8. Minutes of December 1, 2022 meeting

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

Unfinished Business

32A Centennial Drive

- Bob spoke with CAO Brad McRoberts. The survey is close to being done. He asked that it be completed by beginning of March at the latest.
- Ray spoke with Brad about the zoning and was told that Brad is working with the planner, Jen on this.

Post Office Roof

- As decided at the December trust meeting, January 5 is the deadline to receive Request for Proposal for the post office flat roofs. Three companies were approached and came to view the roofs (Goliath Roofing, Morgan Roofing, Smith-Peat Roofing).
- RFP received from Goliath Roofing only.

- Morgan Roofing was asked for information on warranty on the back flat roof they installed in 2010. To date, no information has been received.

Moved by Neil, seconded by Bob to contract Goliath Roofing to replace both flat roofs on the post office building. Carried.

ACTION – Chance will ask for warranty on the material Goliath is planning on using. She will notify Goliath Roofing that their's is the successful RFP.

New Business

Unit 204

- This unit will be vacant as of February 1, 2023. The rent is \$400 + HST per month.
- Christie will get the two keys (main entrance and unit door) from the tenant.

Doug Perkes Memorial Tournament

- The trust has been donating \$500 to this event for many years. The last time it was held was in 2020.
- This year, the number of teams is down but the expenses are not.
- Profits from this event are used to subsidize registration fees for hockey, broomball for youth who might not otherwise be able to afford to play.

Moved by Bob to donate \$525. No seconder so the motion died.

Moved by Neil, seconded by Ann to donate \$1000 to the Doug Perkes Memorial Tournament. Carried.

2025 Homecoming

- Neil felt that the request was premature, as the committee has had only one meeting.
- Bob felt that we should send a letter of support but hold off on making a specific financial commitment until more information is provided.

ACTION – Cathy will notify Bryan Vincent that the trust will provide financial support when more information is available.

Trust By-law

- Christie explained that the 2015 by-law was never sanctioned by the courts and therefore is invalid. All copies of it are to be destroyed to avoid confusion. The 2002 by-law is in effect.
- 2002 by-law states that three trustees are appointed for the term of council (3 yrs) and two trustees for appointed for a 6 yr. term. In 2002, term of council was three years.

Clerk, Jessica Rudy has clarified that Cathy, Ray and Ann have 4 more years to serve while the two new trustees, who have yet to be appointed, will serve for 6 years.

Bob wants the trust to continue running on a calendar year, even though municipal elections are held in November.

Post Office Wifi

- Ray would like to see the wifi improved so that Zoom meetings can be held in the boardroom.

ACTION – Ray will contact TCC about improving wifi in post office building.

9. In Camera – Not Required

Next meeting – Thursday February 2 @ 7:00 pm. (or at call of Chair) in the post office boardroom.

The AGM will be held on this date, as well.

Bob moved for adjournment at 8:26 pm. Carried.

Chair Christie Little _____

PROPERTY MANAGER'S REPORT - DEC. 2022

POST OFFICE

I called Smithpeat Roofing and Morgan Roofing and set up appointments for inspection.

I met with them on roof to measure and take pix. Waiting for replies?

I received a text from Postmistress stating they were missing their shovel again? Found!

I received a text from Postmistress complaining about a sulfur smell, but only in the morning? I investigated the next couple of mornings and no smell?

I received a text from a tenant stating she had a leak in her drain. I replaced the drain assembly. Done.

I received a text from Postmistress stating she turned heat up a couple degrees.

Ron advised that the tenants in the Physician's apartments are now extending their stay.

I sent another email to McGrath's Plumbing and Heating about piping in basement. I think at this point we should move on.

A tenant reported someone using our garbage bin again.

I received a call from a Trust member stating the clock was wrong in clock tower. (out by an hour) I checked the breaker and it was good, so I tried to adjust the clock but the front cover on computer panel is not responding. Ribbon is broke. (Very old and frail)

Since I couldn't adjust from front cover, I shut down clock at 2:10 and came back next day to start at 2:10. Computer keeping the right time but relay box for clock hands not working? Will call technician if I can't figure it out.

I checked and recorded all Fire Extinguishers and Emergency lights.

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I continue to monitor dehumidifier and sump pump.

I am adding salt to conditioner as needed.

I continue to clean up garbage, etc. on property.

I check in regularly with Post office employees for any issues and check thermostat in main lobby. (turned back down to 70)

CENTENNIAL DR.

I received an email from office of potential buyer wanting me to meet with contractor at building to take some measurements. I emailed back and advised them to set up through the Real Estate office. She responded that they already had contacted her. I made some calls, as did Cathy and unfortunately no one let us know? I apologized and let them in.

I turned gas back on and have been adjusting all zones to suit.

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I am doing walk throughs periodically.

PROPERTY MANAGER

Chance Coombs