

Minutes of the Huron East/Seaforth Community Development Trust meeting
Thursday, January 10, 2019

7:00 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, Joe Steffler, Bob Fisher Neil Tam, Ellen Whalen, Ray Chartrand, Cathy Elliott

Others present: Brad Knight, Chance Coombs

The meeting was called to order by Chair Christie Little @ 7:08 p.m.

1. Small Business Lighting Upgrade Incentive Program – Brad Knight

- Brad explained how this energy program offered through Festival Hydro works (consultant does a walk through & provides an audit showing potential energy savings).
- Post Office and LHIN were audited and a good cost recoup was shown
- Post Office and LHIN can be done at the same time as the town's buildings are done

Brad Knight left the meeting.

2. Team Steep Request for Funding -

- 5 member male curling team has qualified for the Canadian Nationals in Saskatchewan with 3 of the team members from Seaforth, 2 from Markham
- \$5000/year/category (education, health, civic & community, arts, cultures & sports) is donation guideline
- this is the 4th time a funding request for curling has been received, \$2000 was given 4 years ago
- funding has not been given twice to any group requesting

Moved by Bob, seconded by Neil that the funding request be denied. Carried.

3. Additions to Agenda & Approval of Agenda

- Bob asked that financial remuneration for Christie's chairperson duties in December be added and that the February meeting include a tour of the Post Office

Moved by Neil, seconded by Bob that the agenda and additions be approved. Carried.

4. Disclosure of Trustees' Pecuniary Interest – none

5. Accounts Payable – Financial Reports

- Bob requested cost estimate for work being done on employee work areas of the Post Office. No information was available as former trustees Maureen Agar and Lin Steffler were looking after this project.
- Christie gave an overview of the trust's GIC's which are maturing soon.
- Brian Wightman's office requested direction re: using the services of Vodden Bender again this year.

Moved by Bob, seconded by Neil that the \$103,000 TD GIC be cashed & put in the bank account upon maturity and that the \$101,000 MCU GIC be renewed for 60 days upon maturity. Carried.

Moved by Joe, seconded by Neil that Vodden Bender be hired for 2019. Carried.

Moved by Bob, seconded by Ray that the Accounts Payable of \$2550.33 be paid. Carried.

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

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

7. Huron East Health Centre Report – Christie Little

- Christie reported that most offices in the facility are full, no major projects are planned for 2019 and there will be a slight (1.25%) rent increase.
- The trust provided a \$100,000 debenture at time of construction. As a result, 2 trust members sit on the HE Health Centre Management Committee board.

Moved by Ray, seconded by Bob that Neil Tam and Ellen Whalen represent the trust on the board and that the report be approved. Carried.

8. Minutes of November 29, 2018 meeting

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

Business Arising from the Minutes

- Neil asked if the tenants in the 3rd floor apartment could pay weekly rent for the final few weeks of their tenancy. Christie explained that rent is paid monthly, not weekly.
- Christie and Postmistress Andra toured the employee work areas under repair and are happy with the work being done. Cathy asked about a schedule for

maintenance, repair and upgrading of Post Office. There currently is no schedule but one will be compiled in 2019.

- Exterior work on the front entrance will take place Spring 2019. As a member of the HE Heritage Committee, Cathy offered to consult on this project.
- Joe recommended that the 2nd floor men's washroom be redone in 2019 as it is outdated and smells like urine.
- Chance asked if the employees' washroom would be wheelchair accessible.

9. New Business

- The current stipend for trustees is \$75/meeting and \$175/meeting for chairperson and secretary.

Moved by Bob, seconded by Joe that Christie Little receive \$100 for chairperson's duties she assumed for December 2018. Carried.

- Joe, Barry Mills and lighting specialist Eric Hewitt toured the 1st and 2nd floors of the Post Office (3rd floor isn't eligible for lighting programs as it's residential). Payback time for the Post Office will be less than 1 year and for the LHIN building, approximately 2 years if we upgrade to LED lighting using this program. No fixture changes are needed, just change to LED bulbs.

Moved by Joe, seconded by Bob that Joe will notify Brad Knight that the trust will book in with HE in replacing lightbulbs. Carried.

- Bob suggested that the February trust meeting begin at 6:30 pm with a tour of the Post Office.
- Christie asked that ideas for the trust's Strategic Plan be brought to the March meeting
- Christie asked if the trust would like to provide a movie screening (afternoon and evening) at SPS during March Break. As in the past, the Optimist Club's popcorn machine could be borrowed (the trust has popcorn). Cathy asked if the trust has a license to show movies and it does not. Cathy will check with SPS to see if they have a license. Neil volunteered to cover the technical set-up and showing of the movie.
- Chance will be away for 8 days in March and asked about a replacement property manager during that time. The former property manager had building tenants contact repair company directly during his absence.
- Brian Wightman's office provided CRA forms for trustees to complete and return in order to update their information.

Motion for adjournment at 8:42 pm by Ray.

Next meeting – Thursday February 7, 2019 at 6:30 pm

Chair Christie Little _____

PROPERTY MANAGER'S REPORT

Post Office

No major issues.

I am continuing to monitor the temperature & pressure of the boiler as well as checking on space heaters, etc.

Continue to supply custodian with needed supplies.

Let Jorge Parejo in the building and gave him a key for side entrance.

Called Seaforth plumbing and heating to deal with drain issue in third floor apartment. (Do we have a date of vacancy yet?)

Continuing to clean up garbage in Parkette.

Checking in regularly with employees. (issues?)

All good!

L.H.I.N.

No major issues.

Delivered invoice from Joe Dick to Wightmans.

Delivered cheque to Joe Dick.

Checking in regularly with employees. (issues?)

All good!

P.M. Chance Coombs

