

Minutes of the Huron East/Seaforth Community Development Trust meeting  
Thursday, February 7, 2019

6:30 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

Chair Christie Little provided a tour of the Post Office for Trust members.

1. The meeting was called to order in the boardroom by Chair Christie Little @ 7:07 p.m.
2. Doug Perkes Memorial Hockey Fund Request for Sponsorship
  - Requesting ice sponsorship during Feb.8-10, 2019 tournament
  - Profits from tournament used to help support local kids play winter sports.
  - Trust has provided sponsorship annually since 2010
  - Joe felt that the town benefits from the tournament through increased exposure and shopping done by tournament participants and their families

**Moved by Bob, seconded by Joe that \$500 sponsorship be made. Carried.**
3. Additions to Agenda & Approval of Agenda
  - Cathy asked that Freedom of Information request and posting of Trust minutes on HE website be added to agenda

**Moved by Neil, seconded by Bob that the agenda and additions be approved. Carried.**
4. Disclosure of Trustees' Pecuniary Interest
  - Christie has an item on Account Payable (flower arrangement in memory of former Trust original member Jim Sills)

5. Accounts Payable – Financial Reports

- Total of \$5084.79 paid
- Maturing GIC @ TD was placed in cash for payment for Post Office work
- MCU maturing GIC was renewed for 60 days (maturity March 18/19)

**Moved by Bob, seconded by Ray to reinvest Feb. 14/19 MCU maturing GIC's for 90 days (\$90,000) and 180 days (\$90,000).**

**Carried.**

**Moved by Bob, seconded by Ellen that the Accounts Payable of \$5084.79 be paid and the financial report be approved. Carried.**

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

- Cathy asked about obtaining 3 quotes prior to hiring for work to properties as a matter of good practice. Bob explained that in the past, work has been put out for Tender as well as by Request for Proposal
- Bob inquired about supplies provided for Post Office custodian. Chance provides the custodian with paper towels, toilet paper and soap for use at the Post Office
- Cathy raised the point that there is no street number on the front of the Post Office. Joe will check with the county's emergency dept. to find out about correct numbering and notify Cathy of his findings
- Inquiry received from Twins Lawn Care if we want them to do the lawn care and landscaping care at LHIN in 2019 at same rate as for the past year (\$325 + tax monthly from May to September for a total of \$1836.25)

**Moved by Joe, seconded by Neil to hire Twins Lawn Care at the current annual rate of \$1836.25 for a 3-year term (2019-2021). Carried.**

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

7. Huron East Health Centre Report - none

## 8. Minutes of January 10, 2019 meeting

- An error in the minutes was noted. The debenture provided by the Trust was \$250,000, not \$100,000

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

## Business Arising from the Minutes

### Work on Post Office -

- Update on Post Office work quotes was provided (painting \$27,500 + tax of which 40% has been paid, flooring \$9,585.34)
- Lin Steffler provided a contract between the Trust and Harold Smith Construction, outlining work to be done but no costing provided. Ray requested that a quote be obtained from Harold Smith for the interior and exterior work outlined on the contract
- Christie pointed out that the exterior work must be done using correct materials and techniques. If a local contractor can't do this, the Trust needs to look outside Seaforth
- Chance asked that the loading dock at the rear of the bldg be done as the cement work is in disrepair
- Joe asked that the 2<sup>nd</sup> floor men's washroom be torn out and renovated properly. Bob suggested that the urinals be removed and that a sink and toilet in a stall are all that are needed
- Joe suggested that the bathroom in the 3<sup>rd</sup> floor apt be gutted, renovated and that a laundry area be put in. There have been problems in the past with water leaking from the bathroom into the 2<sup>nd</sup> floor apt
- Ray asked for quotes to be obtained for the 2<sup>nd</sup> and 3<sup>rd</sup> floor renovations. Joe and Chance offered to obtain the quotes.

**Moved by Joe, seconded by Bob to obtain quotes from local plumbers for renovations to 2<sup>nd</sup> and 3<sup>rd</sup> floor washrooms. Carried.**

- Joe suggested that the painter, George Parejo continue up the stairs from the Post Office area to the boardroom with painting

**Moved by Joe, seconded by Bob that George Parejo be asked to paint the back stairway. Carried.**

### March Break Movie – Thursday March 14, 2019

- No performance licenses available through the elementary schools
- Neil suggested several current movies to show. He can do the movie set-up and presentation. He will need the PA system from Nathan Marshall
- Christie will do the publicity for movie. 1 pm and 6:30 pm showings will be considered
- Neil will check with SPS as a venue to show the movie
- Popcorn and water will be provided
- Ellen offered to get quotes for licensing to show the movie

**Moved by Joe, seconded by Ellen to obtain licensing to show the movie. Carried.**

### New Business

- April 13, 2019 is Souper Saturday fundraiser for the foodbank. Christie has registered the Trust to participate. Trustees were asked to think about award-winning soup recipes we could use (must make 12 L)
- Cathy shared a Freedom of Information request that was received. She will provide the requested information
- Cathy asked if the Trust's minutes could be published on the HE website under the HE/Seaforth Community Development Trust heading to make it easier for public access. The municipality is in agreement and the trustees agreed.
- Chance will be on vacation March 7 – 17, 2019. Christie will allow her cell phone to be used for tenant/bldg issues that might arise during this time.

Motion for adjournment at 8:42 pm by Neil.

Next meeting – Thursday March 7, 2019 @ 6:30 pm. Christie will bring templates to begin strategic planning for the Trust.

Chair Christie Little \_\_\_\_\_

# PROPERTY MANAGER'S REPORT

## Post Office

No major issues.

Elligsen Electric called requesting info on breaker panels as they tripped one when replacing switches? I was in London at the time but have dealt with issues reported.

Sandra Melady called reporting that alarm was going off in foyer where Doug Smith was sanding. Paul Stephen called and checked in and rectified the issue.

Jorge Parejo called and reported alarm was going off again, (painting/staining) so they wrapped alarm in a bag to prevent these 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.

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.

I received an email from Michelle Murray inquiring about Twin Lawn Care services here. (Forwarded to Secretary)

Checking in regularly with employees. (issues?)

All good!

P.M. Chance Coombs

