

Minutes of the Huron East/Seaforth Community Development Trust Meeting
Thursday, March 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

1. The meeting was called to order in the boardroom by Chair Christie Little @ 6:35 p.m.
2. Deputation/Requests - None
3. Additions to Agenda & Approval of Agenda
 - Cathy asked for discussion on the setup of a Trust Google Mail account and an upcoming heritage building maintenance workshop
 - Joe asked for discussion about the property manager's hours of work.
4. Disclosure of Trustees' Pecuniary Interest
 - Joe declared that if the Tanner Steffler Foundation was discussed, he would have a conflict
5. Accounts Payable – Financial Reports
 - Total of \$81,851.44 paid
 - Painting at Post Office has been completed, invoice received and paid in full (Nahuel Painting & General Contracting)
 - Smith Construction has been paid for contractor work completed until the end of January 2019 on Post Office
 - Christie will notify Elligsen Electric that Post Office LED lights will be obtained through Festival Hydro's Small Business Lighting Upgrade Incentive Program

- 2018 draft audit from Seebach & Company was distributed. Trustees were asked to review for discussion at the April trust mtg.
- GIC @ MCU is maturing March 18/19

Moved by Joe, seconded by Ellen that the GIC be renewed for 90 days. Carried.

Moved by Ray, seconded by Bob that the Accounts Payable of \$81,851.44 be paid and the financial report be approved. Carried.

6. Property Manager's Report – Christie reviewed report in Chance's absence (see attached)

- Cathy pointed out that the Feb. 7 minutes stated that Twins Lawn Care would be approached about a 3 yr. contract, not a 1 yr. contract. Cathy will contact Twins Lawn Care about this.
- Joe suggested that it appears that the property manager has been putting in a lot of hours and doing a lot of the repair work herself. Should we consider paying extra for extra hours and extra work being done? Bob stated that his understanding was that the property manager was to do whatever work she was capable of doing. It was explained that the present property manager started work August 2018 and receives a monthly stipend. Cathy suggested that having a 6 month review with the property manager might be in order (what her duties have been thus far, number of hours she's been working, etc). Cathy and Christie agreed to facilitate the 6 month review. Christie explained that contract employees aren't covered by the Trust's insurance and she will look into personal liability insurance.

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

7. Huron East Health Centre Report - none

8. Minutes of February 7, 2019 meeting

- Joe asked about the county's recommendation re: addressing of the tenants' suites in Post Office. Cathy explained they suggested that second floor suites be

numbered 201, 202 etc. and the third floor apt. be numbered 301. Property manager will look after this as well as a ground level number for Post Office.

- Christie will touch base with Jessica Lunshuf re: her intentions of using rental space in the Post Office

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

Business Arising from the Minutes

Work on Post Office -

- Christie reported that George Parejo has finished the painting and would like to be contacted to do any touchups required.
- Doug Smith indicated he would be finished his work at the Post Office next week.

Post Office 2nd & 3rd Floor Washrooms-

- Joe asked Doug Smith to provide a quote for renovating the 2nd floor men's washroom. Due to the age of the plaster, plumbing and electrical, Doug wasn't able to quote. He would have to rip out the fixtures etc to see what he was dealing with prior to quoting. Ray asked if 2 washrooms were needed. It was decided, at present, to turn off the water in the men's washroom, lock the door and take it out of use. Unisex signage on the women's washroom and an interior door lock will be needed for the current women's washroom. A review of the condition of the current women's washroom will be done with Property Manager to determine any work needed.
- Christie will call a plumber to look at the washroom in 3rd floor apt.

March Break Movie-

- Ellen reported that many surrounding communities are providing free movies during March Break. SPS showed the movie we wanted to show on March 1st.
- The cost of a license to show a movie is \$250. If the movie has been released, Ellen can obtain it from the library. She distributed a list of current available movies for consideration.
- It was decided to hold our free movie showing on the April 5 PD Day. Ellen will book the movie "Spiderman" and Neil will check with SPS principal re: using their gymnasium.

Souper Saturday-

- Christie is checking possible recipes for the day.

New Business

- Christie explained that municipalities must have a code of conduct and the county must have an Integrity Commissioner. Discussion revealed the trustees felt that the Trust should have a code of conduct since we have a contract employee and we deal with the trades. Christie will ask Brad Knight for a copy of HE Code of Conduct for review by the Trust.
- Cathy suggested that the Trust should have its own Google Mail email, rather than using trustee's personal email to deal with Trust business. It was agreed that she will set up a Google Mail account and monitor it.
- Cathy shared information about an upcoming workshop ("The General Repair of an Old House, from the Foundation to the Roof") on May 11 in Cambridge. It was felt that the information provided would be beneficial in dealing with repairs to the Post Office. Cathy volunteered to attend and Ellen expressed an interest if her schedule allows.

Moved by Bob, seconded by Joe that two trustees attend the workshop. Trust will cover cost of registration, mileage and lunch. Carried.

Motion for adjournment at 8:14 pm by Bob.

Next meeting – Thursday April 4, 2019 @ 7:00 pm.

After a brief comfort break, the Trust reconvened at 8:30 pm to review and consider actions for the Trust's Strategic Plan. This discussion session saw suggestions from each Trustee being shared for future consideration. Adjournment of this session was at 9:30 pm.

PROPERTY MANAGER'S REPORT

Post Office

Andra called requesting service on push button lock on back service entrance. Repaired.

Elligsen Electric called again requesting helping with lights. (breaker panels) Done.

Post office called to say temp was dropping. I investigated and boiler was cycling but not circulating. Checked pumps for vapor lock, but checked out ok.

Called McGrath Plumbing & heating - not available at that time.

Called Boilersmith - Service tech out of town.

Troubleshoot some more and McGrath called to say he was coming. He checked all out, had to get electrician. Bad pin block behind Allen Bradley contact switch. They left at 6:30. I monitored boiler till 8:30 letting water out periodically keeping pressure down.

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.

Continuing to clean up garbage in Parkette.

Checking in regularly with employees. (issues?)

All good!

L.H.I.N.

No major issues.

I emailed Twin Lawn Care services requesting their services for another year at the LHIN building.

Checking in regularly with employees. (issues?)

All good!

P.M. Chance Coombs