

Minutes of the Huron East/Seaforth Community Development Trust Meeting
Thursday, November 7, 2019

7 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

1. The meeting was called to order in the boardroom by Chair Christie Little @ 7 p.m.
2. Deputation/Requests/Presentations/Correspondence – Dr. Christopher Cooper via Skype call re: quote for Post Office pathology report
 - During Post Office walkabout, major issues were noted, not all of which are expensive to fix
 - Pathology report will involve basement to attic measuring for floor plans, visual inspection, testing e.g. infrared for ingress of cold & wet and heat loss, photographs.
 - Resulting 50-100 page report will be in layman's language and will address each condition found (photo, remedy, proper materials and technique), analysis of severity of condition (extreme, moderate, address at your leisure).
 - Report will be a working document. Monthly, biannual and annual maintenance schedule will be provided.
 - Step by step instructions, material and technique information provided (Restoration Briefs)
 - Dr. Cooper will always be available to the trustee board for information and clarification.
 - Dr. Cooper currently has four senior interns from the U.K. willing to commit to do the exterior brickwork repair. Storm windows are needed and Dr. Cooper currently has interns working on windows. These interns aren't regional, they will travel wherever the work is.
3. Additions to Agenda & Approval of Agenda
 - Remembrance Day
 - Climate Change

Moved by Bob, seconded by Ellen for approval of agenda and additions to agenda. Carried.

4. Disclosure of Trustees' Pecuniary Interest - None

5. Accounts Payable – Financial Reports

- Total of \$2662.07 paid (October per diem not included)
- Christie reported that MCU 3 yr. cashable GIC is available for new money only.
- Christie reported that Jessica Lunshof will pay monthly rent until the end of December at her next trip to town.

Moved by Neil, seconded by Ray that the Accounts Payable of \$2662.07 be paid and the financial report be approved. Carried.

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

- Chance will discuss with Seaforth Plumbing and Heating payment of bill to install missing trap in Canada Post washroom as they did the sink installation.
- Cathy contacted Festival Hydro to confirm their contact information for the Post Office. Recent planned hydro outage was not communicated to the trust. No satisfaction received as they couldn't confirm contact information and weren't interested in current e-mail contact information.
- Cathy will purchase bulk paper towel for washrooms from Pete's Office Pro.
- Ray reported that the yellow paint on Post Office front steps needs to be repainted for safety of users.

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

7. In Camera – Property and Personnel

Moved by Ray, seconded by Bob that the Trust, pursuant to Section 239(2) of the Municipal Act, leave the regular meeting of the Trust at 7:51 pm to go In Camera. Carried.

Moved by Neil, seconded by Ellen that the Trust enter an In Camera session at 7:52 pm to discuss Property and Personnel. Carried.

Moved by Bob, seconded by Ellen that the Trust resume the regular meeting at 8:25 pm. Carried.

8. Huron East Health Centre Report – none

9. Minutes of October 3, 2019 meeting

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

Business Arising from the Minutes

Post Office Pathology Quote from Dr. Christopher Cooper

- Joe felt that a second quote should be obtained from Thor Dingman.
Discussion about the extra benefits Dr. Cooper could bring to the project.

Moved by Neil, seconded by Ellen to accept Dr. Cooper's pathology report quote. Carried.

Code of Conduct - deferred

Remembrance Day

- Neil will carry the Trust's wreath for November 11 service.

Next Meeting Date

- Next meeting date is Thursday December 5, which is BIA's Ladies Night event. Trustees agreed to change meeting date to Wednesday December 4.

Snow Removal at Post Office (north entrances and sidewalk)

- Cathy obtained quotes from Sandra Melady and John Staffen. Sandra previously had the snow removal contract for Canada Post and the trust. John currently has the snow removal contract for Canada Post.
- Sandra Melady's quote - \$25 each time she removes snow.
- John Staffen's quote - \$1680 + HST for the 2019-2020 winter season.
- Discussion about the necessity of contractor carrying WSIB and liability coverage.

Moved by Ray, seconded by Neil to continue with Sandra Melady providing she can supply proof of WSIB and liability coverage. If Sandra does not have the required coverage, John Staffen will be awarded the contract. Carried.

- Cathy will contact Sandra Melady.

Climate Change –

- Susan Hundermarkt and Connie Trotter presented to council information about the need in Seaforth for charging stations for electric vehicles.
- Level 2 charging station costs \$5000 and takes 4 hours to charge a vehicle. Level 3 charging station costs \$50,000 and takes 30 minutes to charge a vehicle. Users would pay for the electric charging of their vehicles.
- Ray recommended that two Level 2 charging stations should be considered. Neil felt charging stations would be good for Seaforth.
- Ellen reported that Bayfield has 2 charging stations behind the library. Most charging stations were installed when grant monies were available and some are now being removed. A charging station in Goderich is well used because a museum employee drives an electric vehicle and charges it while at work.
- Susan and Connie will be invited to make a presentation at the January 9, 2020 meeting.

Other -

- Joe asked if there was a Christmas window decorating competition. Bob informed him that there had been one for several years, that it has had excellent participation and the BIA provides a monetary prize to the winner.
- Neil shared pictures and information about a November 1st event he attended in Stratford. People brought their Hallowe'en pumpkins to the town hall where they were illuminated during a community social time. It was extremely well attended. Perhaps a similar event could be considered in Seaforth.

Motion for adjournment at 9:00 pm by Ray, seconded by Neil. Carried.

Next meeting – Wednesday December 4, 2019 @ 7:00 pm.

Chair Christie Little _____

PROPERTY MANAGER'S REPORT

Post Office

Received request from acting Postmaster to repair their toilet again. Broken handle. Repaired handle & replaced seal.

Placed a cube heater in physician's apt. and left a note as hadn't started boiler yet (waiting on service tech)

Tenant asked to repair door knob on second floor washroom. Repaired.

Called Boilersmith for service on boiler. Done

Also needed TSSA Inspection on boiler as our Certificate was expired. Done.

Report was emailed to me with a Certificate to follow.

Monitoring the boiler start up for a couple weeks - bled all the radiators and finally got water pressure & temp to the sweet spot but then with the scheduled hydro outage (which I knew nothing about??), I had to start all over again on Sunday.

Innovative Security called me at 7:30 that morning – Primary Power failure.

Same day the cleaning lady said a puddle on floor in new kitchen in Post office. I investigated and found it was coming from fridge. (Hydro outage!) Defrosted.

Continued working on door bells as I was advised a wireless wouldn't work that well in the cold and I would always be changing the C batteries.(Costly)

I have the back door unit working now.

Post office employees requested to investigate bad smell that happens first thing in morning.

Checked out all I could (second floor washroom that was capped off), basement, traps etc.

Called Seaforth Plumbing and Heating and they weren't available in the morning, so I called McGrath. Repaired. Will explain at meeting.

Added salt to brine tank for softener.

Cleaned out dehumidifier in basement.

Continue to supply custodian with needed supplies.

Continuing to clean up garbage, etc in Parkette.

Checking in regularly with Post office employees. (issues?)

All good!

L.H.I.N.

Checking in regularly with employees. (issues?)

All good!

P.M. Chance Coombs