

Minutes of the Huron East/Seaforth Community Development Trust Meeting
Thursday, January 2, 2020

7:09 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 @ 7:09 p.m.

2. Deputation/Requests/Presentations/Correspondence – None

3. Additions to Agenda & Approval of Agenda

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

4. Disclosure of Trustees' Pecuniary Interest

- Cathy declared pecuniary interest

5. Accounts Payable – Financial Reports

- Total of \$7549.10 paid
- Christie reported that the trust's December 31 bank account balance was \$97,595.77
- Due to Christmas holidays, there are a few outstanding rents and HE debenture payment.

Moved by Ellen, seconded by Joe that the Accounts Payable of \$7549.10 be paid and the financial report be approved. Carried.

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

- It was suggested Chance purchase a replacement faucet for the LHIN women's washroom. Rona currently has a sale. Ray suggested that a Moen faucet would be a good choice as it comes with a lifetime warranty.

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

7. Huron East Health Centre Report – Ellen Whelan & Neil Tam, December 9, 2019

- Ellen reported that they were on track with the 2019 budget.
- No major building issues were noted.
- Lease renewals would increase by 1% for tenants except for a 0% increase for the Tanner Steffler Foundation.
- Interior painting is planned for 2019.
- They are hoping to replace the non-functioning SmartBoard in 2020.
- Ray asked if their meeting minutes were posted online for public viewing. Ellen did not know but will find out and report back.

Moved by Joe, seconded by Bob to accept the Huron East Health Centre report as presented. Carried.

8. Minutes of December 4, 2019 meeting

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

Unfinished Business -

Code of Conduct

- deferred

Dr. Cooper Update

- Cathy emailed the pathology report and addendums to trustees for their perusal prior to the Tuesday January 7, 2020 presentation by Dr. Cooper. Trustees were asked to read the report and formulate their questions prior to the presentation. We will meet at 11:30 am in the post office lobby. Trustees Cathy, Ray, Neil, Bob, Joe, Christie and property manager Chance indicated they would attend.
- Cathy raised the idea of an aluminum ramp to replace the existing concrete ramp when needed. Ellen mentioned that the back entrance of the Clinton Library has an aluminum ramp for those who wish to see what it looks like.

New Business –

Post Office Cleaner

- Cathy was notified by Brenda Wilkinson (Brenda's Sparkle & Shine) that she is having surgery in mid-January 2020 and will be off work until the end of June. Brenda did not have a replacement so Cathy suggested Debra Anderson (SIMPLY by Debra). Brenda and Debra met on December 30 and agreed that Debra will be covering Brenda's medical leave as post office building cleaner at the same rate of compensation.

Environmental Assessment Documents on Queen's Hotel Property

- Christie emailed owner Bob Hulley and he indicated he was interested in discussing the EA.
- Christie must contact Burnside regarding cost of selling the report to Bob and how to proceed.
- Christie will continue her contact with Bob Hulley on this topic.

Small Office – Unit 204, 52 Main Street South

- Cathy has repaired a drawer in the filing cabinet. She is willing to clean out the office, take photos and measurements and share the information with HE EDO and local real estate agents for the purpose of renting the space. Potential tenants will be directed to contact Christie Little.
- Discussion about monthly rent reminded trustees that as a commercial space, 13% HST must be charged.
- It was decided to rent the space for \$300 + \$39 (13% HST) = \$339/month. The rental fee includes heat, hydro and internet.
- Bob asked what the allowable rent increase is on commercial space. Christie said there was no set figure.
- It was agreed that the successful tenant would be required to pay rent by direct deposit or 12 months of post-dated cheques.

Other –

- The February 6 trust meeting will have both chair Christie and secretary Cathy absent. It was decided to move the next meeting to Thursday January 30 so that chair Christie could attend.
- Bob felt that a motion was needed to pay the interim secretary the stipend that goes with the position and its duties.

Moved by Ray, seconded by Bob that the secretary's stipend be paid to Ellen when she assumes secretarial duties in Cathy's absence. Carried.

9. In Camera – Not required

10. Adjournment-

Motion for adjournment at 8:05 pm by Joe.

Next meeting – Thursday January 30, 2020 @ 7:00 pm.

PROPERTY MANAGER'S REPORT

Post Office

I received a request from the Trust (Cathy) to repair/remove an office chair from second floor office. Done

Continue to monitor loose brick on front of building.

Post Master informed me that doorbell quit again, called Elligsen Electric. Repaired

I checked and recorded all Fire extinguishers and Emergency lights.

Cleaning out dehumidifier in basement as needed.

Adding salt to conditioner as needed.

Continue to monitor boiler.

Continue to clean up garbage, etc. in Parkette.

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

All good!

L.H.I.N.

I received an email from Chris (Facilities services) about ceiling tiles in Foyer that need replaced. (New Pot lights) Done.

I received an email from Chris (Facilities services) about front door not latching properly.

Investigated and found doors have shifted likely due to frost. Latch not lining up. I shimmed top of door to allow closure. (8:00 Friday night)

Called D & D Glass for service.

I received an email from Chris (Facilities services) about needing service on a set of fixtures in Ladies washroom. Repaired.

Adding salt to conditioner as needed.

Checking in regularly with employees. (issues?)

All good!

P.M. Chance Coombs