

Minutes of the Huron East/Seaforth Community Development Trust Meeting  
Thursday, March 5, 2020

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, Ray Chartrand, Ellen Whelan

**Absent:** Cathy Elliott

**Others present:** Property Manager Chance Coombs

1. The meeting was called to order in the boardroom by Chair Christie Little @ 7:02 p.m.
2. Correspondence –
  - Thank you from the Perks Tournament, they raised \$5000 to help support children with hockey registration fees
  - TW Johnston letter in regards to the gas main with Main St. reconstruction
3. Additions to Agenda & Approval of Agenda
  - Quotes for air conditioner units for the Post Office Space

**Moved by Neil, seconded by Ray for approval of agenda. Carried.**

4. Disclosure of Trustees' Pecuniary Interest - None
5. Accounts Payable – Financial Reports
  - Total of \$2,404.67 paid

**Moved by Bob, seconded by Neil that the Accounts Payable of \$2,404.67 be paid and the financial report be approved. Carried.**

6. Property Manager's Report – Chance Coombs (see attached) – report additions
  - LIHN a call came on March 3 as employees were smelling gas
  - Seaforth Plumbing was called to address it and had to replace a gas regulator as it was leaking, response was quick
  - John was contacted about the excessive amount of salt that was being used at the Post Office and indicated that he would be looking into it to correct
  - When the new steps are in place the snow removal/salt needs to be addressed with any future contractor

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

7. Huron East Health Centre Report – Meeting held February 26, 2020

- Building maintenance – offices and exam rooms will gradually be painted within a three month timeline
- A new interactive whiteboard and projector is to be purchased to support the use of the community meeting room's functionality at a cost of about \$4,300.
- The lighting retrofit rebate has come around again and will be pursued for the Huron East Health Centre Report
  - Neil will follow up with Brad Knight about the rebate the Trust owned buildings
- Budget was presented – equipment leases are expiring, \$100,000 prepayment projected for the end of 2020, indicated a need to be proactive about the furnace
- Information presented around the impacts of new legislation for long term beds in the Seaforth Community
- The agenda for these meetings can be found on the Huron East website through the events calendar

**Moved by Ray, seconded by Joe for approval the Huron East Health Centre Report for information. Carried.**

8. Minutes of Thursday, January 30, 2020 meeting

Additions and Corrections - None

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

Business Arising from the Minutes -

Unfinished Business –

- Post Office Work: project management update (Dr. Chris Cooper)
  - No new information on the work, contract and first installment of payment sent
  - From Neil and the Heritage Committee Meeting – indicated that Dr. Cooper was working on tenders
- EA sale
  - Bob Hulley still interested in purchasing the environmental assessment at proposed price
  - Need to find out more information before proceeding
  - Will keep the trust informed
- Update from Council members re: EV
  - Council seems supportive to help the Trust with this project
  - Brad Knight will come back to council with numbers and information after investigating further
  - The County may be putting in a proposal for some funding to support more EV chargers in the County

New Business -

- Souper Saturday (April 18<sup>th</sup>)
  - Christie will be taking the lead again on creating the soup
- Air Conditioner quote for the Post Office
  - Quotes received from Seaforth Plumbing and De Jong Plumbing and Heating
    - Seaforth - \$3000 +HST, electrical work not included – 1 ductless unit
    - De Jong – 2 options, including electrical. Option 1, 2 indoor, 1.5 ton units with 2 outdoor unit \$5300. Option 2, 2 indoor units, separate controls, 3 ton unit with 1 outdoor unit \$7600.
  - Will likely still need a window unit for the back room in any scenario
  - Need to consult Dr. Chris Cooper on the viability of placement
  - Request to investigate extended warranty for chosen option

**Moved by Neil, seconded by Ray for acceptance of the second option from De Jong Plumbing and Heating. Carried.**

- Be aware
  - Trust may be approached to help with new poles for streetlights for the Main St reconstruction

**Motion for adjournment at 7:58 pm by Neil.**

**Next meeting – Thursday April 2, 2019, 7:00 pm. @ Post Office boardroom.**

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

2/2/2020

## **PROPERTY MANAGER'S REPORT**

### **Post Office**

I was asked to lock the office that's for rent. Done.

I received a text from acting Postmaster stating she had a contractor visit them with info about our gas lines being replaced. They now have my contact info.

I received a text about the Wi-fi in the Post office. Disregard.

I continue to monitor loose brick on front of building.

I checked and recorded all Fire extinguishers and Emergency lights.

I am cleaning out dehumidifier in basement as needed.

I am adding salt to conditioner as needed.

I continue to monitor boiler.

I continue to clean up garbage, etc. in Parkette.

I check in regularly with Post office employees. (issues?)

All good!

### **L.H.I.N.**

I am adding salt to conditioner as needed.

I check in regularly with employees. (issues?)

All good!

P.M. Chance Coombs