

## Minutes of the Huron East/Seaforth Community Development Trust Meeting



Thursday August 4, 2022 @ 7 pm  
Post Office Boardroom

**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, Ray Chartrand, Cathy Elliott, Neil Tam, Ann Bettles

**Other present:** Chance Coombs

1. The meeting was called to order by Chair Christie Little @ 7:00 pm.

2. Deputation/Requests/Presentations/Correspondence - None

3. Additions to Agenda & Approval of Agenda

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

4. Disclosure of Trustees' Pecuniary Interest

- Cathy has a pecuniary interest.

5. Accounts Payable – Financial Reports

- Current bank balance is \$171,272.83. MCU GIC that matured July 18, 2022 is in MCU bank account and not showing on bank balance.
- Payables this month are \$14,873.78. We have not yet received a Festival Hydro bill for LHIN since they vacated.

**Moved by Bob, seconded by Joe that the financial reports be approved. Carried.**

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

- Chance will have Post Office loading dock cement repairs invoiced by Christopher Mayberry separately from the bricks and mortar repair he is doing. The invoice will be submitted to Canada Post as it was a Canada Post delivery driver who caused the damage.
- Mitchell McKee (McGrath Plumbing) measured pipe in basement for replacement (approximately 90 ft.) Currently waiting on a cost estimate.
- July 25, Cathy contacted Dave Strome on his landline (spoke with Charlotte Strome) about flooring lifting in Post Office. Asked for him to contact her re: warranty and

repair. No response to date. Christie provided Dave Strome's cell number and Cathy will contact him directly.

- Chance will write a report with photos of the state of the northeast stairs at Post Office, discovered while doing mortar removal and replacement.
- Ray revisited the front door lighting replacement at Post Office. Instead of a gooseneck light matching those on north side of building, he would like to see lights flanking the front door. Neil liked this idea. Trustees were asked to look for appropriate light fixtures. Cathy reminded them that prior to ordering lights, approval must be received from HE Heritage Committee as they will be different from the approved lighting on north side of building. Once lights are agreed upon and approved, Chance will contact Elligsen to order and install them.

**Moved by Neil seconded by Bob to approve PM's report. Carried.**

#### 7. Huron East Health Centre Report

- Neil and Ann attended a meeting on August 3, 2022 @ 4 pm
- The FHT reception area at the counter is being retrofitted by John Hill at a cost of \$10,750. This will increase privacy for reception area phone calls.
- New chairs in reception area are being installed at a cost of \$4300. The new chairs will increase the cleanliness, longevity and flexibility of seating.
- As HE owns the facility, these modifications are going to council for approval.
- The FHT reserve will be used to fund the modifications.
- The trust's July debenture payment from FHT has not yet been received. If not received by September, Christie will investigate.

**Moved by Bob, seconded by Ray for approval of Huron East Health Centre report. Carried.**

#### 8. Minutes of Thursday July 7, 2022 meeting

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

##### Unfinished Business

##### Action Items from Minutes

- Christie sent LHIN rental listing to Vicki Lass. Rental cost and zoning were not included in the listing.
- Bob reported that Smith Construction has contacted the manufacturer of the ramp components for the Post Office for pricing.
- Bob contacted Zoey Onn, as she received \$100,000 in funding for an accessibility ramp installed at Riverside Funeral Home in Brussels. She was unable to recall the government department involved in issuing the grant. Bob has calls into Carol Leeming and Julie Sawchuk for information on the grant.
- Christie reported that Brad McRoberts is currently in conversation and consultation with the planning department regarding rezoning of 32A Centennial Drive.

## New Business

### Automated Waste Collection

- Garbage bag tags will no longer be used for waste collection as of September 2, 2022. Bins are being distributed by BRA.
- Cathy asked about bin size for Post Office building and 32A Centennial Drive. A small bin at each location should be adequate. Annual cost on taxes at each location is \$110 per bin.
- Canada Post is responsible for their own garbage disposal. Postmistress is currently on vacation. Cathy will discuss how Canada Post will deal with this upon her return.

### Splash Pad

- Ray asked when the trust's pledge to the splash pad will begin (\$10,000 per year for 10 years for operation and maintenance). Cathy felt that since the splash pad is not yet completed, the pledge would begin in 2023.

### Other

#### Operational Costs at 32A Centennial Drive

- Trustees want to know the operational costs of the vacant property at 32A Centennial Drive (hydro, gas, security, water, insurance, lawn care, snow removal, property manager)

**Action: Cathy will contact Jasmine @ Wightman's for this information and provide it to the trustees.**

9. In Camera – Not Required

**Next meeting – Thursday September 1, 2022 @ 7:00 pm. (or at call of Chair) in the post office boardroom.**

**Bob moved for adjournment at 8:10 pm. Carried.**

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

## PROPERTY MANAGER'S REPORT - JULY 2022

### **POST OFFICE**

I received a call from Postmistress stating that driver had backed into the dock in the wrong area and damaged it. I checked it out and wasn't too worried about the minor damage but she took pictures and sent them to her superiors and now they are asking the dock be rebuilt near the post. I asked Mason Mayberry if he could repair damage and Cathy also spoke to him and gave the go ahead. Hopefully their insurance will pay for this work. (Ongoing)

Still waiting on Estimate for new piping in Basement.

I received a text from Tenant advising hydro was out. All good.

I received a text from Postmistress about new flooring coming loose in 3 different places. I checked it out and notified Cathy to look into warranty.

I had Elligsen's Electric remove lights and conduit at front door.

I'm checking in with Mason regularly.

I attended a Masonry class at Cathys via Zoom. (Starting Stonework repairs in August)

I checked and recorded all Fire Extinguishers and Emergency lights.

I continue to monitor dehumidifier and sump pump.

I am adding salt to conditioner as needed.

I continue to monitor loose bricks on front/side of building and clean up.

I continue to clean up garbage, etc. on property.

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

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

I picked up cheque and delivered to tree trimmer.

I will call Elligsen's and remind them about ballast and outside lights.

I am doing walk throughs periodically.

PROPERTY MANAGER

Chance Coombs