

Minutes of the Huron East/Seaforth Community Development Trust Meeting

Thursday February 2, 2023 @ 7 pm by Zoom

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, Neil Tam, Ray Chartrand, Bob Fisher, Cathy Elliott

Trust members absent: John Steffler, Ann Bettles

Others present: Chance Coombs, Reegan Price, Mike Beuerman

1. The meeting was called to order by Chair Christie Little @ 7:02 pm.
2. Deputation/Requests/Presentations/Correspondence – None
3. Additions to Agenda & Approval of Agenda
 - Review of Post Office information for incoming trustees (Cathy to provide).

Moved by Bob, seconded by Neil for approval of agenda. Carried.
4. Disclosure of Trustees' Pecuniary Interest – None
5. Property Manager's Report – Chance (see attached)
 - Ray asked how the blower not working at 32A Centennial Drive affected the gas consumption. Chance explained that the system won't register when the heat has risen to the set temperature so it wouldn't cut out and just kept working. It is an old panel.
 - This month's Enbridge gas invoice shows a \$1236 credit. This is based on an actual reading (Chance took a photo of gas meter), not an estimated reading as has been happening.
 - ⑩ Christie explained to Reagan and Mike a bit of the recent history of this building and its impending purchase in April 2023.
 - ⑩ Ray asked if McGrath completed the pipe replacement at the post office today. Yes, it was.
 - ⑩ Cathy asked if this will eliminate the sewage smell that has been occurring. Yes, it will.
 - Clockworks – Chance explained the three options to replace the old and malfunctioning clockworks. (See attached). Ray asked if these options were more up-to-date than what we have. Chance explained that the system has had three updates since ours was installed. Chance is recommending the second option (Tempora III Touch Screen Clock Control). Bob asked if it's the best for our needs and does it provide remote adjustment. Yes to both questions. Bob wondered if the cold damp basement location might be affecting the clock control and should it be relocated to the second floor. Chance explained that the basement is neither cold nor damp so relocation is not required. Ray asked about the timeline. Chance explained that the technician is located in Kingston and will try to schedule installation when he's in our area. She will confirm timeline with him. Christie explained to Reagan and Mike the clock repairs done and what still needs to be done.

Moved by Ray, seconded by Bob to purchase the Tempora III Touch Screen Clock Control at a cost of \$6830 + HST. Carried.

Ramp – the northwest corner of the ramp has become considerably worse. Chance may be required to put up caution tape in that location.

Post Office Flat Roofs – Chance will call Goliath Roofing tomorrow to give them the go-ahead on the replacement of both flat roofs. She will notify Smith-Peet Roofing that their RFP was not accepted.

Moved by Bob, seconded by Neil to accept the Property Manager's report. Carried.

6. Accounts Payable – Financial Reports

⑩ Current bank balance is \$84,998.17

⑩ Payables of \$6277.49

⑩ the Post Office's Enbridge bill is \$1603.14

⑩ TD has a new investment rep, Andrew. We have TD GIC's maturing January 31, 2023 and February 14, 2023. Current TD GIC rates are:

14 mos. Special rate 4.7%

18 mos. 4.6%

1 yr. 4.65%

2 yr. 4.35%

3 yr. 3.75%

3 yr. Market Growth Variable 2.75% minimum to 25% maximum. It has averaged 7.5%

⑩ Ray pointed out that these rates are better than what we received on the maturing GIC's. Bob feels that we will need \$225,000 by May-June for roof and ramp invoices.

⑩ After discussion of the options, it was decided to reinvest the January 31 GIC in the 3 yr. Market Growth Variable GIC and the February 14 GIC in the 14 mos. Special rate GIC.

Moved by Neil, seconded by Ray to approve the accounts payable. Carried.

7. Minutes of January 5, 2023 meeting

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

Unfinished Business

Action Items

⑩ Christie dealt with the Enbridge gas bill at 32A Centennial Drive.

⑩ Chance obtained the material warranty of the flat roof material to be used by Goliath

• Cathy notified Bryan Vincent about the trust's commitment to provide some funding for the homecoming, once more definite information is received.

• Ray contacted TCC about getting wifi in the boardroom. We have the basic \$30/month service. TCC suggested that the router could be moved to the boardroom or we could rent a booster for \$5/month. Neil said that he can set up a hot spot in the boardroom, using his phone for wifi when we need it, which is infrequently. Currently, the tenant in Apt. 301 is able to use the wifi. All other tenants provide their own wifi. Christie will check the lease to see if we are required to provide wifi. It was decided that, unless we are required to provide wifi to Apt. 301, we will cancel wifi service with TCC, since Neil can provide it at no cost.

ACTION: Christie to check lease for Apt. 301.

32A Centennial Drive

- ⑩ Ray reported that CAO Brad McRoberts has had the survey completed and the easements are in progress. He and Jen (planner) are working on a letter to neighbours of the property. Brad says that he is on track and hopefully, all will be dealt with at the first council meeting in March.

New Business

Rent Increases

- ⑩ Annual rent increase for residential property for 2023 is 2.5%. 90 day written notice to tenant is required. Current rent on Apt. 301 is \$506/month.

Moved by Bob, seconded by Ray to increase rent on Apt. 301 by 2.5%. Carried.

ACTION: Christie will complete and deliver required written notice to tenant in Apt. 301.

Unit 204

- ⑩ This unit was vacated January 31, 2023 and is available for rent.
- ⑩ Current monthly rent on this furnished commercial unit is \$400 + HST. It was decided to keep the rent as is.
- ⑩ Cathy explained that the window needs repair work as the pulleys and weights need to be replaced.
- ⑩ Christie will notify realtor Amy McClure of the availability of this unit.

March Meeting

- ⑩ AGM will be held in March, as will the regular March meeting. Chair, vice-chair and secretary are to be elected at the AGM.

T4's

- ⑩ Christie reminded trustees that cheques and T4's can be picked up at Brian Wightman's office.

Meeting adjourned at 8:15 pm.

Next meeting – Thursday March 2, 2023 @ 7 pm by Zoom.

Christie Little, Chair

PROPERTY MANAGER'S REPORT - JAN. 2023

POST OFFICE

I called Goliath Roofing and requested (x2) to amend their Proposal to include material warranty.

I received a text from Postmistress stating they were broke into again. Police called! Damaged mail boxes.

I received a text from Tenant advising garbage bin was out on grass. I assured her probably the wind.

I received a call from Ron Lavoie advising key stuck in door. Repaired.

I received a call from Smithpeat Roofing asking if we have decided on their proposal? Morgan Roofing has not responded since inspection?

I received a call from McGrath's Plumbing and Heating to let them in basement to measure up for drain replacement. Done.

I received an email from Ron Lavoie advising the tenants on east side of the Physician's apartments are now extending their stay.

I received amended Proposal from Goliath Roofing and sent to Chairperson.

I asked Jeff Elderhorst to send a Proposal for the Clock Tower control. I received 3 different proposals and forwarded to committee.

I checked and recorded all Fire Extinguishers and Emergency lights.

I continue to monitor boiler, dehumidifier and sump pump.

I am adding salt to conditioner as needed.

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

I check in regularly with Post office employees for any issues.

CENTENNIAL DR.

I received a call from Elligsen Electric asking about billing address for lights replaced.

I received a text from Chairperson stating our gas bill was too high! I called Gale HVAC services to inspect. Repaired, checked control operations (dampers) and set parameters.

I received an email from Purchaser wanting me to meet with them and Elligsen Electric. Done

I am doing walk throughs frequently.

PROPERTY MANAGER

Chance Coombs