

Minutes of the Huron East/Seaforth Community Development Trust Meeting



Thursday, February 3, 2022

7:00 pm @ LHIN

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, Cathy Elliott, Ellen Whelan

Other present: Chance Coombs

Christie gave trustees a tour of the now vacant LHIN building.

1. The meeting was called to order by Chair Christie Little @ 7:15 p.m.

2. Deputation/Requests/Presentations/Correspondence – None

3. Additions to Agenda & Approval of Agenda

- In Camera session required
- Community signboard
- Rent increase

Moved by Neil, seconded by Bob for addition to and approval of agenda. Carried.

4. Disclosure of Trustees' Pecuniary Interest - None

5. Accounts Payable – Financial Reports

- Current bank balance is \$178,440.22
- Payables this month are \$4797.54 (Staffen's invoice included, \$3077.68 without Staffen's invoice)
- Trust covers all snow removal costs for Post Office building **except** front steps and ramp.
- Unit 204 in Post Office building has been rented to RK Estates (Reuben Smith) on a short-term lease (4 months) for business use, beginning mid-January.

Moved by Joe, seconded by Ellen that the financial report be approved. Carried.

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

- bricks and mortar repair at Post Office building will begin mid-March. Cathy has notified HE Works Department that benches are not to be installed this year as they will interfere with the work being done.
- Snow clearing at Post Office building was not done this morning.
- LHIN signs are still in place.

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

7. Huron East Health Centre Report -None

8. Minutes of Thursday, January 6, 2022 meeting

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

Action Items

- Cathy spoke with Paula about the debenture payments from HE. These are made in June and December every year and are on a 30 year schedule. There have been no additional payments made since repayment began in June 2009. The final payment date is December 2038. A printed schedule is on file.

New Business

LHIN Building

- Cathy asked about the cleaning of the LHIN building now that it has been vacated and suggested hiring Debra Anderson @ \$25/hour.

Moved by Cathy, seconded by Joe to hire Debra Anderson to do a one-time cleaning of the LHIN building at a rate of \$25/hour. Carried.

- Security monitoring of LHIN building had been done by Chubb Security. Chubb says that the system needs updating.
- Christie met with TCC to discuss their AMP security and fire monitoring system as a possible replacement to Chubb. Chubb's keypads and mother board are not compatible with AMP and would need to be replaced. The existing motion sensors are fine. Chance felt that the sensors were sufficient and cameras were not needed. TCC will provide a quote to switch to the AMP system for our consideration.
- Cathy reminded trustees that our expenses will increase as February gas and hydro are our responsibility until a new tenant is found.
- Cathy has put the recycle bins in the front lobby as recyclables from other facilities were being placed in them.

Action: Cathy will take photos of the furniture so they're on file in case of an insurance claim.

Residential Lease Rates

- Neil explained that the 2021 rent increase freeze has been lifted and we can increase the rent on our residential units 1.2%. Christie has a copy of the documentation required to notify tenants of residential rent increases and will provide it to Cathy.

Action: Cathy will deliver the completed documentation to the tenant in Apt. 301
Community Signboard

- Bob feels that this is still needed. With the upcoming exterior work at the Post Office building, this would not be a good time for installation. Discussion about whether it's still needed and who will maintain it took place. The former CAO had approached the trust about installing one, at our cost, to be located at the Post Office building and kept current by municipal staff. With the change of CAO and staff, there may be new thoughts on this.

Action: Bob to check with HE if interest in community signboard still exists and who will maintain it.

Lawn Cutting at Family Health Team

- Twins Lawn Care has been contracted to continue with lawn cutting and garden maintenance at LHIN. It was suggested that, if FHT is interested, Twins Lawn Care could cut both properties to provide continuity of care.

Action: Cathy will check with Twins Lawn Care to see if they are interested in quoting on this, if FHT is interested.

9. In Camera

Christie said that we will enter into In Camera session to discuss a property matter.

Moved by Bob, seconded by Ray to leave regular meeting at 8:00 p.m.

Moved by Ellen, seconded by Joe to enter In Camera session at 8:00 p.m.

Moved by Bob, seconded by Neil to leave In Camera session at 8:17 p.m.

Moved by Ray, seconded by Bob to enter regular meeting at 8:17 p.m.

Christie said that the In Camera session discussed a property matter.

Next meeting – Thursday March 3, 2022 @ 7:00 pm. (or at call of Chair) in the post office boardroom.

Joe moved for adjournment at 8:18 pm. Carried.

Chair Christie Little _____

PROPERTY MANAGER'S REPORT - Jan. 2022

POST OFFICE

I was called by a tenant stating that her smoke detector was beeping. I went and replaced the battery. Done.

I continue to monitor the boiler and the "Certificate of Inspection" as requested by the T.S.S.A. has been displayed.

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?)

All good.

L.H.I.N

I will be meeting with Dan Fenton on the 31st to do the final check of the building, shut the water off and receive the door keys.

PROPERTY MANAGER
Chance Coombs