



Minutes of the Huron East/Seaforth Community Development Trust Meeting

Thursday, July 6, 2023, @ 7 pm Seaforth Post Office

To use the reserve funds to promote the health, safety, morale, and welfare of the ratepayers 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: Ray Chartrand, Bob Fisher, John Steffler, Reegan Price, Ann Bettles

Regrets: Cathy Elliott, Michael Beuerman

Others present: Chance Coombs; Crystal Whyte: President of the Seaforth Agricultural Society and Head of Education Division; Kim Murray on behalf of the Seaforth Agricultural Society for donation request.

1. The meeting was called to order by Chair Ray Chartrand @ 6:53 pm.

2. Deputation/Requests/Presentations/Correspondence

Crystal Whyte & Kim Murray Seaforth Agricultural Society (request attached)

Crystal describes the request is associated with the Fall Fair Education Day and lists the following highlights of the event:

- Goal of Promoting Agricultural Awareness.
- Fun, educational activities for students of both Seaforth Public School and St James GR 1-8.
- Butter-making and jam-making sessions.
- Petting zoo.
- Sunflower selfie field.
- Each school attends a half day (either morning or afternoon).
- Mad science experiments (geared to agriculture with a target audience of grade 7/8 students).
- Home-craft division set up with scavenger hunt.
- Sensory area for children.
- Goal to change programming every two years for variety.

- Monarch demonstration.
- Ray asked about the cost of the petting zoo (noted a higher amount). Crystal explained that since COVID, there have been overall increases in insurance costs/premiums. As well, liability and biosecurity are the main issues that raise costs and are necessary to mitigate potential risks.
- Ray appreciates that both schools are included in the event.
- John noted the benefits of local fairs.
- Thanks to Crystal and Kim for presenting.

3. Additions to Agenda & Approval of Agenda

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

4. Disclosure of Trustees' Pecuniary Interest

- Reegan declared a conflict of interest regarding the request from the Seaforth Agricultural Society as he is a current Board member of the Seaforth Agricultural Society.

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

- In addition to the PM Report, Chance brought forth new business.
- Chance reports that Denise (Post Office) has noted the return of foul smell.
- Chance confirms that she could also smell the odour.
- Chance contacted the town to see if the catch basin had been cleaned
- The town noted that they would action this.
- Denise indicated to Chance that if the smell is noted again, that this may affect Post Office operations.
- Chance contacted McGrath Plumbing to meet at the post office and assess all pipes. Permission was also granted from tenants to access particular units.
- Chance explained the layout of the pipes to the Trust.
- It was determined that water is sitting stagnant instead of being pumped out into the street.
- Kitchen drains from the apartments were enclosed and there was no smell.
- Chance notes that a pump will be required as there is no gravity pull to promote drainage.
- It is suggested that a drain pipe run across the south wall of the boardroom with a downspout (before the corner of the building) flowing down to the pump.
- Ray asked if the sink drains from the upper apartments could be tied into the main pipe from the building.
- John notes that a pump is required and asks if an alarm would be helpful
- Chance notes an alarm shouldn't be necessary as she is in the building
- Ray asks about the fall needed for the pump
- John noted that the cost should not be more than \$1000-1500.
- Chance told McGrath that the smell needs to be eliminated. She confirms that the pump should remedy the odour.
- Reegan notes that he has experience with a similar system, and that there can still be odour concerns.
- Reegan asked if there are traps on sinks (as this could be a cause of the smell).

- Chance confirms to Ray and Reegan that each sink was checked with McGraths and that there are traps on each sink.
- Reegan asked when renovations were last completed on the apartment units.
- McGrath notes to Chance that gray water cannot be sent into the sewer and assures that a new pump would drain appropriately.

Motion made by John to make the repair approved up to \$1500: if the cost is greater, request for Chance to come back to the group for discussion/approval.

Moved by Reegan, seconded by Ann to go ahead with the repair as described above.

ACTION- Chance will connect with McGraths regarding the pump.

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

6. Accounts Payable – Financial Reports/ Investment Update (as of June 30/23)

- Total Payables for this month is \$66,404.82
 - TD Cheque Balance- \$98,885.66
 - TD Investments - \$177,679.72
 - Meridian Savings - \$687,280.97
 - Meridian Investments - \$802,503.51
 - Total Cash Available- \$786,166.63
 - Total Investments - \$980,183.23
- Ray reports that the only outstanding expenses currently are the clock tower and ramp payments.
 - John requested to see if investment with TD could be cashed in, as the locked-in rate is currently less than 3%. He suggests cashing out, if possible, and reinvesting at current rates of 5% or greater.

ACTION: Ray will inquire about the investment and if it can be cashed early.

- Ray confirms that monies will remain in Meridian savings until the final bills come in for the clock tower and ramp.

Moved by John, seconded by Reegan to approve the accounts payable. Carried.

Trust Investments

- GIC at MCU maturing on July 12/2023 (this was a 9-month @ 4.72% with a principle of \$109,777.49).

- Ann suggested a 6-month non-redeemable at MCU (currently rate offering 5.5%). This would sequence well with our current laddering. Suggested reinvesting in longer laddering terms after 6 months.
- Bob notes that longer terms should be considered due to the amount of available funds in accounts.
- John made a motion for the 6-month term at MCU at the current rate of 5.5%.

Moved by John, seconded by Reegan to reinvest the maturing GIC for 6 months @ 5.5 % with MCU. Carried.

Ray requested a motion to accept all financials as presented.

Moved by Bob, seconded by Reegan to accept financials. Carried

7. Minutes of the June 1, 2023 meeting

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

Business Arising from the Minutes:

Unfinished Business/ Action Items from Minutes

Defibrillator – Optimist Park

- Ann reports that a request was sent to Jeff Horseman, (Chief of Paramedic Services in Huron County) after the last meeting. A follow-up phone call occurred to discuss the need in the community.
- Timeline:
The initial email and phone call was June 7/23.
Response from Jeff June 9/23 via email requesting a call.
Phone call June 9/23. Anticipates call back in the following 2 weeks.
Follow-up Email was sent by Ann on June 21/23 as well as a phone message.
Email July 6 and invitation for the Zoom meeting the week of July 18/23.
- The approximate cost for a Public Access Defibrillator (PAD) unit is \$2300. There is a benefit to having the County oversee the unit and perform preventative maintenance and servicing as required. Jeff responded to an email this week noting he has been out of the office and will send an invitation for a Zoom meeting to discuss the process required for groups to go through if they would like the county to own and maintain the AEDs. His schedule will allow for a meeting the week of July 18/23.

ACTION: Ann will communicate the Zoom link to ensure a representative from the Optimists is included in the discussion.

32A Centennial Drive

- Ray confirms the sale of the building
- Listed for 699,000
- Offer was 650,000 (accepted)
- Total amount paid to the Trust after the sale and disbursements (listed below) was \$582,764.52

Disbursements:

\$2825: Devereaux Murray Legal Fees

\$285.48: Devereaux Murray Disbursements

\$7345: Maureen Wildfong Commission

\$6780: D Culbert (Land Registry/ Survey/ Associated fees)

\$50,000: Municipality: (Prepayment of Maintenance and repair fees per Trust Agreement)

- Ray explains as per the agreement the cheque for the Municipality is to be invested. If the future repair is less, and interest accrues on monies, this will result in a refund for the Trust. If there is an additional cost, the Trust would be responsible for 40% of the expense.

Ramp

- Ray confirms that the ramp is built and at the factory awaiting galvanization.
- Denise (Post Office) has asked about the timeline and had questions about accessibility. Ray has confirmed to her that the work is being carried out as efficiently as possible.

New Business

- John indicates he would like to have a discussion at a future meeting when all members are present regarding a potential scholarship(s).
- He proposes that the Trust is well-positioned to provide a scholarship for a Seaforth student at both CHSS and St. Anne's
- John feels this is a good reinvestment of funds.
- Bob agrees and also suggests future consideration for paying tuition for a student in a healthcare field who agrees to return to practice in Seaforth.
- The group agrees that this could be expanded to other professions and trades.

ACTION: This will be added to a future agenda with all members present for discussion.

Seaforth Agriculture Society Donation Request

- Ray is supportive and likes that the initiative includes our local schools.
- John agrees and feels that the Agriculture Society would benefit from the support of the Trust.
- Ann makes a motion to support the Agriculture Society for the full request of \$5000.

Moved by Ann, seconded by John to donate \$5000 to the Seaforth Agricultural Society. Carried

ACTION: Ray will reach out to Jasmine @ Wightman's regarding the donation.

- Bob asks Ray to inform Crystal of funding and the request for reciprocating hours in return for funding. Ray will connect with Crystal to discuss this.
- Ray reviewed the letter that Cathy has composed to Canada Post requesting payment for previous damage.

1. In Camera – Not required

2. Adjournment

Moved by Bob, seconded by Reegan to adjourn the meeting at 7:52 pm.

Next meeting – Thursday, August 3, 2023 @ 7 pm (or by call of Chair).

Ray Chartrand, Chair

PROPERTY MANAGER'S REPORT – June, 2023

POST OFFICE

Goliath Roofing reported that the boom truck driver damaged the parking lot, apologized, and assured holes will be repaired with asphalt.

I received emails from Hospital Board advising the dates of the comings and goings of tenants.

Goliath roofing let me know they were finished on roof so I attended and did the final inspection with Ian.

Postmistress reported sewer smell again. I flushed sump pump and drain lines again and I went to Town hall and spoke with Shawn Bromley on this issue and asked if they could clean out catch basin (as it was a very dry period with no rain to flush and it was smelling quite bad). The ladies that stand out front daily could smell it! He assured me it would be done.

I received final billing from Goliath and forwarded it to Wightman and Secretary.

I cleaned filters in new cooling units and in all (window) air conditioners.

I reported to building almost daily to check work progress and take pictures and also spoke with Vandriel at least weekly to discuss work process. (Changing)

I received a text from tenant asking why north door was open? (as it was open through the day a lot) I explained that Vandriel Construction has to have access to basement! Cathy (Secretary) and I worked all day (30th) on scraping and priming the front foundation wall as to have it ready before the ramp was installed. (We will paint this coming Tuesday morning).

As I was cleaning off back Dock I caught a vagrant hanging out in Vandriel's porta potti and they wouldn't come out. After startling him he finally came out and I demanded that he put padlock back and hand me the keys. I let him know I would call the Police next time! Issues has been an ongoing behind building!

I received a text from Tenant stating that fencing wasn't closed all the way. I went up and moved it.

I now attend the basement more frequently to trip the mercury switch on sump pump and flush the drain lines to try and prevent a bad smell.

Tower Clock is working great!

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 clean up garbage, etc. on property.

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

It was a VERY busy month!

CENTENNIAL DR.

I checked on building by doing walk throughs frequently.

I checked and recorded all Fire Extinguishers.

I turned in my keys to Chair on the 30th. (Building sold)

PROPERTY MANAGER

Chance Coombs