



Minutes of the Huron East/Seaforth Community Development Trust Meeting

Thursday May 4, 2023 @ 6 pm Seaforth 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: Ray Chartrand, Bob Fisher, John Steffler, Reegan Price, Michael Beuerman, Ann Bettles

Regrets: Cathy Elliott

Others present: Chance Coombs for Property Managers Report

1. The meeting was called to order by Chair Ray Chartrand @ 6:03pm.
2. Deputation/Requests/Presentations/Correspondence – None
3. Additions to Agenda & Approval of Agenda – No Additions
Moved by Bob, seconded by Michael for approval of agenda. Carried.
4. Disclosure of Trustees' Pecuniary Interest – None
5. Property Manager's Report – (see attached)
 - Chance asked when ramp work will start and if there will be conflict with work on the ramp and work on the roof by Goliath. Ray indicates that this should not be an issue with work on the ramp will be focused at the front of the building and work for the roof will be focused in the rear lot.
 - Bob asked if the clock will have chimes. Chance indicates there is no chime with the mid-level model selected.
 - Chance indicates that salt should arrive at Sills in the coming days.

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

6. Accounts Payable – Financial Reports/ Investment Update

- Bank balance as of May 1 is \$159,695.51
- Payables of \$8 420.64
- Largest bill this month was for winter maintenance from Staffens Lawn Care for snow plowing/ snow removal.
- Bob inquired about the two gas bills and asked if the group is comfortable with the billing.
- Reegan notes that it has been a cold month.
- Ray notes that the bills have been typical of previous bills and does not have concerns with the amounts.
- Ray notes that billing from Hydro has not arrived yet; as well, only TCC bill for Post Office has arrived. The TCC bill for 32 Centennial is still outstanding.
- Ray updated that the Post Office has reimbursed the Trust \$110 for the wheelie bin that was billed on taxes.
- Ray advised that two investments are coming due in June/23 and one investment will mature in July/23.
- Bob and Ray note that the trust will need to allocate approx. \$250000 for the ramp and roof projects coming due.

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

7. Minutes of April 6, 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

32A Centennial Drive

- Ray reports that the documentation from Doug Culbert (survey for easements and right-of-way) is still outstanding.
- Once completed, the document needs to be registered.
- Date for closing of Centennial Drive sale is now May 19/23
- Maureen has called to connect with Doug and reports that he has been out-of-Country

Ramp

- Ray notes that the green light has been given to VanDriel to go ahead with work on the Ramp

- VanDriel has reached out to the County regrading accessibility and has not heard back.
- Ray confirms that another section of ramp has been added after review of documents by BM Ross.
- Reegan asks if there are any measures in the interim/ during ramp installation for individuals who require the ramp for accessibility to reach the Post Office.
- Ray notes that there is not much to be done to improve accessibility while ramp is being installed.
- Bob has concern with cement being next to the building for a number of years and thinks it may be prudent to have someone present when the ramp is removed to inspect the foundation for any potential damage. Bob notes someone with masonry experience may be ideal.
- John asks if this would be VanDriels responsibility.
- Ray feels there is a space between the ramp and building and feels there would be earlier water damage if there was leakage or if this was a concern.

Clock Tower

- Ray notes that work will begin May 9/23 on clock tower and referenced the attached Property Managers Report.

New Business

Souper Saturday Update

- This fundraiser for Seaforth Foodbank was held Saturday April 22, 2023. Soup was served from 11 am – 1:30 pm. Cathy and Ann participated on behalf of the trust this year and the Italian Wedding soup they served was voted winner in the clear soup category.

1. In Camera – Required under section 239-2, item J - “a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value;

Moved by John, seconded by Bob to leave the meeting at 6:26 pm. Carried.

Moved by Bob, seconded by John to enter In Camera session at 6:27 pm. Carried.

*******Meeting Minutes of Nov 22 and April 23 meetings read and carried.*******

**Moved by Bob, seconded by Reegan to leave In Camera session at 6:48 pm.
Carried.**

Moved by John, seconded by Michael to re-enter regular meeting session at 6:49 pm. Carried.

Ray reported that financial information was discussed In Camera.

Ray read letter from BIA regarding the donation for flowers for the community.

2. Adjournment

Moved by John, and seconded by Bob to adjourn meeting at 6:52 pm.

Next meeting – Thursday June 1, 2023 @ 7 pm (or by call of Chair).

Ray Chartrand, Chair

PROPERTY MANAGER'S REPORT – April, 2023

POST OFFICE

I received a text from Postmistress asking when filters in AC units would be cleaned. I advised I clean them the same time every year. When I shut the boiler down.

I received a call from Goliath Roofing advising they will be beginning to set up during the last 2 weeks of May, depending on the weather.

I checked in with Post office employees and they report no sewer smell.

I have removed more cement/ gravel from the accessibility ramp.

I received an email from Elderhorst Bells advising certification is done on control unit and he will be coming on May 9th. I will be working with him to set it up.

I received a text from Postmistress stating gravel falling on ramp. Advised that I have been cleaning it up and construction starting soon.

I will be shutting the boiler down soon.

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. Will order 6 more bags this week.

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

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

CENTENNIAL DR.

I received an email from new Tenant asking to let the Contractors into building again.

Done.

I am checking on building by doing walk throughs frequently.

I checked and recorded Fire Extinguishers.

PROPERTY MANAGER

Chance Coombs