

Minutes of the Huron East/Seaforth Community Development Trust Meeting



Thursday September 29, 2022 @ 10 am
Zoom meeting

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

Other present: Chance Coombs

1. The meeting was called to order by Chair Christie Little @ 10:00 am.

2. Deputation/Requests/Presentations/Correspondence - None

3. Additions to Agenda & Approval of Agenda

Moved by Ray, seconded by Ann for approval of agenda. Carried.

4. Disclosure of Trustees' Pecuniary Interest - None

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

- With respect to the item on garbage at post office, Cathy emailed out a reminder that garbage collection is each tenant's responsibility and not included in monthly rent cost.
- Cathy clearly labelled garbage bin with 52 Main Street South address.

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

6. In Camera

Moved by Ray, seconded by Neil to leave regular meeting at 10:07 am.

Moved by Joe, seconded by Neil to enter closed session at 10:07 am.

Moved by Ray, seconded by Neil to leave closed session at 10:55 am.

Moved by Joe, seconded by Ann to re-enter regular meeting at 10:55 am.

Christie stated that the reason for closed session was to discuss property matters.

6. Account Payable – Financial Report

- Current bank balance is \$133,383.32.
- Payables this month are \$3544.30.

- We are still waiting for gas bill.
- Three GIC's come due in October. Christie is waiting for rates from MCU. Once received, they will be sent out by e-mail for trustees' consideration.

Moved by Neil, seconded by Ray that the financial reports be approved. Carried.

7. Huron East Health Centre Report - None

8. Minutes of Thursday September 8, 2022 meeting

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

Business Arising from the Minutes – None

Unfinished Business

Clock Tower Repair/Brickwork

- Cathy reported that the work continues. Weather this week has prevented work being done.

Post Office Ramp

- Trustees have received the quotes from Vandriel Excavating Inc. and Wayne & Harold Smith Construction Inc.
- A new accessible door is not included in either quote.
- A discussion followed about the detail in the two quotes. Joe and Neil both said they liked the detailed quote from Vandriel and felt comfortable with the quote. Ray liked that Vandriel had broken out the engineering costs. Ann felt that the details in Vandriel's quote covered any costs or issues that might arise.

Moved by Joe, seconded by Ray to accept Vandriel Excavating Inc.'s quote for the post office ramp replacement and to pay the \$5,000 down payment. Carried.

ACTION: Cathy will notify Vandriel and have the down payment cheque delivered.

- Vandriel's quote states that surveying work and design work will be done in 2022 to allow for construction in Spring 2023.
- Cathy asked for a contact on the trust to act as project manager/liaison between the trust and Vandriel. It was decided to approach Chance in this regard as she is property manager. Cathy volunteered to work with Chance on this.

New Business

32A Centennial Drive

- Cathy met with Maureen Wildfong (RE/MAX) and together, they staged the LHIN for photographing and videotaping.
- Maureen prepared a rough draft of a commercial property MLS information form. On it, she listed that utilities would be the tenant's responsibility. A \$2500 fee for the agent who attracts a tenant will be incurred. If Maureen attracts the tenant, she will waive the fee.

- Maureen suggested that there are many commercial properties for rent. The layout of the building, coupled with its size, will make it challenging to find a single tenant.
- Maureen suggested a monthly rental fee of \$3000 - \$3500.
- Joe suggested not listing a rental price on the listing and that we have first right of refusal on any rental offers made.

Moved by Neil, seconded by Ray that Maureen list 32A Centennial Drive for rent on MLS at a cost of \$3500/month. Carried.

ACTION: Cathy will contact Maureen to proceed with the listing.

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

Joe moved for adjournment at 11:21 am. Carried.

Chair Christie Little _____

PROPERTY MANAGER'S REPORT - SEPT. 2022

POST OFFICE

I received a text from Postmistress asking if the Bricklayer could wipe down doors when he is done for the day. I passed message along.

I called McGrath's Plumbing and Heating and advised that we can move forward on new piping in basement.

I received a text from Tenant about a stain on sidewalk. Done.

I received a text from Trust member about light out in Tenants office. (They replaced bulb, but out again?) Checked switch, ok. Replaced bulb again.

Lift/Boom has been moved to south side.

Tenant reported someone using our garbage bin.

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. (issues?)

L.H.I.N

I received a call from Trust member to meet with Real Estate agent at building. I opened all doors, etc. for there pics and measurements.

I received a call from Town worker. They needed in building to remove old water meter and replace with new one. I accompanied them.

I called Elligsens Electric to remind them about light issues.

I repaired seal on freezer door.

I am doing walk throughs periodically.

PROPERTY MANAGER

Chance Coombs

