

## Minutes of the Huron East/Seaforth Community Development Trust Meeting

Thursday March 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:** Ray Chartrand, Bob Fisher, Cathy Elliott, John Steffler, Reegan Price, Michael Beuerman, Ann Bettles

**Others present:** Christie Little

1. The meeting was called to order by Chair Ray Chartrand @ 7:06 pm.
2. Deputation/Requests/Presentations/Correspondence – Seaforth BIA (see attached)
  - \$4000 request for 2023 Summerfest event
3. Additions to Agenda & Approval of Agenda  
**Moved by Bob, seconded by Anne for approval of agenda. Carried.**
4. Disclosure of Trustees' Pecuniary Interest
  - ⑩ Bob declared a conflict of interest re: Seaforth BIA request as he is council rep on BIA.
5. Property Manager's Report – (see attached)
  - Cathy asked about the sewer smell that continues after the pipe replacement in post office basement.
  - Christie said that Canada Post closed early one day because of the smell. Greg McGrath was consulted. He wondered if there could be a crack in a pipe and he will investigate.
  - Chance will return from vacation in a little over a week from now.
  - Michael asked if anyone other than the postmistress can smell the offensive odour. Christie said that only Denise Adams, the postmistress, has reported the smell.
  - Cathy asked if tenant in unit 205 has vacated, as per PM report. Christie said that only unit 204 has been vacated.**Moved by Bob, seconded by John to accept the Property Manager's report. Carried.**
6. Accounts Payable – Financial Reports
  - ⑩ Bank balance as of March 1 is \$68,978.20
  - ⑩ Payables of \$41,108.16
  - ⑩ A credit of \$111.63 was received from Enbridge Gas for 32A Centennial Drive. An estimated use of 1993 units at a cost of \$1125 was used for February billing. Christie said that a photo of the meter reading must be submitted so that billing is on actual gas usage. Anne asked if we're sure the meter number is correct. Christie has confirmed that the meter number is correct and that the estimates are based on last year's usage.**Moved by Bob, seconded by Anne to approve the accounts payable. Carried.**

7. Minutes of February 2, 2023 meeting

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

Unfinished Business

Post Office Building

- ⑩ The internet has been cancelled. Tenant in apt. 301 is now paying for her internet. The doctors in apt. 203 pay for their internet.
- ⑩ Paperwork for rent increase in apt. 301 has been delivered with no issues. Rent increase begins June 1, 2023.
- Drawings for the replacement accessibility ramp have been circulated to trustees. Bob ask if they have been sent to Huron County Accessibility Committee for approval.

**ACTION: Cathy will contact Derrick Van Driel to see if county accessibility committee has been contacted. If not, he will be asked to do so, as outlined in contract. Contact person is county clerk Susan Cronin (scronin@huroncounty.ca)**

32A Centennial Drive

- ⑩ Ray recapped for new trustees the upcoming sale of this property. Zoning change and minor variance are on the March 7, 2023 council agenda for approval. Closing date on property sale is April 15, 2023.

New Business

Souper Saturday

- ⑩ Bob reported that this fundraiser for Seaforth Foodbank is Saturday April 22, 2023. March 3 is deadline to enter. Entrants are to provide a minimum of 3 gallons of soup and an ingredient list. Soup is served from 11 am – 1:30 pm. Christie entered on behalf of the trust in 2019 and her soup was a winner. She will chat with Anne about the details and Bill Wallace will be notified of the trust's entry.

BIA Summerfest

- ⑩ The trust donated \$3500 in 2022. With costs increasing, \$4000 has been requested.
- ⑩ John wondered if we should donate \$5000. Ray explained that local businesses provide the remainder of the funding.
- ⑩ Anne felt that \$4000 was a fair request due to cost increases.
- ⑩ Reegan suggested that we not give more than the requested amount of \$4000. If additional funding is needed, the BIA can make an additional request to the trust.

**Moved by Anne, seconded by Michael that the trust donate \$4000 to the 2023 BIA Summerfest event. Carried.**

**Action: Cathy will notify BIA secretary Maureen Agar of the trust's donation.**

Trust Investments

- ⑩ Two GIC's at MCU are maturing on March 7 and March 16.
- ⑩ GIC's maturing in April, as well as the proceeds from the sale of 32A Centennial Drive should cover the cost of the flat roof replacements and the clock works replacement.
- ⑩ Ray suggested reinvesting the two GIC's with MCU for 18 months @ 5% interest. This would result in a September 2024 maturity.

- ⑩ Ray will reply to MCU email with reinvestment instructions. Christie and Cathy are to be cc'd on the email.

**Moved by Bob, seconded by John to reinvest the maturing GIC's for 18 months @ 5 % with MCU. Carried.**

#### Signing Authority

- ⑩ Signing authority for new vice-chair Anne needs to be set up at TD, MCU and Brian Wightman's office.
- ⑩ Wightman's needs to be notified that Christie and Neil are no longer on the trust, being replaced by Reegan and Michael.

#### Unit 204

- ⑩ Christie sent rental information on this vacant unit to realtor Amy McClure and HE EDO Taralyn Cronin. No inquiries to date.

Moved by John to adjourn meeting at 7:52 pm.

Next meeting – Thursday April 6, 2023 @ 7 pm by Zoom.

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Ray Chartrand, Chair

## **POST OFFICE**

I received an invoice from Goliath Roofing requesting a deposit. I forwarded it to Wightmans. Deposit sent. I received a text from Postmistress stating a sewer smell was present first thing in the morning but dissipated once they got moving around. I made sure all traps on all floors were filled with water. I cleaned out sump pit numerous times as to allow all drains leading to the pit to drain and fill with new water. I went back next day first thing when they arrived and no smell.

I received an invoice from Elderhorst Bells requesting a deposit. I forwarded it to Wightmans. Deposit sent. I received a text from Tenant advising loud noise coming from basement. Checked out all areas and did not hear anything.

I received a text from Postmistress stating a smell was back again. (reported smell was gone for only 2 days) By the time I got there, smell gone. I shut off gas valve that supplies ceiling heater thinking maybe a minut leak in fittings might be the cause.

When checking on the boiler one day, I felt cold air from somewhere? I checked all rooms and found a window broke, I replaced with another window.

I called McGrath's Plumbing and Heating to ask if smell could be a plugged stink pipe? Also sent pix (pipes, fittings, etc.) of area where they said smell was usually coming from. They will come and investigate later this week.

Today I checked in with acting Postmistress (Denise on holidays) and she reported no smell this morning.

I received an email from Elderhorst Bells stating that the new control has to come from Belgium, so it will take longer than planned.

A Tenant has vacated #205.

I removed all the slabs of cement (from the accessibility ramp) off the grass. It is deteriorating fast.

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 am doing walk throughs frequently.

## **PROPERTY MANAGER**

Chance Coombs

(FYI/Reminder.. I will be on holidays Mar. 3rd - 13th)