

Minutes of the Huron East/Seaforth Community Development Trust Meeting
Thursday, October 3, 2019

7 pm @ 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: Christie Little, Joe Steffler, Bob Fisher, Neil Tam, Ellen Whelan, Ray Chartrand, Cathy Elliott

Others present: Property Manager Chance Coombs

1. The meeting was called to order in the boardroom by Chair Christie Little @ 7:10 p.m.
2. Deputation – Paul Stephen, Innovative Security Systems
 - The present smoke alarm system is not able to isolate which smoke detector is sounding. Additional redundant detectors which will allow dispatch to isolate the location of the activated smoke detector can be installed at a cost of approximately \$2000.
 - The Post Office building has two attics. Installation of hardwired heat detectors in each attic is recommended. These detectors have no expiration date, should be tested periodically and replaced every 7 years.
 - The panel for the smoke alarm system, located by the basement stairs has approximately 30 hours on backup battery for times of power outage. Panel notifies when battery is low.
 - Emergency light on basement stairs isn't working.
 - Paul will provide Property Manager Chance Coombs with a manual for the system.
 - Paul will e-mail Cathy the invoice for the smoke alarms.
3. Additions to Agenda & Approval of Agenda
Moved by Neil, seconded by Ellen for approval of agenda. Carried.
4. Disclosure of Trustees' Pecuniary Interest
 - Cathy declared pecuniary interest
5. Accounts Payable – Financial Reports
 - Total of \$8130.13 paid
 - Four MCU GIC's are maturing in October 2019. Ray suggested that Christie check into GIC's with returns tied to market performance. It was suggested that Christie reinvest for 6, 12 and 18 months as well as 3 year if market performance GIC is available (if not available, choose a 1 yr. GIC). He also suggested that MCU may currently have shares for sale and asked Christie to inquire about this.

Moved by Neil, seconded by Ray that the Accounts Payable of \$8130.13 be paid and the financial report be approved. Carried.

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

Moved by Ray, seconded by Joe for approval of Property Manager's report. Carried.

7. Huron East Health Centre Report – No report

8. Minutes of March 7, 2019 meeting

Additions and Corrections -

- Addition of Cathy's late arrival to the meeting
- Adjust Accounts Payable to \$27,754.49

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

Business Arising from the Minutes -

Post Office building

- Chance reported on September 13th fire call (false alarm caused by 3rd floor hardwired alarm).
- Several issues came to light:
 1. Hardwired smoke alarms were all out of date. The trust owns the system and all smoke alarms had expired in 2017.
 2. Fire dept. doesn't have keys to access building or units.
 3. Source of activated smoke alarm unable to be located by dispatch so firemen had to search entire building.
 4. Trust phone list needs to be updated so dispatch can make contact when alarm is activated. If they can't reach anyone, the fire dept. is called to respond.
- Cathy will ask Paul to repair emergency light on basement stairs and to relocate speaker wire from unit 301 to unit 202 with Neil Tam's assistance.
- Cathy will provide Seaforth Fire Dept. (Tom Phillips) with keys to exterior doors and key cabinet in unit 202.
- Cathy checked with town hall re: false alarms. There is no charge for 1st occurrence, a warning is issued for 2nd occurrence and a charge is levied for future false alarms.

Moved by Ray, seconded by Joe to have Paul Stephen install additional redundant smoke detectors and heat detectors. Carried.

- Cathy reported that she had accompanied Huronia Welding & Industrial Supplies technician Kevin Martin when he inspected fire extinguishers. Extinguishers in units 301 and 203 were replaced with 5 lb. extinguishers as they were too small to be useful in a fire. All other extinguishers were okay. Annual inspections are required and the trust is to notify Huronia in September 2020 to do annual inspection.
- Cathy reported that she accompanied fire inspector for inspection follow-up. A few issues still to be dealt with (holes in basement ceiling, wooden patch on underside of 3rd

floor stairs). Once corrected, photo documentation to be sent to fire inspector to close file.

- Chance reported that Canada Post's back door bell is once again not working. It is a very old bell and it was felt that a wireless doorbell system would be a good replacement solution. Chance was instructed to purchase and install a wireless doorbell system.

Property Manager Disability Coverage

- This coverage is no longer needed as PM is no longer working full-time.
- Property Manager needs to record hours spent on trust work to allow us to see if remuneration is adequate.
- Bob will check with Huron East to determine if PM is covered by municipality's liability.

Interior Painting

- George Parejo was contacted for a quote to paint 2nd floor hallway and 2nd and 3rd floor front stairwells in same colour as back stairwell. Repair to holes and cracks in plaster and removal of wooden patch on underside of 3rd floor stairs is required. George explained that the condition of the plaster walls is such that he can't be sure what he'd find once he started trying to patch holes and cracks.
- Cathy suggested that the cause of the peeling wall paint needs to be rectified before painting is done. Bricks are spalling off the building, a portion of ceiling in unit 203 has come down and several windows have broken/missing pulley ropes. Architect and restoration expert Dr. Christopher Cooper will be in Seaforth on October 4-6 and Cathy has asked him to do a walk through of the Post Office building and provide a quote on providing an in-depth pathology report for the next trust meeting.

Motion for adjournment at 9:00 pm by Ray.

Next meeting – Thursday November 7, 2019, 7:00 pm. @ Post Office boardroom.

Chair Christie Little _____

PROPERTY MANAGER'S REPORT

Post Office

A request from acting Postmaster to repair their toilet. Repaired
I attended an alarm at which the Fire Department also attended. The whole building was checked and cleared by the Fire Chief. Our Alarm continued sounding and had numerous discussions over the phone with dispatch and also Paul from Innovative Security. I unhooked the alarm in basement per Paul until we could find a solution. The fire Dept. unhooked a third floor smoke detector that was tied into our Security alarm. I then hooked our alarm back up and reset. It finally silenced. Tenant stayed elsewhere for the evening.

Moving forward, we need a better plan in place to understand this system.

Post office asked for a light to be repaired in front of washroom. I have called Elligsen Electric.

Cleaned out dehumidifier in basement.

Continue to supply custodian with needed supplies.

Continuing to clean up garbage, etc in Parkette.

Checking in regularly with Post office employees. (issues?)

All good!

L.H.I.N.

I added 3 bags of salt to softener brine tank.

Checking in regularly with employees. (issues?)

All good!

P.M. Chance Coombs