

Minutes of the Huron East/Seaforth Community Development Trust Meeting



Wednesday November 3, 2022 @ 7 pm
Post Office Boardroom

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, Ray Chartrand, Cathy Elliott, Ann Bettles

Other present: Chance Coombs

1. The meeting was called to order by Chair Christie Little @ 7:01 pm.
2. Deputation/Requests/Presentations/Correspondence
 - Christie received notice from Sherrie Oliver (HE tax clerk) that the trust's September taxes and water payment had not been paid. Interest has been charged.
 - Neither HE nor the bank could explain why this PAC payment was not made.
 - Jasmine issued a cheque for payment.
 - Christie will keep an eye out that interest penalty has been removed, as this error was not of the trust's doing. .
3. Additions to Agenda & Approval of Agenda
Moved by Bob, seconded by Ray for approval of agenda. Carried.
4. Disclosure of Trustees' Pecuniary Interest
 - Cathy has a pecuniary interest.
5. Property Manager's Report – Chance (see attached)
 - Chance suggested that post office staff turn ceiling heat on at night or on Saturday so any offensive odours are gone by the time post office staff arrives.
 - Cathy explained that fire extinguishers must be serviced every six years. Six extinguishers at the post office and one at 32A Centennial Drive required servicing.
 - Elligsen Electric replaced three soffit lights at 32A Centennial Drive.
 - Parking lot lights now working at 32A Centennial Drive. The timer needed to be adjusted.
 - John Hill mentioned to Chance about replacing parking lot lights with LED.

- **ACTION: Check with Barry Mills if parking lot lights were done when the street lights were switched to LED. Ask John Hill for a timeline re: when HE is replacing FHT parking lot lights so ours can be done at same time, if needed.**
- Ray wondered when clock repairs would be completed. Tom Cross told Cathy that he expects it to take two more Sundays plus a few additional hours.

Moved by Bob, seconded by Ray to approve PM's report. Carried.

6. Accounts Payable – Financial Reports

- Brick/mortar repair on post office has been completed. Total cost (HST included) is \$122,007.19. July 1 – September 30 HST rebate was \$3381.69.
- Cathy has supplied final invoices for brick/mortar repair to Beth Rumble for payout of \$5000 Huron Heritage Fund grant we were awarded.
- Current bank balance is \$126,019.86 (TD) and \$102,637.14 (MCU).
- Payable this month are \$58,433.20. Payment of third quarter taxes and water not included in this total.
- The trust has a credit with Enbridge Energy for \$1488 (32A Centennial Drive).
- A \$50 cheque will be issued to Seaforth Legion for purchase of Remembrance Day wreath.
- Two TD GIC 's matured yesterday. Rates as of October 27 are:
 90 day.....2.15% 180 day.....1.95% 270 day.....2.15% 1 yr.....4.5%
 14 month.....4.55%

Ray mentioned that MCU currently has special rates. Christie will ask MCU if the trust qualifies for these rates.

- Cathy asked that the trust earmarks a \$100,000 GIC to cover the 10 year pledge made to the splashpad, so that future trustees know that money has been allocated.
- Bob would like to see the MCU bank account, earmarked for ramp replacement in Spring 2023, moved to a high yield account, if possible.

Moved by Bob, seconded by Joe that the financial reports be approved. Carried.

7. Huron East Health Centre Report - None

8. Minutes of September 29, 2022 meeting

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

Unfinished Business

Action Items

- Cathy notified Vandriel Excavating that their quote for ramp replacement was accepted. Deposit cheque has been paid.
- Cathy notified Maureen Wildfong (REMAX) to proceed listing 32A Centennial Drive for rent.

Post Office Ramp

- Cathy submitted a grant application for the federal government's Enabling Accessibility Fund program.

- Bob reported that the county accessibility committee suggested hot water heating could be installed in the ramp so that salting/sanding in winter wouldn't be needed.
- Bob reported that the county accessibility committee would like to see the blueprints for the ramp.

ACTION: Bob will get the accessibility committee and the engineer together when blueprints are ready.

32A Centennial Drive

- Ray checked with CAO Brad McRoberts re: how transfer of ownership plans were going. Brad said that nothing had been done yet and to keep reminding him.
- Bob will provide weekly reminders to Brad.

New Items

Splashpad Acknowledgement

- The trust would be pleased to have their contribution acknowledged with the trust's name etched in armourstone.

Seaforth Community Hospital Radiothon

- Cathy asked if the trust had made a donation in the past. The answer was no, that they hadn't been asked.

Moved by Ray, seconded by Ann to donate \$5000 to the Seaforth Community Hospital Radiothon. Carried.

ACTION: Cathy will arrange a photo with big cheque presentation.

Post Office Snow Removal

- Staffen's has removed snow from parking lot and north stairs in the past.
- Christie will see if Howe's Landscaping provides this service and get a quote.
- Whomever is hired needs to be told to use sand, not salt on stairs and ramp. The ramp is living on borrowed time and must last through this winter.

Post Office

- Canada Post security is recommending anti-pry panels be installed on exterior doors and Canada Post Corporation locks be installed on interior doors.
- Cathy had Ross Alexander (Dashwood Lock & Key) inspect and comment on Canada Post's recommendation. Ross is used by Seaforth post office for their lock needs.
- Ross has seen this type of recommendation for area post offices recently.
- Cathy typed up Ross' recommendations (see attached) and sent them to him for a quote.
- Robin told Cathy that it is not for sure that they are going to have another rural route located in Seaforth post office.
- Cathy asked Denise when \$500 cheque for damage to loading dock, caused by postal delivery driver, would be paid. The trust has paid for the repair. Denise said that the invoice has been submitted to her supervisor but these things take a long time to be paid.

9. In Camera – Not Required

Christie thanked Joe for his years of dedicated service as a trustee. This is Joe's last trust meeting. John Steffler will be the councillor assuming Joe's role as trustee.

Next meeting – Thursday December 1, 2022 @ 7:00 pm. (or at call of Chair) in the post office boardroom.

Joe moved for adjournment at 8:40 pm. Carried.

Chair Christie Little _____

PROPERTY MANAGER'S REPORT - OCT. 2022

POST OFFICE

I received a text from Postmistress (Sept. 29th) asking when boiler is being turned on? I asked her to use ceiling heat, but she complained it stinks. I advised to use it until I start boiler.

I emailed McGrath's Plumbing and Heating and asked for a starting date on new piping in basement.

I received a text from Tenant about red water. I checked 6 taps and 2 toilets! No red water? Done.

Started boiler on the 11th. Rads bled the 12th & 13th.

Tenant reported someone using our garbage bin again.

Ron notified that we have our west side suite booked now for a month.

I was notified by Tom in tower that he had no hydro. Done.

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 text from Trust member to let Remax (Maureen) into the building. Done X 2

I called Elligsens Electric about lights again. I am meeting with them Nov. 1st.

I am doing walk throughs periodically.

I will turn gas back on shortly. (watching weather)

PROPERTY MANAGER

Chance Coombs