

Markham Train Station Community Centre

Board of Management

Minutes of Meeting March 12, 2015.

Present: Dianne More, Ina Campbell, Mathew Harris, Karen Harris, Ken Rudy, Theo Rothe, Donna Wigmore, Linaire Armstrong, Annette Ali, Allan Stevenson (Station Master), Chris Flood (City of Markham).

Guest: Wayne Moss, Kugan Subramaniam, Nick Singh.

Regrets Dorothy Gilbert, Elizabeth Plashkes.

Item: Introduction – Chris Flood, City of Markham: Community Facility Supervisor-Cornell Community Centre/Recreation Services. Chris represents the City on the Markham Train Station Community Centre Board of Management.

Minutes:

Action:

Called to Order 7:03 PM: By Dianne.

1.0 Approval of Agenda: Motion to approve by Theo, seconded by Mari Lin. Carried.

2.0 Approval of Minutes: held February 12, 2015, as amended, moved by Karen, seconded by Annette. Carried.

3.0 Business Arising:

4.1.2: Kate's Garden: Donna spoke with Kate regarding rental of the Meeting Rooms.

5.2.2: Mingay South Door: Ken: Quote sent to George Duncan, it was passed on to the Asset Department Reply from Asset Department: “ Let's hold off the one door replacement and wait for tendering the exterior windows with the south exterior door. We will complete altogether as a capital project.” (Amaris Lui)

4.0 Station Management – Allan Stevenson: Bookings update:

4.1.1 February 1 – February 28, 2015:

Total rent collected this period \$2319	Year to date 2015 \$4386
	“ “ “ 2014 \$3480

Breakdown of rent collected:

JKA	\$224	Karate	Reg renter
Harvey Meek	198	Meeting	“ “

Danielle Atkinson	135	Shower	Web
Adelle Spraggon	162	Meeting	Previous renter
Dawn Nazareth	333	Bday	Web
Cecilia Remo	175	"	Previous renter
Nadia Delmedico	135	Party	"
Melissa Sterjovski	135	Bday	Referral
Melissa Chan	175	Party	"
Lise Van Berkum	472	Shower	"
Adriana Villegas	175	Party	Previous renter

15 Future tentative bookings: 2 in Mar, 6 in Apr, 5 in May, 1 in Jun, 1 in Oct.

18 Calls rec'd: 9 referrals, 1 from the web, 6 previous renters, and 1 did not return my calls, 1 city staff.

4.1.2: Kidde Key Lock Box: Installed. It was decided that the Code will not be given out to Renters only for emergency purposes if the Renter is unable to pick up a the keys, then the emergency contact person will issue the code for the keys.

5.0 Station Management & Improvements:

5.1 Cards for advertising: On going.

5.2 Go Improvements update: Station Fire Regulations: Service reports 592270 from Robertson Fire Equipment for the monthly check of the fire alarm & emergency lighting at the Markham Train Station at 214 Main Street N completed on February 27, 2015. South Door Mingay Room & GO Ticket Office Emergency Light not working requires battery. Repaired on S/R 027957. New log book supplied. In compliance.

5.2.1 Go Improvements: Maintenance Room: The room is not up to fire code as there is material and supplies in the room within 1 meter of the electrical & fire panel.

Also I have noticed the GO electrical contractors are not signing work performed in the Electric Maintenance Log Book (Site 174527). Does GO have their own Log Book?

With the extra GO electrical panels in the room the City should look at another area for the mop sink and maintenance supplies. There is the display cabinet in the main entrance that could be removed and the Mop Sink reversed. I don't know if it is feasible but it could be a solution.

5.3 Correspondence with Asset Management:

1. Sign (6" X 18") needs to be rehung: NW corner of the Station exterior: Not completed (March 12, 2015)

2. Pigeons are roosting over the windows of the GO office (West side) causing quite a mess on the frame and the platform. Completed by **PROFESSIONAL PCO SERVICES INC. Pigeons still roosting.**

3. Door (Heritage) South entrance of the Mingay Room rotting lower panel. See 5.2.2.

4. Washrooms- require motion sensing light switch as they are normally left on after GO closes up in the AM. Also programmable temperature controllers. As I understand, these controls are not very tamper-proof. Would the Board consider changing these items at your cost? At this

time, since the units are operational – we may review replacement of these items to improve building efficiency at a later date. On Going.

5. Windows in the Emery Room & hallway (3) frost up in the winter as they are Heritage Windows require double pane glass to prevent ice build up & water melting onto the frame. Asset Management has discussed and the scope of work will be completed in 2015. Planning with Heritage will commence late winter/early spring 2015. See 5.2.2

7. 12 - 6' tables (folding) replace 8' tables (2001)

4 - 4' " (card table size) (missing)

24 - Folding chairs. (Replace broken & missing chairs - 2001.)

We can provide the City's contact for the above equipment – but this equipment is not supplied by the City. On Going.

8. Roof: Shingles NW corner not replaced. No quote.

9. Interior Painting: the interior is in need of paint, check to see if this scheduled for 2015.

10. A/C units (south & north) outside should be inspected this spring before start up. The coils are in bad shape.

11. Vents & Duct work should be cleaned.

6.0 New Business:

6.1 Second Cup: David Pearce Manager of Real Property: "We've entered into a 1 year license agreement with 2nd Cup for a small fee of \$2000 per yr. We excluded the microwave fridge and storage and included a clause that they are to make their own arrangements with the MVC. They are permitted to operate between 530am and 9 am, weekdays. The Kiosk is to be portable and removed each day. They are responsible for cleaning the area and the station of any litter associated with the operation. There is no real revenue associated with this -it's more of a service to GO patrons."

MVC approved the use of the microwave and fridge, MVC also provided a storage area under the counter. For keys they have the code for the Kidde Lock Box.

6.2 Cleaning: A solution for the ongoing general maintenance of the Train Station needs to be addressed. Currently there is nothing in place other than the floors and washrooms by Contract Cleaners by the City.

7.0 Adjournment: Motion to adjourn Moved by Mari Lin, Seconded by Linaire. Carried. 7:39 PM.

Next Meeting: Thursday April 9th, 2015.

Markham Train Station 7 PM.