

Markham Train Station Community Centre

Board of Management

Minutes of Meeting February 12, 2015.

Present: Dianne More, Ina Campbell, Mathew Harris, Karen Harris, Ken Rudy, Theo Rothe, Donna Wigmore.

Guest: Wayne Moss, Kugan Subramaniam.

Regrets Dorothy Gilbert, Elizabeth Plashkes, Linaire Armstrong, Annette Ali, Alex Giammarco (City of Markham), Allan Stevenson (Station Master).

Minutes:

Action:

Called to Order 7:05 PM: By Dianne.

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

2.0 Approval of Minutes: held January 8, 2015, as amended, moved by Donna, seconded by Ina. Carried.

3.0 Business Arising:

5.2 Go Improvements – update: Electrical room panels installed by GO. No response from the City of Markham & GO on email sent January 19, 2015. See notes. (The Electrical / Maintenance Room is not up to Fire Safety Standards, with the extra electric panels GO is installing the Maintenance storage and MOP sink might have to be relocated. The Electric Maintenance Log Book (Site 174527) work performed by GO contractors has not been entered since the project started spring 2014. Follow up with the City of Markham & GO.)

5.3 9. Interior Painting: No answer from the City of Markham.

6.0 New Business Pamphlets: On going.

4.0 Station Management – Allan Stevenson: Bookings update: (By Email)

4.1.1 January 1 – January 31, 2015:

Total rent collected this period \$2067	Year to date 2015 \$2067
	“ “ “ 2014 1300

Breakdown of rent collected:

JKA	\$352	Karate	Reg renter
Harvey Meek	330	Meeting	“ “
Colleen Page	135	Shower	Previous renter
Shelley Lamazan	227	“	Referral
Shana Betz	92	Meeting	Previous renter

Herman Wang	493	Non Professional film shoot	He saw our sign
Michael Forty	134	Bday	Web
Denise Dos Ramos	134	“	Referral
Jeff Brucki	170	Meeting	Web

17 Future tentative bookings: 3 in Feb, 4 in Mar, 5 in Apr, 3 in May, 1 in Jun, 1 in Oct.

31 Calls rec'd: 9 referrals, 8 from the web, 3 previous renters, 7 did not return my calls, 1 saw sign, 1 left a wrong #, 2 live nearby.

4.1.2: Kate's Gardens: Donna, Kate's Gardens displaying business cards for rental of the Rooms in the Train Station in their show room. Promoting the Train Station as a venue for showers, birthday parties etc.

Kate's Gardens be offered the Station for a function for their help during the Holiday Season for decorations. Kate's Gardens responsible for the insurance. **Ina**

5.0 Station Management & Improvements:

5.1 Cards for advertising: On going.

5.2 Go Improvements update: Station Fire Regulations: Service reports 590756 & 590757 from Robertson Fire Equipment for the annual maintenance of the fire alarm & emergency lighting at the Markham Train Station at 214 Main Street N completed on December 11, 2014. South Door Mingay Room Emergency Light not working requires battery.

5.2.1 Go Improvements: Train Station Benches: 3 benches require refurbishing and repair. Quote # 1503 from Casella Carpentry Services to repair and paint 3 train station benches \$1050.00 plus HST \$157.50 Total \$1207.50.

Motion:

Moved by Ken

Seconded by Donna

That the contract be awarded to Casella Carpentry to repair and paint the Benches. \$1207.50. Because of the Salt problem at the Station review with Casella Carpentry for a protective coating to be applied to the chair legs to prevent damage caused by salt and water.

Carried.

5.2.2 Mingay Room South Door: The door panel has rotted out and the window seal is gone; Quote #1504 from Casella Carpentry Services to build a new Heritage Door including paint, new glass, and existing hardware \$1800.00 plus HST \$270.00 Total \$2070.00.

Discussion: Check with City if a Grant is available to replace the door.

Ken.

5.3 Correspondence with Asset Management:

1. Sign (6" X 18") needs to be rehung: NW corner of the Station exterior: Not completed (January 8, 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.**
3. Door (Heritage) South entrance of the Mingay Room rotting lower panel. See 5.2.2.
4. Register covers: Completed.
5. 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.
6. 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. On Going.
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 Contract 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. See 3.0.

6.0 New Business:

6.1 Christmas Decorations: Completed Saturday January 10, 2015. Thank you to the work party.

7.0 Adjournment: Motion to adjourn Moved by Donna, Seconded by Theo. Carried. 7:40 PM.

**Next Meeting: Thursday March 12th, 2015.
Markham Train Station 7 PM.**

Notes:

To

ALiu2@markham.ca agiammarco@markham.ca Stan Yee Dianne MORE rbassie@markham.ca
Jan 19,2015

Hi Amaris, for your information GO has not completed installing the electric panels in the electrical/maintenance room. The cables have been exposed since early December and one panel is on the floor. 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 if it is feasible but it could be a solution.

For your information,
Ken Rudy
905-471-9741

PS: Monday January 19, 2015 I checked the Station at 10:15 AM and the South door of the Mingay Room was not closed properly. Also the lights were left on in the men's and ladies washrooms.