



Sunderland Town Hall Ad-Hoc Liaison Committee

Date: Tuesday, June 20, 2023

Time: 9:00 am

Location: Sunderland Town Hall

Minutes

Present: Ann Gordon, Fernando LaManna, Ralph Maleus, Donna Schirle, Wayne Ward, Denise Wilson,

Regrets: Dale St. John, Glen Williams, Lynn Campbell

1. Call to Order

Fernando LaManna, Municipal Clerk, called the meeting to order at 9:00 am.

2. Disclosure of Pecuniary Interest

None

3. Review Terms of Reference – Attached

Fernando LaManna reviewed the new TOR and clarified Meeting Frequency and corrected the section of Conflict of Interest.

4. Election of Chair, Vice Chair & Secretary

Moved by Denise Wilson, seconded by Donna Schirle that Ann Gordon, Dale St. John and Ralph Maleus remain in their positions as Chair, Vice Chair and Secretary respectively.

MOTION CARRIED

5. Confirmation of Minutes

Moved by Donna Schirle, seconded by Denise Wilson, that the minutes of the November 29, 2022 meeting be approved.

MOTION CARRIED

The meeting of the past STH Board of Management on March 7, 2023 is being referred to as an informal gathering.

6. General Items

1) Update from Staff on Rose Window and New Front Door

Wayne Ward reported on the status of the repair of the rose window. The new frame and the clear protective glass have been installed. The installation of the stained-glass petals will be installed shortly. After that, some inside upgrade and painting will be done. Target completion is July 1, 2023.

He also reported satisfaction with the contractor (HRI) craftsmanship and quality of work. Also, that the project is on budget.

Wayne Ward also reported that the design of the new front door and exterior door to the balcony along with scope of work is being prepared. In addition, the contracting and tendering documents are also being prepared. The target of this project is to have it completed this year.

2) Stage Upgrade Proposal

Ralph Maleus provided background and current status of the proposal to upgrade the stage area in the auditorium.

Fernando LaManna suggested to expand on the project background to better describe the history and the need, also to clarify in the finance paragraph that the project is expected to be completely financed with donations from stakeholders. Subsequent to these actions, the project proposal should be submitted to the clerk's office and included in the next council meeting's agenda for approval.

The project proposal is an initiative to be led by the STH Ad-Hoc Liaison Committee while the project implementation by Township Staff.

3) The Piano in the Boardroom

Based on the report by a piano tuner on the condition of the piano, the municipal staff decided to remove it at the earliest possible time.

7. Other Business

1) Approval Process of future Minutes of Meetings

Based on the Ad-Hoc nature of future meetings, Ralph Maleus inquired and suggested that minutes are approved by circulating electronically for adoption by the committee. This was acceptable by the Clerk and he advised minutes are to be submitted in MS Word format to the clerk's office.

2) Future Meeting Locations

It was agreed to have future meetings at the STH Boardroom and at a day/time to suit the participants' schedule.

3) Structural Audit

Wayne Ward reported that a structural audit of Sunderland Town Hall along with other buildings in the Township is in progress.

4) External Rental Experience

Discussion took place subsequent to a negative experience with one rental agreement in March when Municipal Alcohol Policy was not adhered to, damage to hardwood floor and lack of cleaning. The question was how to avoid same experience in the future and the possibility to segregate type of renters.

5) User Statistics

Ann Gordon inquired about user statistics of the STH. Information is available on an as need basis from Wayne Ward's office.

6) Maintenance Log

Ann Gordon briefly reviewed the current maintenance log and suggested the committee to have a walk-through of the building at a meeting in September.

It was also agreed to have the updated maintenance log included in the minutes of future meetings.

8. Adjournment

Ralph Maleus moved to adjourn the meeting at 9:51 am.