

PROPERTIES COMMITTEE MINUTES

January 9, 2018

Present: Ellen Daugherty, Phil Fry, Brad Hall, Ginny Melver, Dave Stobbs

Excused: Roger Nelson, Jon Hauerwas.

The **meeting** opened with prayer by Brad Hall at 7 PM.

The **minutes** of the December 12, 2017 meeting were approved.

The **agenda** was approved.

Financials were e-mailed. It was noted that the YTD electric is over budget but gas bill was under. We will request an additional \$2000 be put in our budget due to many unknown factors. Members of the congregation and employees are to be reminded again to turn off unnecessary lights. Miller comes twice a year to maintain the ice maker. The snow blower will be checked for sufficient gasoline as well as whether it is being stored properly. Naragon continues to handle the snow plowing. TRY has increased the charges to WPC.

For the Record:

1) Properties members met with Personnel members. It was agreed that Properties is better able to evaluate the custodial needs of the church and develop the job description (s).

Issues in progress:

1) A custodian job description has been written and will be recommended to Personnel. Two strong points are that the person work Sunday (part day) and that the person not be a member of the congregation. Becky is to be trained on and encouraged to use the computer system to report issues that turn up and need attention.

2) Smoke detectors/ replacement – by consensus it was recommended that 30 of the 93 detectors be replaced by YPS this year at a cost not to exceed \$4500 each of the next 3 years starting with the oldest, pending the approval of Session. Motion to go to Session.

3) Temperature Control – The Contract will renew at no cost change \$1,700, pending the approval of Session. Gas and Electric contracts have been signed through 2018.

4) Patterson Fund – Endowment is looking into it's usage to help cut building expenses.

5) Handicapped parking signs – Brad will obtain them. The entire area around the church will be designated for handicapped parking on Sunday and this includes the area by the Celtic Garden driveway. After they are installed Jon will be asked to make an announcement to the congregation.

6) Ohio Living has not removed their window air conditioners. Further measures will be taken.

New Business:

1) Maintenance schedule – Ginny will update and email it to committee members.

2) Things we forgot in 2017

a) Portable steps to the roof will be ordered.

b) Issue of replacing speed bumps prior to spring will take place.

c) Coon Caulking will be contacted for an estimate to repair the outside wall as well as the front steps. These are additional bids to AmeriSeal.

d) Our insurance company paid for asbestos removal in the room on the second floor of the CE building. Further discussion will take place next month regarding this project.

e) Sanctuary floor – Investigation to solve problem will resume. Additional bid will be sought.

f) Wax dropped on the Sanctuary carpet under the sconces on Christmas Eve is an issue. Measures will be taken to prevent this again.

g) Carpet cleaning company has done a deep cleaning due to our failure to meet the regular schedule last year. Cost was \$1000.

3) Goals for 2018:

a) Obtain additional bids for the sanctuary floor project, possibly using vinyl planking.

b) Investigate steeple restoration

The meeting **adjourned** at 8:45 PM.

The **next meeting** is scheduled for February 13, 2018 at 7 PM.

Ellen Daugherty

Motion to take to session

- 1) Approve the Temperature Control contract for 2018.
- 2) Approve replacement of 1/3 of the smoke alarms each of the next 3 years at the cost of
