

Administrative Services Commission Agenda – Dec. 15, 2020

1. Opening Prayer – Tom H.
2. Pastoral Leadership Council Representative Report – Larry J has agreed to be PLC Rep
3. Yearly Goals
 - a. Remodel Chapel with new seating and new position of Alter and Tabernacle - Status – plans are starting. Design and Gates with attachments – **The committee agreed that the design with the pews facing the north wall and had a middle aisle was the design of choice. Also, the door that was diagonal with existing design was the choice of doors.**
 - b. Installing new lighting in West Parking Lot – Status – The Church secured a grant and we are continuing plans to install a pole and convert lighting to LED. The dredging was complete, and we are waiting for Stinson to have the cement poured and finish the light pole and panel, and install the other LED lights. **Stinson poured the base on Dec. 15 and they are waiting for the lights to come in for installation.**
 - c. Re-do Kneeler in Church – Status – Nick Dobbins is continuing his Eagle Scout project and we have developed a system to renovate the kneelers with new hardware. Currently we are waiting on final approval by the Scout Leadership to begin the project.
 - d. Convent repair list:
 - i. Install accordion wall – status – project complete
 - ii. Install two service doors, one on the house, and one on the garage – status – project complete
 - iii. Insulation in attic – status – project complete
 - iv. Need to plug holes in foundation – status – project completed.
 - v. *Need to repair the chimney cap – status – to be re-examined next spring.*
 - vi. *Sidewalks and steps – status – job to be re-examined next spring.*
 - vii. *Need to fix stucco, window trim, and paint garage door – status – to be re-examined next spring.*
 - e. Camera Project – status – Three companies have submitted a bid on the project. Antares, Floyd, and Advanced Companies.
 - f. Update Controls in School and Church – Status – on going discussion. I need to meet with John Zappa and discuss possibilities of updating system and cost associated with those updates.
 - g. Issues for next spring:
 - i. *Redesign Planters by Door #1 – Status – After talking to Don Neeck, we decided to table the discussion and to involve the gardeners next spring.*
 - ii. *Examine the Windows on the Roof – Status – Tabled discussion until next spring.*
 - h. Standing water in the JCare storage room in the school.
4. Ad Hoc Committee Reports
 - New Business
 - a. We have two main hot water pumps. One of the pumps; the motor bearings are going out. It is starting to make noise. The second one needs a pump bearing assembly. **John Zappa will be scheduled to come out and look at what needs to be replaced and price the items out.**
 - b. We also have two cold water pumps and one of them needs to have a seal replaced and aligned. We have the seal for the unit, but we need someone to come in and replace it.
 - c. Finally, we need to purchase ACH550-UH-031A-4 - ABB VFD; 20 HP at 460V \$1,746.25.

- d. Cool Air sent me a quote to install new motor bearing on hot water pump, install pump bearings on the second hot water pump, install a seal on the chiller pump, and install a new VFD for the air handler in the boiler room. Estimated cost for all this: \$3600.00 – The committee approved the quote from Cool Air and recommends that we complete this project as soon as possible because we are in the heating season.

Attendance: Jill Dobrick, Larry Justin, Cary Becker, John Zappa, Tom Halaska, Will Kreps, James O'Brien, Teri Shea, Pat Hinnenkamp and guest Fr. Paul