

Administrative Services Commission Minutes – Nov. 17, 2020

1. Opening Prayer – Tom H.
2. Pastoral Leadership Council Representative Report – Who will be the rep this year?
3. Yearly Goals
 - a. Convert Chapel Lighting to LED – Status – plans are starting.
 - 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
 - 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 – waiting for installation.
 - iii. Insulation in attic – status – Job to be completed on Dec. 1.
 - iv. Sidewalks and steps – status – job to be re-examined next spring.
 - v. Need to fix stucco, window trim, and paint garage door – status – to be re-examined next spring.
 - vi. Need to plug holes in foundation – status – project completed.
 - vii. Need to repair the chimney cap – 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. Redesign Planters by Door #1 – Status – After talking to Don Neek, we decided to table the discussion and to involve the gardeners next spring.
 - g. Examine the Windows on the Roof – Status – Tabled discussion until next spring.
 - h. 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.
 - i. 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.
- 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. ASC yearly goals. Everyone on the committee was sent a copy of the goals, and I will need to update the goals whenever projects are completed, or new projects are developed.
- e. Long term planning: SJB Facilities Maintenance Schedule – (Amortization Schedule) another tool to be used to help anticipate the need to replace capital items. Needs to be updated for Catholic Mutual.