

Forest Chapel United Methodist Church

Trustee's Minutes

Meeting Date:

3/19/2018

Note By: Rick Johnson

1 Opening Prayer

Entire Campus

Rick started the meeting 15 minutes early with a prayer walk and all were invited. At 7:00, Johnson opened with Prayer

2 Roll Call

N.A.

Attended: Rick Johnson-Chair & Minutes
Steve Bretz-Building & Security
Ben Thompson
Kevin Bleichner
Absent: Judy Beaver-Communications
Tom Marting
Guests: none

3 Minutes Review

N.A.

We reviewed and approved the meeting notes from the 2/26/2018 meeting and ordered them filed.

4 Cross

Bell Tower

Update since the last Trustee meeting: Johnson spoke today 3/16/2018 with Christian Cain, the structural engineer with Thorson Baker + Associates who is working on the cross wind loading and he is nearly finished with his review. He is confirming all of his calculations with his boss and may be able to get them to us by Monday's trustee meeting. Apparently there are several classes of site conditions that can be used and while condition "B" would be adequate he is using a Class "C" review for us in order to be slightly more conservative in his analysis. Ohio has recently changed their wind load requirements for building permits and now requires a 115 mile an hour gust criteria be met. Christian indicated that he felt it was necessary to account for the building structure underneath (Sanctuary roof) and the best way he could model this was to use terrain in the form of a ridge so accordingly our analysis should have a slight increase in the anticipated wind loads because of this factor. Christian indicated that he's quite surprised by the rotational aspects of his modeling and also of the effects of long term stress due to periodic wind loading over time. These factors are being taking into consideration in the design. He indicated that he's not surprised at all that both of the first two crosses failed based upon his analysis.

5 Signage

Sharon Rd. Entrance

We are waiting on warmer weather to use the white traffic line paint for the in/out arrows on the Sharon Road entrance.

6 Storage

Garage

Steve/Rick did several work day to continue Cleaning out:

- * The 2 basement rooms under Fellowship Hall-still more work needed
- * The lower activity room-still more work needed
- * the garage-still more work needed

* The furnace/storage room in the SE corner of the Fellowship Hall (Annex); LGA may be interested in renting this OR We are trying fill up the dumpster each Tuesday by noon if there is room.

7 Asbestos Removal

Entire Building

The 2001 report was found and Ed Keen is working on a quote to do testing of the rest of the church. The details from email note:

Ed thanks so much for your diligence in your search and finding this. I can assure you all that the report will be properly filed both electronically (on a well backed up server) and as a paper copy with other important FC documents.

Could we meet at the church this week to determine what other areas of the church should be tested (not covered in: 01-056) and get a proposal to perform those tests? We have several areas (other than the Lower Activity Room) that may require testing and remediation someday. I would like to have all tests in place so that we do not need to do this 1 room at a time in many reports that need to be tracked.

I would also like to have a separate proposal to do likewise at our 2 parsonages (723 DANVERS DR and 693 DANBURY RD). Please give me a call and we can set a time to meet.

Rick Johnson

From: Ed Keen [mailto:ekeeno@aol.com] Sent: Monday, February 26, 2018 2:57 PM To: songroot@fuse.net

Subject: Re: [trustees] RE: Wall removal at the preschool

Rick, I dropped a copy of the survey at the Church Office. Ken will also e-mail it to all of you when he gets back.

Thanks ED KEEN DSEA SERVICES INC. Managing Partner (513) 674-2231 Office

-----Original Message-----

From: Ed Keen

To: kbeatty; bconk1; songroot; alanrroney

Sent: Mon, Feb 26, 2018 1:13 pm

Subject: Re: [trustees] RE: Wall removal at the preschool

Rick, Well, here is the short version; the 01-056 "Forest Chapel UMC" was mis-filed. However, we found it today during lunch.

I guess the part you are looking for is the ATC Pre-Renovation Asbestos Inspection, done for Bob Douglas of the Building Committee. Reading over the e-mail chain, the only floor tile/mastic samples taken in the Hollister Building were the 9x9 floor tile in the hallway near the church office (mastic was asbestos) and the hall between Hollister and Ballou (12x12 tile/mastic was not asbestos).

I will e-mail the ATC report to you under another e-mail (my attachments do not seem to be working).

If you need some more samples taken in the Lower Activity Room, please let me know. We will absorb the cost to help make-up for our slow response.

Have a good day,

ED KEEN DSEA SERVICES INC. Managing Partner (513) 674-2231 Office

8	Remodeling	Lower Activity Room
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While we wait for a quote on asbestos tests (probably asbestos tile and mastic), we have safely removed 2/3 of the unused curtain wall panels.

9	HVA/C	Room 307 (Crib Room)
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No progress: We discussed replacing 12+ vent covers in the north end of Hollister w/ vents that have movably dampers that can be used to balance the heat better. Steve has found a suitable cover for just under \$6.70 each from Menards vs. Lowes at \$16 each. We approved moving forward w/ the Menards vent.

10	Roofing	Fellowship Hall
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No progress: We have noted a new leak in the roof of Fellowship Hall on the west side of the hall and in the middle 1/3 coming out of the holes where the lights go through the ceiling about 4' from the south beam. Johnson looked at the roof and could not see any issues. We may need to look during a rain event by removing a light fixture.

11	Fencing	Patio
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No Progress: South Patio Fence: Trustees approved proceeding at the June meeting: We have been asked to lower the priority of this so that other items (several roof leaks and LGA keypad) can be completed.

Before this, a budget was being developed for the items to be purchased and the application for the fence permit from Forest Park was filed.

Budget (Menards):

Free: 11 Vinyl 6'x6' fence panels (Webster's donated these) <https://www.lowes.com/pd/Barrette-Common-6-ft-x-6-ft-Actual-5-83-ft-x-5-64-ft-White-Vinyl-Privacy-Fence-Panel/3160293>

\$274.90 10 8' posts 1728652 <https://www.menards.com/main/building-materials/fencing/vinyl-fencing/5-x-5-x-8-white-vinyl-post-kit/p-1480663227690-c-5772.htm>

\$134.99 4'x6' gate 1728653 <https://www.menards.com/main/building-materials/fencing/vinyl-fencing/richmond-white-vinyl-gate-kit/p-1480663227565-c-5772.htm>

\$269.98 2 5'x6' gate KITS TO FORM A DOUBLE 1728653 <https://www.menards.com/main/building-materials/fencing/vinyl-fencing/richmond-white-vinyl-gate-kit/p-1480663227565-c-5772.htm>

\$39.57 3 4"X4"X8' CCA treated ground contact gate posts 1112270 <https://www.menards.com/main/building-materials/lumber-boards/timbers-logs/4-x-4-2-ground-contact-ac2-reg-green-pressure-treated-rough-sawn-timber/p-1444422500692-c-13131.htm?tid=3473628810813384037&ipos=1>

\$99.40 20 packs 2-Pack White Vinyl Fence Brackets <https://www.lowes.com/pd/Freedom-Set-Secure-2-Pack-White-Vinyl-Fence-Brackets/1000028583>

\$60 15 bags of Quikcete

\$20 for a double gate latch.

\$898.84

\$898.84 - 11% rebate and tax exemption = 799.9676

2nd bid (Lowes):

Free: 11 Vinyl 6'x6' fence panels (Webster's donated these) <https://www.lowes.com/pd/Barrette-Common-6-ft-x-6-ft-Actual-5-83-ft-x-5-64-ft-White-Vinyl-Privacy-Fence-Panel/3160293>

\$284.50 10 8' posts 73003873 <https://www.lowes.com/pd/Freedom-Common-5-in-x-5-in-x-8-ft-Actual-5-in-x-5-in-x-8-ft-White-Vinyl-Blank-Post/1000024865>

\$230.21 4'x6' gate 819040 <https://www.lowes.com/pd/Freedom-Common-6-ft-x-4-ft-Actual-5-95-ft-x-3-83-ft-Freeport-White-Vinyl-Semi-Privacy-Fence-Gate/1000201021>
 \$266.94 3 Gate kits <https://www.lowes.com/pd/Freedom-Common-6-ft-x-25-ft-Actual-5-89-ft-x-22-ft-White-Vinyl-Privacy-Gate-Kit/4062603>
 \$156.36 3 Aluminum Fence Post Insert 430375 <https://www.lowes.com/pd/Freedom-Metal-Aluminum-Fence-Post-Insert/3955859>
 \$99.40 20 packs 2-Pack White Vinyl Fence Brackets <https://www.lowes.com/pd/Freedom-Set-Secure-2-Pack-White-Vinyl-Fence-Brackets/1000028583>
 \$60 15 bags of Quikcete
 \$20 for a double gate latch.
 \$1,117.41
 \$1,117.41 - 5% FC discount and tax exemption = \$1,061.54
 Alan will see if LGA is OK with contributing the rest of the materials and trustees will do the labor.
 I would note that the FP fire chief has asked about the temporary fence and he will eventually want a better fence.

12	Walls	Patio
No Progress: Tile in the East Bethesda pool: Steve noted a contact that suggested using a 30? Mill pond liner (thick/flexible rubber membrane). The corners get folded and secured in place. Several slits would be needed around the feet of the scalloped SS cone but these can be patched. We thought this seems better than using replacement tile.		
13	Real Estate Buy/Sell	Parsonage - Danvers
Sale of the Danvers parsonage - We are waiting on the tenant to move out by 3/31/18. In the meantime, Johnson got a quote on a professional appraisal of \$350 from Anthony J White Real Estate Appraiser 7445 Montgomery Rd Cincinnati OH 45236 (513) 791-9175 or (513) 791-8744 513-891-1643 and we approved the appraisal costs at the appropriate time in the process.		
14	Roofing	Parlor
No Progress: The Leaking water in the parlor ceiling has returned. This is under the single storm drain near the north edge of the roof and was stopped for about 3 months.		
15	Roofing	Church Office
No Progress: The roof leak in Pastor Kabamba's Office has returned but is not as bad. This should be addressed soon.		
16	Drainage	Church Office Exit
The leak in the copper gutter over top of the office door/steps is back: Kevin will research flexible couplings to place into copper gutters that he recalls that might help.		
17	Furniture	Parlor
No Progress: Alan noted: I just noticed that the wing on the large parlor table is delaminating, probably related to the ceiling leak.		
18	Flooring	Sanctuary
<p>Re: The 8+/- loose/broken floor tiles on the east entry to the Sanctuary. We received the DSEA Services, Inc. proposal for the church: \$2,800.00</p> <p>Re: NESHAP Survey- Forest Chapel United Methodist Church 680 W. Sharon Road</p> <p>Dear Mr. Johnson,</p> <p>Pursuant to our site visit we are submitting the following proposal for the project as referenced above:</p> <p>SCOPE OF WORK:</p> <p>DSEA Environmental Services, Inc. will provide labor, equipment, and supervision necessary to perform an Asbestos NESHAP Survey on 680 W. Sharon Road, Forest Park OH (Forest Chapel United Methodist Church).</p> <p>ITEMS INCLUDED IN SCOPE OF WORK:</p> <ol style="list-style-type: none"> 1. All applicable state and local taxes 2. Disposal of all asbestos-containing sampling waste into an EPA approved sanitary landfill. 3. Workers' Compensation and General Liability. 4. Five (5) million dollars of asbestos abatement liability insurance. <p>ITEMS NOT INCLUDED IN SCOPE OF WORK:</p> <ol style="list-style-type: none"> 1. Bonding <p>Upon completion of the Surveys, documentation will be submitted for each property.</p> <ol style="list-style-type: none"> 1. Identification of materials suspected to be asbestos containing. 2. Bulk sample log sheet. 3. Laboratory bulk sampling report and asbestos inventory list. 4. Room to analysis and specific drawing locations. 		

CONDITIONS:

1. This proposal has been figured utilizing current regulations set by EPA, OSHA, and DOT. If for any reason these regulations should change, our proposal cost shall be adjusted accordingly.
2. Electricity and water to be provided by owner.
3. Payment to be made in full upon completion of the project.

Work described to be completed in a professional manner, during 1st shift, for the total cost of Twenty-eight Hundred Dollars (\$2,800.00). In addition, we can complete the work in approximately 3 working days.

We may withdraw this proposal if not accepted within thirty (30) days.

We appreciate your consideration of DSEA Services Inc. and are looking forward to working with you.

Sincerely,

Ken Beatty, Chief Estimator & Inspector ES 34409 kbeatty@bizcinci.rr.com

19	Fencing	Preschool Playground
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We discussed making the fencing a major part of the 5/19 spring work day.

Background Emails: Melissa: Ok. Yes. That's fine! :) Do you have any plans for the bathroom cabinets? I know we haven't talked about it in a while.

Melissa/Alan: Any chance of getting your thoughts before tonight's Trustees meeting?

A few other items to consider:

1. This could be the focus of a combined FC/LGA workday (and breakfast together in FH-so FC folks can see that we can joint use FH). Hopefully some LGA dads would consider getting the old posts out, auguring the 25 new holes and mixing some concrete. Trustees (and any LGA folks that might want to) could then attach the fabric the next day (after the concrete sets somewhat) and have all ready for the kids on Monday.
2. The grass in the small enclosure is getting beaten badly. This will open up a large new area that is in better shape.
3. If we have a target date for the fence, we can install the wave slide that is stored in the garage into the hillside (per the site already selected) and the fence change would shortly then incorporate the slide.

Thanks for your time. Rick Johnson

From: Rick Johnson [mailto:songroot@fuse.net]

Sent: Monday, March 19, 2018 1:07 PM

To: Melissa Webster (thelearninggardenacademy@gmail.com); Alan Roney (alanrroney@gmail.com); trustees@forestchapel.org

Subject: RE: Roll fencing

I've worked up a parts list and that totals about \$270. To that we need to add concrete for 25 holes-estimate 20 bags @ \$5 each. We should also add \$60 for a 1 day post hole auger (2 man 6").

This totals \$430. Rick Johnson

From: Rick Johnson [mailto:songroot@fuse.net]

Sent: Monday, March 19, 2018 8:31 AM

To: Melissa Webster (thelearninggardenacademy@gmail.com); Alan Roney (alanrroney@gmail.com); trustees@forestchapel.org

Subject: FW: Roll fencing

This recently was posted on Craig's list: <https://cincinnati.craigslist.org/for/d/roll-fencing/6534949172.html>. Please review the rest of this email for the details.

At \$50, it is a good deal. The Lowe's price is \$60.48 for each roll per: Click and there are 3+ rolls.

If Melissa is willing to pick up the costs, we can get this one done while our building permit is still good. I will get a full list of the top rail/posts/concrete/post-hole digger etc. needed later today.

Would Mike be available with his pick-up to pick this up soon?

20	Walls	Parsonage - Danbury
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Rainwater leakage window at Pastor Kabamba house (northeast bedroom - west side of the north window) has returned since it was repaired in 11/16.

21	Snow Removal	Entire Campus
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We discussed and Tom Marting will setup a meeting to discuss the Snow Removal at a meeting with LGA, Alan and the trustees. Andy w/ Springdale is likely going to quit as a results of several ice storms that were treated before the 6 AM LGA start time but were not cleared by 6. We need to cover expectations and limitations and FC's weekly clearing needs.

22	Snow Removal	Entire Campus
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Don Beaver has offered a Troy-Built Snow Blower with an electric start to FC if we want it. We agreed to take it and will determine what to do w/ the Ariens Snow Blower that we have.

23	Security – Video Monitoring	LGA rooms
<p>Alan replied: I don't think LGA needs to spend nearly this much to upgrade the security cameras in their area of the building.</p> <ol style="list-style-type: none"> We already have 5 or 6 cameras in their area that can be monitored and recorded using either security media server. <ol style="list-style-type: none"> Planter entrance FH entrance Fellowship Hall (x2) Fellowship Hall Kitchen Playground (testing) Assuming their PC tests out ok this week, LGA already has recording capability using another installation of the free iSpy software that FC is already using on our recording system. Additional cameras can easily be added to the existing systems with either small, unobtrusive D-Link wireless cameras or the same large wired, POE (power over Ethernet) cameras included with the package that you list. Looking at your proposed system, keep in mind that it will need additional network wiring as well as POE injectors or POE switches for any cameras located in Fellowship Hall or Hollister Hall because of the distance limitations of POE. I think the biggest limitation with the proposed system is its use of wired connections to each camera. In a multi-building facility such as ours, that's a major limitation. Alan <p>-----</p> <p>From: Rick Johnson [mailto:songroot@fuse.net] Sent: Friday, March 2, 2018 7:03 PM To: 'Alan Roney' ; leadershipteam@forestchapel.org; trustees@forestchapel.org Cc: 'Melissa Webster' Subject: RE: [leadershipteam] LGA Security</p> <p>...In talking with Melissa, I suggested that we might want to look on the Fast Track IT auction site for a 16 camera security system. She concurred that this might be appropriate. I just did so and found the following: https://bid.bidfta.com/cgi-bin/mnlist.cgi?broadwelliv1852/BW1027276 It has an MSRP of \$2,000 and it is on Amazon as: https://www.amazon.com/GW-Security-Channel-Megapixel-Network/dp/B0767MJWLW The specs seem great (Alan please review for a confirmation) and the 13 customer reviews were ALL 5 Stars! This bids on Wednesday March 7, 2018 12:00 pm EST and the unit can be inspected on Monday or Tuesday 12pm-2pm EST. They encourage inspection and sometimes even plugging in items before bidding. It sold for \$760 after Alan's email above.</p>		
24	Grounds - Landscaping	Patio
<p>LGA Garden: Melissa, Alan, Steve and I looked at the LGA garden concept mentioned below and we agreed to move forward subject to a review by Trustees on this Monday evening. I will recommend to Trustees that we do an inform to the LT at our 3/25 meeting. We also might want to add a brief note in the @ the Forest about the upcoming work. It might be good to start the first planting with flowers-perhaps for the mothers of LG kids for Mother's day (if they can grow that fast). We will start with building 1 sample/test "skid" garden and placing it in the area outside the LGA office window. I recommend we use a 8" high 1" square wire side walls with a fabric liner inside to keep the topsoil from falling out the sides or bottom. We may need a wooden top edge and/or corner supports. This is why this will be a test skid. We can work on the gutter above and the rain barrel/drip watering system later as it will not be needed until the summer dry spells are upon us. Please feel free to chime in with any ideas.</p>		
25	Electrical	Fellowship Hall Foyer
<p>The emergence light outside facing the patio got knocked off. We put up a blank cover plate for now but may need to replace this w/ an LED light</p>		
26	HVA/C	Boiler room next to Choir Room
<p>The air handler (#3 I think) has a water leak in the control valve. We will wait until the heating season is over to repair.</p>		
27	Grounds - Landscaping	Entire Campus
<p>Steve noted the Forest Park tree sale program (to make 4-6' tall trees available to FP property owners with limit of 2 trees for each owner at cost us under \$20) and we approved a purchase of several trees (no sweet gums) w/ the species to be determined later.</p>		
28	Request to use Facilities	Lower Activity Room
<p>Completed: We discussed LGA using the Lower Activity Room for the summer. We felt there were too many other usages to approve.</p>		
29	Insurance	Entire Campus

Completed: Scott Lindsay Vice President Sent an email note: "...about 3 weeks ago that all is OK with the information they provided." referring to LGA.

30	Trespassers	Parking Lots
	Completed: The possible abandoned car in north parking lot (red Suzuki Aero) has been towed off-site. We talked w/ Jim w/ FP Police who ran the plates and sent the owner a letter. She moved it shortly thereafter without Tom pursuing a Carfax report. We had another pickup truck abandoned-Steve got the FP police to tow it as it did not have plates.	
31	Critters/Pests	Parsonage - Danbury
	Completed: Pastor Kabamba is reporting scratching sounds in the attic above the living room. We could not find any access points and there have been no more scratching sounds so we will consider this item as Completed for now.	
32	Flooring	Parsonage - Danbury
	Completed: After drying, we will determine the carpet's condition seems OK and Steve/Rick re-installed it. We used a seam iron and knee kicker that we purchased at about the cost of a 1 day rental. The carpet looks fine.	
33	Stairway	Church Office Exit
	Completed: We added additional deck screws anywhere that the existing screws were failing (due to salt rusting them away at the joint between the deck board and the supports below).	
34	Doors	Fellowship Hall Foyer
	Completed: I (Johnson) spoke with Melissa further about the security of the doors today and I adjusted both doors at the top of the stairway and they both working fine now. I looked at the fellowship hall foyer entrance; however there were so many people coming and going, it was not conducive to do this work late this PM. I'll try to get to it tomorrow (done).	
35	Doors	Foyer with planter
	Completed: I (Johnson) spoke with Melissa further about the security of the doors today and I adjusted both doors at the top of the stairway and they both working fine now. I looked at the fellowship hall foyer entrance; however there were so many people coming and going, it was not conducive to do this work late this PM. I'll try to get to it tomorrow (done).	
36	Plumbing	Room 203 Restroom
	Completed: The sink trap in the restroom of room 203 fixed. Please note that I used an inch and a quarter PVC pipe rather than a using chrome plated metal pipe as it should last significantly longer.	
37	Plumbing	Fellowship Hall Restrooms
	Completed: Also the right sink in the ladies bathroom in fellowship hall has been fixed so it no longer drips.	