

Orchard Valley United Church

Property Committee Meeting

Minutes

May 1 2019, 4:00 PM

Present – John Foote, Pat Foote, Dick Clattenburg, Helen Seymour

Absent – Bruce Tymchuk

Call to order – Meeting was called to order at 4:02 PM

Approval of agenda – Approved as amended.

Minutes – Approved as circulated

Correspondence – None

Old Business:

1. **Inventory of Shed Done** – List of recommended surplus items was developed and circulated for Council and Trustees.
2. **Fire Drill** – John met with the New Minas Fire Dept. Chief. There is no need to evacuate or sound alarm. We could have one person positioned in each area and they could exit to show others where to exit.
ACTION: John will contact Crosby House to see if congregants could go there if the weather made being outside unpleasant.
3. **Cleaning of vinyl floors** – Helen got two quotes: Service Master (\$1044+HST) and Jani King (\$895+HST for front entry+ \$799+HST for Kitchen). They were higher than expected.
ACTION: Helen will get a third quote. It may be that just the front entry will be done.
4. **Cleaning Supplies** – All seems to be working out. Paper towels will be ordered when supplies run low.
5. **Garbage Bin** – Bin is great. Thanks John for organizing this. Cost \$400.98.
ACTION: John will look at putting a lock on it. We need to connect with Valley Waste so they are aware of the bin. Will try to have someone move garbage out of box on May 8th.
ACTION: Green bin items will be taken home by John while Helen is away May 15-23.
6. **Office Window** – Speedy Glass installed on May 2, 2019. It has a 10 year warranty for fogging, etc. Not breakage.
7. **Ditch digging** – Will be left until renovation is done.
8. **Lectern light bulb** – Done.
9. **Wasps** – No further problems. A few possible nests were seen on May 2nd. We will watch to see if this is where they are.
10. **Spare key** – Yes the office has a spare for the back door.

New Business:

1. **South Wall Heat** – Has been repaired but it was noted that the panel was incorrectly wired. When renovations are completed, this will be corrected. Simple solution, just leave South wall breaker off. Cost of repair about \$140.00.
2. **Food Processor** – It will be kept.
ACTION: Helen will find out if it was gifted to Breakfast group and add to inventory.
3. **Clean up Day** – John suggested we do a cleanup day outside.
ACTION: John will pick a date and the Men’s group will be invited to participate.
4. **First Aid Kit** –
ACTION: Helen will follow up with Theresa. There are two but not in visible places so need to be moved. Band aids, tweezers, individual wipes, dressings and small scissors will be added as needed.
5. **Outside Back light** – It stays on. Will leave until renovation then recommend a review.
6. **Front Washroom Toilet** – Repaired again. Seems to be fine now.
7. **Whiteboards** – Rev. Don installed two white boards in his office.
8. **Front sign track** – Goo-be-Gone will be used to clean up the track. **ACTION:** Glenda and Helen will install.
9. **Ants** – Drops were put down but hadn’t been touched after 24 hours. Will leave for a while.
10. **Use of parking lot** – PK Construction and dirt bikers tried to use the lot during service times. Both were asked to move and have not returned.

Next Property Meeting – Wednesday June 5, 2019, 4:00 PM.

Next Council Date – Wednesday May 29th

Motion to Adjourn – Adjourned at 5:10 PM.

Submitted – Helen Seymour

Chair, John Foote