

Swansboro United Methodist Church Trustees – Meeting Minutes
June 1, 2023, 5:30 pm

Attendees: Alan Tate, Bill Smith, Elizabeth Holtz, Anna Hall, Linda Folger

Meeting opened with a prayer and devotion led by Bill Smith.

Old Business:

Minutes from the May meeting were approved.

Updates:

- Exit signs – Forms are available for teams to complete and perform inspections. The exit signs do not work on battery at the entry hall of Building #1 and the cause is unknown. This is being investigated.
- Piedmont Service Group -We are waiting for parts for the sanctuary heat control in Building #2. Bill is working with Piedmont for powering up the Narthex air handler smoke detector and tying into the Siemens alarm system. Piedmont and NFBE are coordinating the work. The Fire Marshall recommended tying into the duct sensor over room sensors to the alarm and shutting down the air handler to prevent spreading smoke.
- Cleaning Contract – Bill will talk with Beth about the contract next week and identify areas we will be monitoring for compliance.
- Building #1 Sewer Update – There are old cast iron pipes in the building, and they need frequent cleaning. Bill is waiting for a sink drain quote from Anderson Plumbing and is scheduling work for installation of a flush valve. The work must be done outside of normal day care hours. He is asking the Methodist Men to pay because they use it the most with their peanut project.
- SUMM purchased a third shelving unit for the new food pantry, and it has been moved to Room 26.
- Building #3 – Pastor Kevin and Sanders Hall completed cleaning the projector and new LED lights.
- Day Care Automatic Sink Valves – Alysia and Allison installed new sink valves. Many thanks to them.
- We are awaiting a quote from Bluewater Electric to install two new LED ceiling fixtures in the Day Care and replace a missing motion detector in the mop room. Duke Energy has a good rebate program for saving electricity with LED lighting.

New Business:

- BFPE from Wilmington completed an annual alarm system check and backflow prevention test on Tuesday, May 30th. This is the start of combining their work to reduce trip charges.
- The Swansboro Fire Department will conduct the annual inspection on Wednesday, June 15th, from 9:30 to noon. We need to finish our Exit Sign testing and emergency light testing before that date and have the building sheets completed and posted.
- We will be requesting SPRC for a part time maintenance person.

The July meeting will be cancelled, and our next meeting will be August 3, 2023 at 5:30 pm

Meeting adjourned at 6:25 pm.

Respectfully submitted by Linda Folger.