

**ST. THOMAS MORE PARISH
PARISH COUNCIL MEETING
Monday, September 18, 2006**

Council Members in Attendance: Fr. Bill Wagner, Vic Ivers, Kathy Hornschmeier, Janet Tate, Jim Conrady (late), and Ralph Bedel.

Council Members Absent: John Duncan. The terms of Duane Bradley and Michelle Stultz have ended.

Doug Young has resigned and left the parish. The family moved to Mason over the summer.

Others in Attendance: Mike Gennett.

The St. Thomas More Parish Council meeting was called to order by Fr. Wagner at 7:07 PM with a prayer.

Fr. Bill asked about the status of new Council members. Mike Gennett stated the June 19th notes state the Constitution would be checked regarding second terms. Terms ended last spring for Vic Ivers, Duane Bradley, and Michelle Stultz. Fr. Bill said he still had a list of potential candidates from last year he could call to invite to join Council. He would see Duane Bradley on Tuesday and ask him about his status.

Minutes of the Previous Meeting: The last council meeting was held on Monday, June 19th. Mike Gennett stated there was no feedback on the draft that was distributed three months ago.

Fr. Bill suggested a change in how the minutes are distributed. In the future if there are no major objections to the draft of the minutes within a two week time frame, the minutes would automatically be approved and communicated. In this particular case, three months have passed between

meetings. Some of the council members suggested waiting until more council members are present to approve such a change.

A motion was made to accept the June 19th minutes as written. Fr. Bill made the motion and Ralph Bedel seconded it. The minutes were accepted.

Business Manager Report: Mike Gennett gave the report.

Booster Event – Mike stated the Boosters have asked for Council’s approval to have a gambling event in January to help pay off the remaining debt on the gym floor which stands around \$9,956.00.

The event would be held on Saturday, January 13th which is Martin Luther King weekend. The Boosters would like to use one of the two gambling permits on our license for a “Winter Carnival” with the proceeds to pay off the remaining \$9,956 debt on the gym floor. (The license is currently used for JulyFest and Bingo. We are allowed to have two major Festivals a year.)

There would be activities for children with concessions available in the gym. There would also be a Spaghetti Dinner (all items have already been donated) in the PDR. During the evening, there would be a Monte Carlo Evening in the gym. Blackjack, Poker, Texas Hold Em, Wheel Games, Raffle, Split the Pot. Mike stated all this meets the new requirements as set forth by the Ohio Attorney General.

Jeff & Rhonda Roberts will co- chair the event. We have commitments from Lori Knight to chair the Carnival; Karen Mersman to chair the Spaghetti Dinner; and Dick Schuler and Ed McCarty to chair the Monte Carlo. Linda Young has also volunteered to handle the finance area.

Ralph Bedel challenged having event this just one night. Why can’t it be expanded to two or more nights? Ralph said he would be contacting Dick Schuler regarding this possibility. Ralph wonders why extra money can’t be brought in for the parish.

Ralph Bedel made a motion to allow the Boosters to use the other half of the gambling license to raise funds to pay off the remaining gym floor debt. Fr. Bill seconded the motion. The vote was 5 to 0 to approve the Booster's use of the parish gambling license.

Email Server – Our new email server was installed in August. Everything was brought in house. The transition was not as smooth as we would have liked. Some of the staff quickly embraced the change and while others did not. The end result however has been accomplished. We have eliminated the viruses and captured about 98% of the spam. We switched all the office computers from Outlook Express to Outlook and added Bright Mail software to help capture the spam. We upgraded our Norton anti-virus software as well to add email virus protection. There were a number of programming issues that took some time to get resolved. That included key parishioners who changed email addresses but had not notified us. This caused the new group list servs not to work correctly. All the staff also has the ability to log into our email server any where in the world for their parish mail utilizing Web Mail. We really are now at the top of the game.

Ralph Bedel wanted to know if we found out who had the viruses in their computer. He said he took a bad hit over the summer and his computer went down. Mike responded we have found lots of viruses coming in. The new exchange server notifies him who is sending viruses as well as who is receiving them. One employee is currently receiving 50% of the viruses. We are addressing these issues individually as they arise.

Financial Report 2005-6 – Mike released the condensed financial report for 2005-6. (A copy follows the end of this report.)

Mike stated we had a surplus this past year. However, the result was achieved through expense control rather than through contributions. We did have a few very generous parishioners who made large donations which were used for the new phone system, the new hymnals, and the email server. The challenge we have going forward is if some of our major expenses continue to rise in the next seven years as they did in the last seven years we are in serious trouble. This is not true of just St. Thomas More, but all the parishes. Contributions are not keeping pace with our expenses. (This is explained in more detail on page 4 in this report.) Mike

stated the one expense that may not grow as much in the next seven years is payroll because we will be limited to growing the school due to lack of space. Ralph Bedel stated he did not like the word “surplus” and felt it was going to be an issue in the mind of some parishioners.

Fr. Bill stated this financial result will allow us to keep our tuition down. St. Veronica is moving to a waiting list for many classes and other neighboring parishes may not be able to financially afford schools in the next few years. This should allow us to grow our school.

Mike stated he did a financial projection for this year the other day for finance. Right now, we do not anticipate any financial issues for this year. However, it is hard to predict what will happen with utilities and any other unexpected issues. So many of our expenses are out of our control. This includes utilities and health care. Also, the assessment tax to the Archdiocese will increase between now and 2010 by 52%. Fr. Bill will address this in his report.

Pastor’s Report – Fr. Bill gave his update.

The change of the **Saturday Mass time to 4:00** has gone very well. No one has expressed any concerns to him. Most of the council members present stated all the feedback has been positive.

The **Archdiocese is in serious financial trouble**. If nothing is done, they will be out of money in three years. The financial issues are attributed to environmental fees that were unplanned (the diocese owns lots of property), money has been taken out of savings which means less interest is being earned, legal fees, the victim’s fund, and major decreases in the Archbishop’s Fund Drive.

Focus Groups have been held and a suggestion was made to **increase the tax on the parishes**. Thus, the tax will increase from 5.7% of revenues to 8.7% over the next couple of years. This is a 52% increase. Mike Gennett stated the increase for this year will cost us \$13,000. Eventually it will rise to nearly \$35,000 to \$40,000 each year.

Fr. Bill stated it was also suggested to the Archbishop that an **extra tax** be placed on those parishes with no schools. This happens in other dioceses and additional taxes are also levied on those parishes with a parochial high school in their area. Other dioceses have far higher rates than ours.

Diane Brennan is now helping out on Sundays with PSR.

The Deanery meeting is on Tuesday. Probably more of the same.

Leslie Molitor has resigned. She is going to work in Milford. We are 90% sure we have a replacement ready to come in.

Skateboarding has become a big issue. This past Sunday, for example, two cars pulled in. Everyone was 20 and older. 10-11 kids in all. They started to skate board between the Parish Hall and Heider Hall. Fr. Bill said he asked them to leave. Later, another car load showed up. This group got mouthy and nasty. Some of these people are dangerous characters. Fr. Bill stated this is an ongoing matter. Two glass doors have been broken by the skateboarders in the past few months. They have damaged a section of the shrine. Our metal rails are all ripped up. Fr. Bill stated he wants to sink some metal poles in the ground to stop them. Ralph Bedel asked why Union Township Police hasn't been called. Fr. Bill stated they have but it takes them an hour to respond. Then, the skateboarders are gone. Council did not vote, but said they had no objections to installing metal rails.

Church Light Study – The church light study was passed out for review. (A copy follows.) Fr. Bill stated there are two of the proposals he wanted to discuss for the short term.

The first proposal is getting breakers installed to stop the power surges we are having. The second proposal is to install lighting on the next beam back from the altar to light up the area used for funerals and other events. It is so dark there. The lighting has never been changed since the church was built in 1960. The lights really focus on the location of the old high altar. The proposals are a major reworking of the lights in the church. That part is really long term.

Fr. Bill asked Mike Gennett how much it was going to cost to install the breakers. He said somewhere around \$9,000. Kathy Hornschemeier said this was prudent to do considering a bad electrical hit to the buildings could destroy the computer lab and lots of our new technology. Mike Gennett stated no electrical upgrades have been done to any of our buildings since the 1998 expansion. We regularly experience major power surges. Last April, the old phone system, the bell system, and a teacher's computer all got hit.

Jim Conrady stated he would like to see volunteers do this work rather than contractors. Kathy Hornschemeier was concerned about a fire if the work was not done correctly. Mike Gennett stated that two electrical contractors have already turned us down because the work was bigger than they wanted to tackle. Another was still considering it. We are not getting a lot of interest and would like to see others bid on the project. Jim Conrady said he had an in-law who had contacts in this area. He would like Mike know of any potential candidates. Mike also stated we need insurance and workers comp certificates for anyone who does contractual work. That is diocese policy.

Fr. Bill said he was not looking for approval tonight. He asked that everyone look at the report and be ready to make a decision at the October meeting. For the short term, he is looking for approval to proceed on the breakers and secondly the lights on the next beam back from the altar that does not have flood lights.

There was also a discussion about using stair lifts or scaffolding to change lights. Mike stated we generally rent a stair lift for \$100 a day to do the Sanctuary, gym, and parking lot all at one time. This only needs to happen once a year. Scaffolding is not used to change lights today.

The Education Commission would like to see a change outside the north door to allow teachers and children to turn right rather than have to walk around the Kindergarten playground. Many feel this is not safe for the children to walk where there is traffic. No one knows why this was set up this way when it was put in during the expansion. Kathy Hornschemeier said she would like to see a wider than normal sidewalk installed. Mike Gennett said he would ask John Osterling why this was installed in the manner it was (*John stated that the Pastor at that time insisted on this*

installation. His goal was to isolate the Kindergarten students from the rest of the school. There was no safety issues raised that John was aware of.)

New Business – Janet Tate said she had three issues she wanted to raise.

The “reserved pew” signs in the church need to be replaced. They don’t work. They regularly go “clunk” after falling on the floor. She pointed out the reserved signs at St. Veronica were very nice. Fr. Bill said he would look at theirs. Church supply houses have these in stock.

The second concern came from her husband, Don. He wants to know why the outside doors are propped and left open allowing all the heat or cold to come into the building. They are just left open for long periods of time. They tax our energy systems. Janet pointed out that at a recent funeral the doors were left wide open on a very hot day while waiting for the funeral procession to arrive. Fr. Bill stated he has learned that a staff member may have given these instructions to prop open the doors and he would look into this.

The third concern was someone raised the issue as to why the Festival donor cocktail party was not held this year. Mike Gennett stated the attendance was poor in the past and it cost us a lot of money. Fr. Bill pointed out that both Rhonda Roberts and Dave McCarthy were volunteers and you can’t really expect them to do things like this that may have no direct affect on the Festival. Kathy Hornschemeier stated she got a thank you note this year from the Festival committee for her Bid ‘n Buy donation.

Jim Conrady said he heard there were some changes coming to the Mass. Fr. Bill stated there were, but no start date has been announced. Rome has asked for some language changes to various parts of the Mass. The Sacramentry would now be called the Roman Missal.

It was asked what was new at McNicholas High School. Fr. Bill stated the board is asking the school to get an active alumni association organized. The goal is to “brand” McNick and sell the school to the area parishes.

With the end of the feeder system starting next year, McNicholas is going to have to fight for students. They have nearly the same number of students this year as last.

A motion was made to adjourn at 8:25 PM. Kathy Hornschemeier made the motion and Janet Tate seconded it. Fr. Bill gave a brief prayer.

NEXT MEETING - OCTOBER 16TH - 7 PM

The following two documents follow that were handled out during the September 16th Parish Council meeting:

Condensed Parish Operating Results for Fiscal 2005-6

Sanctuary Lighting & Voltage Surge Report

St. Thomas More Church

To: All St. Thomas More Parishioners

Fall 2006

From: The Parish Finance Committee

Our parish operating results for 2005-6 are presented in this document. We had a surplus of \$75,746.22. This surplus was achieved through excellent expense control rather than through contributions. Even though a surplus is our norm and the amount is welcome news, we can not continue to reduce expenses in the future in lieu of receiving additional operating income. This will be more critical if there is no change in our current income and expenditures during the next few years (see page 4). We have no choice but to continue to tightly control our money. Last year, we were able to pay every bill when due and meet all our payroll obligations. All our maintenance issues were addressed. We have no debt other than our building debt.

Our Sunday collections fell by \$21,851. Yet, we were blessed with a few families who donated considerable capital to help move our parish forward and improve our facilities. This includes a new state of the art digital phone system, our own email server, and the new Gather Comprehensive Hymnals to name a few. To each of you, we say thank you for your generosity.

Our expense savings included a major energy conservation plan that reduced our usage by over 20% from the previous year and outstanding expense control management by the staff. A warm winter also helped to save on snow and ice removal. We were able to pay on our parish debt and interest. We also reduced our telephone and some maintenance costs. We were also faced with paying for two years of the mandatory Catholic Telegraph subscription program with little income assistance from our parishioners.

Our July 2005 Festival was very successful. Bingo began again in September by a very creative, dedicated core group of volunteers. They have stayed the course even though the program is not making a lot of money at this time. We could use more players who are willing to spend money and have some fun at the same time!

Our school continues to grow and prosper. We have 15 additional students this year than last. Our school families continue to pay their tuition on time and dedicate their time and talent to make our school even stronger.

Even though there is good news, our challenges are getting bigger. Please take a few minutes to read this document to familiarize yourself with how your parish performed financially last year and our challenges in the future.

May God Continue to Bless our Parish!

ST. THOMAS MORE PARISH OPERATING RESULTS *
FISCAL 2005-6

Account	Jul '05 - Jun 06 Actual	Jul '05 - Jun 06 Budget	\$ Over or Under Budget
<u>PARISH INCOME:</u>			
Sunday & Holyday	\$ 715,148.61	\$ 737,000.00	\$ (21,851.39)
Votive Lights	\$ 5,413.10	\$ 7,100.00	\$ (1,686.90)
Mass Stipends	\$ 4,349.31	\$ 4,000.00	\$ 349.31
Total Contributions	\$ 724,911.02	\$ 753,600.00	\$ (28,688.98)
Total Bequests/Gifts	\$ 34,502.99	\$ 30,000.00	\$ 4,502.99
All Special Collections	\$ 66,390.10		
Bingo	\$ -	\$ -	\$ -
Festival 2005	\$ 78,422.10	\$ 80,000.00	\$ (1,577.90)
Bulletin Income	\$ 1,200.00	\$ 1,000.00	\$ 200.00
Total Parish Activities	\$ 79,622.10	\$ 81,000.00	\$ (1,377.90)
Festival 2006 - Net thru 6-30-06	\$ (447.31)	\$ -	\$ -
Vision 2000	\$ 17,368.70	\$ 20,000.00	\$ (2,631.30)
Net Capital Donations	\$ 22,624.79		
Total Parish Fund Drives	\$ 39,993.49	\$ 20,000.00	\$ 19,993.49
Catholic Telegraph	\$ 1,727.00	\$ 3,500.00	\$ (1,773.00)
Interest, Dividends, Fees^	\$ 29,559.61	\$ 6,700.00	\$ 22,859.61
Rental Fees	\$ 3,305.00	\$ 5,400.00	\$ (2,095.00)
Religious Education Fees	\$ 10,955.35	\$ 15,000.00	\$ (4,044.65)
Exempt Interest	\$ 1,490.00		
Total Other Revenues	\$ 47,036.96	\$ 30,600.00	\$ 16,436.96
TOTAL PARISH INCOME:	\$ 995,999.66	\$ 915,200.00	\$ 80,799.66
<u>SCHOOL INCOME:</u>			
Total Student Tuition, State Aide	\$ 804,112.74	\$ 775,670.00	\$ 28,442.74
Total Cafeteria Income	\$ 69,444.06	\$ 66,800.00	\$ 2,644.06
TOTAL SCHOOL INCOME:	\$ 873,556.80	\$ 842,470.00	\$ 31,086.80
TOTAL PARISH & SCHOOL INCOME:	\$ 1,869,556.46	\$ 1,757,670.00	\$ 111,886.46

^Accounting change from 2004-5

*This is a condensed operating statement that just highlights parish income and expenditures.
A detailed operating statement was certified by the Parish Finance Committee on August 1, 2006.

ST. THOMAS MORE PARISH OPERATING RESULTS *
FISCAL 2005-6

Account	Jul '05 - Jun 06 Actual	Jul '05 - Jun 06 Budget	\$ Over or Under Budget
<u>PARISH EXPENSES:</u>			
Priests, Deacons, Visitors	\$ 68,001.90	\$ 73,036.00	\$ (5,034.10)
Lay Parish Salaries	\$ 204,256.10	\$ 201,625.00	\$ 2,631.10
Rectory Expenditures	\$ 14,184.63	\$ 14,857.00	\$ (672.37)
Parish Office Expenses, Bank Fees Pd^	\$ 43,806.42	\$ 35,178.00	\$ 8,628.42
Parish Benefits	\$ 90,487.97	\$ 113,892.42	\$ (23,404.45)
Parish Transportation & Seminars	\$ 5,725.58	\$ 5,000.00	\$ 725.58
Parish Social Activities	\$ 2,154.49	\$ 2,300.00	\$ (145.51)
Altar, Sanctuary, & Liturgical	\$ 10,161.75	\$ 24,800.00	\$ (14,638.25)
Parish School of Religion	\$ 13,847.05	\$ 15,500.00	\$ (1,652.95)
Adult Faith Formation	\$ 4,987.98	\$ 9,355.00	\$ (4,367.02)
Youth Ministry	\$ 1,489.77	\$ 425.00	\$ 1,064.77
Pastoral Ministry	\$ 98.39	\$ 3,000.00	\$ (2,901.61)
Catholic Telegraph Subscriptions	\$ 34,344.00	\$ 18,000.00	\$ 16,344.00
Misc. Admin Exp, Fingerprinting	\$ 3,325.00	\$ 1,130.00	\$ 2,195.00
Parish Utilities Only	\$ 24,562.47	\$ 24,000.00	\$ 562.47
Parish Maintenance Expenses	\$ 52,385.70	\$ 53,965.00	\$ (1,579.30)
Payments to Archdiocese	\$ 57,911.38	\$ 65,000.00	\$ (7,088.62)
All Special Collections-Payments	\$ 64,676.47	\$ -	\$ -
Interest Payments on Parish Debt	\$ 9,999.96	\$ -	\$ -
Misc Capital/Extraord Repair	\$ 988.86	\$ 48,890.00	\$ (47,901.14)
Payments on Parish Debt	\$ 40,000.02	\$ 50,000.00	\$ (9,999.98)
Misc	\$ 5,122.07	\$ -	\$ -
TOTAL PARISH EXPENSES:	\$ 756,408.27	\$ 760,123.42	\$ (3,715.15)
<u>SCHOOL EXPENSES:</u>			
School Admin Salaries	\$ 120,074.85	\$ 121,000.00	\$ (925.15)
School Office	\$ 39,630.65	\$ 37,050.00	\$ 2,580.65
School Benefits	\$ 163,914.06	\$ 164,195.85	\$ (281.79)
Teacher Salaries	\$ 471,456.61	\$ 471,500.00	\$ (43.39)
Instructional Expense	\$ 11,444.64	\$ 10,965.00	\$ 479.64
Religion Expenditures	\$ 1,398.83	\$ 4,670.00	\$ (3,271.17)
Library Expenses	\$ 322.15	\$ 200.00	\$ 122.15
Misc School Technology Exp	\$ 2,538.53	\$ 250.00	\$ 2,288.53
Booster Gym Exp Reimbursement	\$ (1,718.22)	\$ (2,200.00)	\$ 481.78
Extra Clergy-School	\$ 429.98	\$ 500.00	\$ (70.02)
Cafeteria Expenses	\$ 51,192.72	\$ 47,876.13	\$ 3,316.59
School Utilities Only	\$ 61,785.96	\$ 55,000.00	\$ 6,785.96
School Maintenance Expenses	\$ 130,887.66	\$ 130,275.00	\$ 612.66
Misc Capital-School	\$ 180.00	\$ -	\$ 180.00
School Fundraisers	\$ (16,136.51)	\$ (16,200.00)	\$ 63.49
TOTAL SCHOOL EXPENSES:	\$ 1,037,401.91	\$ 1,025,081.98	\$ 12,319.93
TOTAL PARISH & SCHOOL EXPENSE:	\$ 1,793,810.18	\$ 1,785,205.40	\$ 8,604.78
GRAND TOTALS:	\$ 75,746.28	\$ (27,535.40)	\$ 103,281.68

WHAT IF THE NEXT SEVEN YEARS ARE LIKE THE LAST SEVEN YEARS?

Let's look into the future. Our parish has experienced major changes since 1999...they have been positive and costly. We also spent over \$500,000 in capital to improve our facilities since 2001. Yet, our operating costs continue to soar faster than our income. Let's look at a projection of just our operating income and some major expenses....if nothing changes in the next 7 years.....from what happened in the past seven years:

<u>Item</u>	<u>1999-2000</u>	<u>2005-2006</u>	<u>%</u>	<u>2012-2013</u>	<u>\$ Increase</u>
Sunday Collections	\$636,458	\$715,148	+12.4%	\$803,940	+\$88,690
Health Care Premiums	\$50,506	\$132,003	+161.4%	\$345,056	+\$213,053
All Utilities	\$56,337	\$86,348	+53.3%	\$132,371	+\$46,023
Salaries	\$585,353	\$898,258	+53.5%	\$1,378,826	+\$480,568
School Tuition- In Parish-One Child	\$1,400	\$2,265	+61.7%	\$3,662	+\$1,397
Cost to educate a child:	\$2,444	\$3,412	+39.7%	\$4,766	+1,354
Archdiocese Assessment on Parish Income	5.7%	5.7%	Even	8.7%	+\$35,818
Payments on debt & interest	\$0	\$50,000	--	\$160,000	+\$110,000

OUR CHALLENGES... ..

- We will not be able to operate the ministries of a full line parish if our Sunday collections continue to grow at the same rate in the future. The collection increase would not even cover the increased payments due on the parish debt and interest.
- We are experiencing the same large increases in the costs of health care and utilities as everyone else.
- The Archdiocese has already announced they will gradually increase our assessment rate by 52.6% beginning now through 2010. Our debt and interest payments to the Archdiocese will continue to rise each year.
- Will families be able to afford to enroll their children in a Catholic school? How do we pay for this ministry?
- How can we afford to attract and retain excellent employees if we don't remain competitive?

ST. THOMAS MORE PARISH
SANCTUARY LIGHTING
&
VOLTAGE SURGE
REPORT

July 12, 2006

Purpose of the Study

The study was requested to address both concern for the safety of the building electrical system generated by experienced losses of equipment during severe weather and for complaints regarding the level of lighting in areas of the Sanctuary.

I. Sanctuary Lighting

Observations

The general sanctuary lighting presently consists of suspended incandescent cylinder fixtures mounted two in each bay centered over the pews. Each fixture contains six 75 watt incandescent type "A" lamps intended to create an overall glow from the fixture, and one 300 watt type "R" lamp intended to push light directly down. Day time light meter readings down the middle of the main isle range from a low of 4.5 footcandles at the area between the alter and the first pews, which experience little or no effect from the daylight entering the windows, to a high of 9.4 footcandles at a point in the middle of the second to rear bay which is exposed to considerable light from the windows.

The general lighting is presently controlled from circuit breakers located in the sacristy area, a position that does not permit easy observation of the lighting being controlled. The circuiting is such that all of the lamps of each light fixture are either on or off.

The special effect lighting (focus point lighting) is presently provided using four, four light adjustable fixtures mounted on the front ceiling beam above the platform front edge and four directional fixtures suspended from the ceiling centered, near the rear of the alter area. All of the effect lighting makes use of 200 watt incandescent par lamps. The measured light levels on the platform area range between 20 and 28 footcandles.

Control of the effect lighting is performed from circuit breakers in the area panelboard which does not permit observation of the lighting being controlled.

Comments

The existing general lighting system does not provide sufficient lighting levels in the pew areas to permit comfortable reading of printed material. In addition the existing pendent fixtures create considerable glare, which detracts from the overall appearance on the sanctuary and diverts attention from the altar focus points. The glare created from the fixtures is both direct from the fixtures and indirect from the reflectance off of the many glossy material finishes in the sanctuary.

Presently no variation in light level can be accomplished to enhance the appearance of special events such as weddings, etc.



Recommendations

Proposal 1 – Provide special effect lighting in the area between the platform and the first row of pews.

Action required. (See sketch no SKE-1 and SKE-2)

- a. Install two new eight-foot track systems with six 200-watt par 46 spot lamp adjustable fixtures, mounted on the front of the surface of the second beam.

- b. Install four new light switches to control the proposed track lighting in the area near the panel using Wiremold surface mounted raceway.
- c. Install a new 100-amp 42-space panel with single pole breakers serving the proposed track light system.

Proposal 1a – (To be eliminated if proposal no 2 is accepted) Perform maintenance on the existing pendent fixtures to increase the level of lighting in pews. (This recommendation is based on the report that the lamps presently used in the pendant fixtures were reduced in wattage below the maximum rated value due to concern for the condition of the fixture wiring.)

Action required.

- a. Replace the fixture wiring between the suspended fixture and the house wiring Junction box in the ceiling.
- b. Install new lamps in the pendent fixtures at the maximum rated capacity.

Proposal 2. Replace the existing sanctuary general lighting system to increase light level and reduce glare.

Action required. (See sketch no SKE-3 and SKE-4)

- a. Remove existing pendent light fixtures.
- b. Install two new eight foot track systems with six, 200 watt par 46 flood lamp, adjustable fixtures, mounted on the front surface of each of the remaining six beams
- c. Extend existing wiring from pendent fixture locations to new track systems in Wiremold surface mounted raceway.
- d. Install 12 new light switches near existing panel for control of new track system, install all new wiring in Wiremold surface mounted raceway.
- e. Install exit signs as required.

Proposal 3. Provide additional lighting to high light the ceiling, increase the light levels in the pews and provide flexibility to the level of light available for different functions.

Action required. (See sketch no SKE-5 and SKE-6)

- a. Install (16) new wall mounted 1000 watt light fixtures equal to Windirect cat # P1-LR-Q1000-LS8-PG mounted above the windows centered in each bay.
- b. Install (16) new light switches near existing panel for control of new track system, install all new wiring in Wiremold surface mounted raceway.
- c. Install (16) new 20 amp single pole breakers in the new panel to serve the new wall mounted light fixtures.

Proposal 4. Complete proposals 1 through 3 except 1a.

Proposal 5. Provide dimming control for all sanctuary lighting to permit flexibility for different functions, times of day, conserve energy and prolong lamp life.

Action required.

- a. In lieu of the new manual switches listed provide a programmable dimmer system capable of controlling all of the Sanctuary lighting.

II. Electrical Distribution System

Observations

The main campus electrical distribution system includes a 2000-ampere, 120/208-volt, three phase switchboard located in the gym building, which feeds the majority of the campus buildings. Hider Hall is served with a separate 200 ampere, 120/240-volt single-phase service. The 2000 amp switchboard contains branch breakers that serve the gym building panel boards and a 1200-ampere distribution panel located in the school building. The 1200 amp distribution panel serves all of the branch panels and equipment in the church and school buildings, including an 400ampere switchboard that was the original service equipment.

None of the existing distribution equipment is equipped with Transient Voltage Surge Protection (TVSS) devices.

Comment

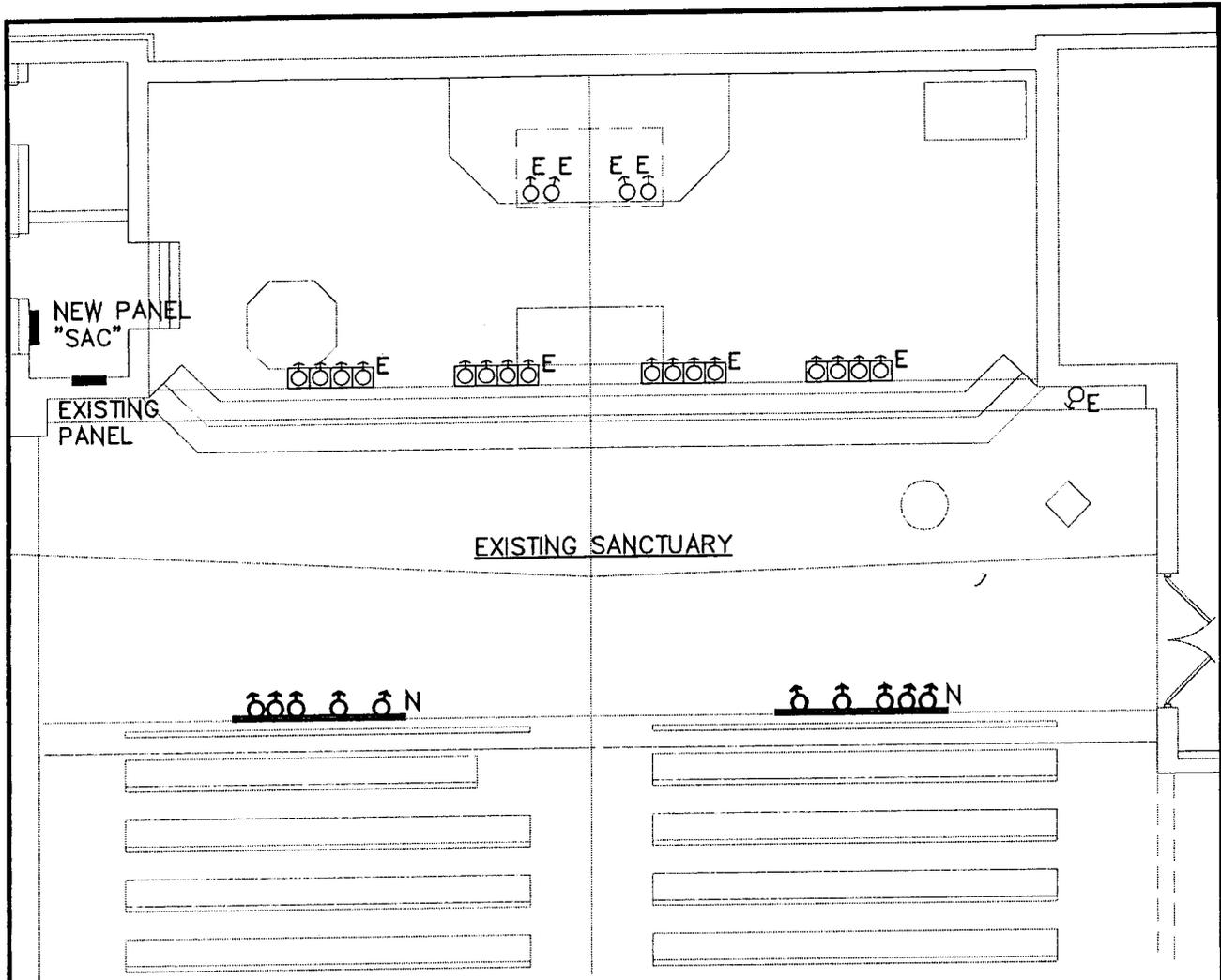
While it must be understood that no amount of TVSS can provide a 100% guarantee of protection against all types and/or magnitude of voltage surges that could occur, the level of risk can be greatly reduced by providing multiple levels of protection on key portions of the distribution system.

Recommendation

Proposal # 6 Provide TVSS devices at four points of the distribution system to provide reasonable amount of multilevel surge protection to minimize the risk of damage.

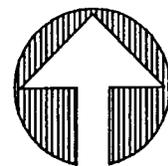
Action required. (See sketch no SKE-7, 8, 9, and SKE-10)

- a. Install a Current Technology cat. # “CGP200 – 120/208V. 3GY” TVSS device on the main 2000 ampere switchgear.
- b. Install a Current Technology cat # “CGP100-120/208V. 2GY” TVSS device on the 1200 ampere Distribution panel.
- c. Install a Current Technology cat. # “CGP80-120/208V. 2GY” TVSS device on the 400 ampere switchboard.
- d. Install a Current Technology cat. # “CGP 80-120/2240V. 2GY” TVSS device on the 200 ampere service panel at Hider Hall.



**PROPOSED PARTIAL
SANCTUARY FLOOR PLAN – LIGHTING**

SCALE: 1/8" = 1'-0"



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PROPOSAL NO. 1

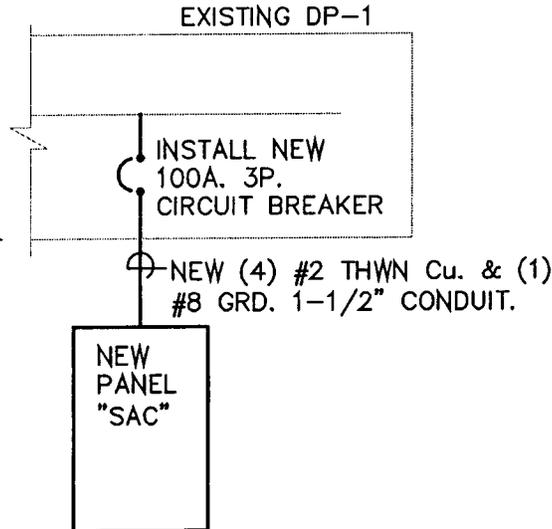
ST. THOMAS MORE ROMAN CATHOLIC PARISH
 800 Ohio Pike
 Cincinnati, Ohio 45245

DRAWN: DST	DATE: 7/19/06
DESIGNER: TDPOFF	DWG. NO. SKE-1
CHECKED: TDPOFF	

NEW PANEL "SAC"

VOLTAGE: 120/208V. 3P. 4W.			CONNECTED LOAD: .					
MOUNTING: SURFACE			MAIN: 125 AMP. MAIN LUGS					
LOAD SERVED	KW	BRK	PHASE			BRK	KW	LOAD SERVED
			A	B	C			
NEW WEST WALL LT.	1.2	20	1	⌋		2	20	NEW EAST WALL LT.
SPARE		20	3	⌋		4	20	SPARE
		20	5	⌋		6	20	
		20	7	⌋		8	20	
		20	9	⌋		10	20	
		20	11	⌋		12	20	
		20	13	⌋		14	20	
		20	15	⌋		16	20	
		20	17	⌋		18	20	
SPACE			19	⌋		20		SPACE
			21	⌋		22		
			23	⌋		24		
			25	⌋		26		
			27	⌋		28		
			29	⌋		30		
			31	⌋		32		
			33	⌋		34		
			35	⌋		36		
			37	⌋		38		
			39	⌋		40		
			41	⌋		42		

PARTIAL SINGLE LINE
RISER DIAGRAM
NOT TO SCALE



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PROPOSAL NO. 1

ST. THOMAS MORE ROMAN CATHOLIC PARISH
800 Ohio Pike
Cincinnati, Ohio 45245

DRAWN: DST	DATE:	
DESIGNER:		7/19/06
CHECKED:	TDPOFF	DWG. NO.
	TDPOFF	SKE-2

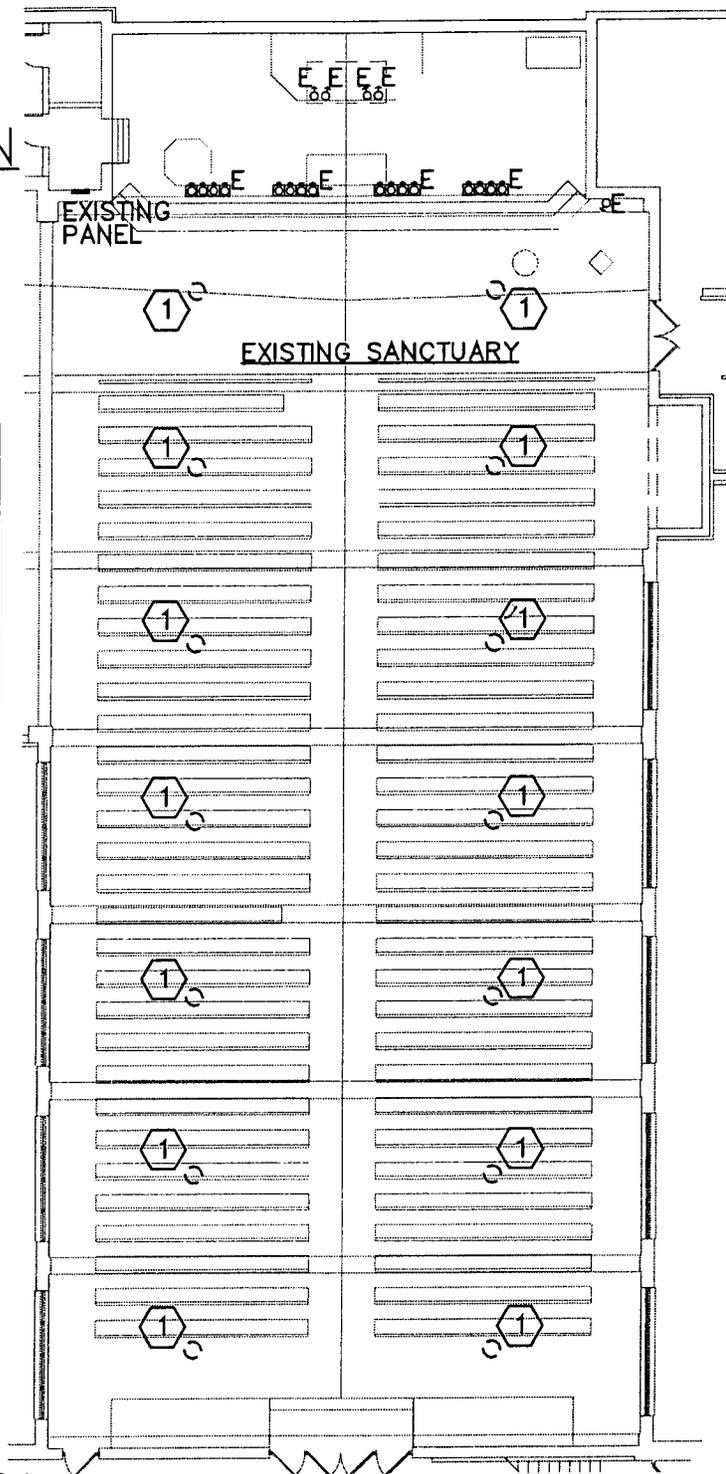
EXISTING SANCTUARY FLOOR PLAN - DEMOLITION

NOT TO SCALE



KEY NOTE:

- 1 DISCONNECT AND REMOVE EXISTING PENDENT MOUNTED FIXTURE. REUSE EXISTING CIRCUIT, SEE NEW LIGHTING PLAN.



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PROPOSAL NO. 2

ST. THOMAS MORE ROMAN CATHOLIC PARISH
 800 Ohio Pike
 Cincinnati, Ohio 45245

DRAWN: DST

DATE:

DESIGNER:
TDPOFF

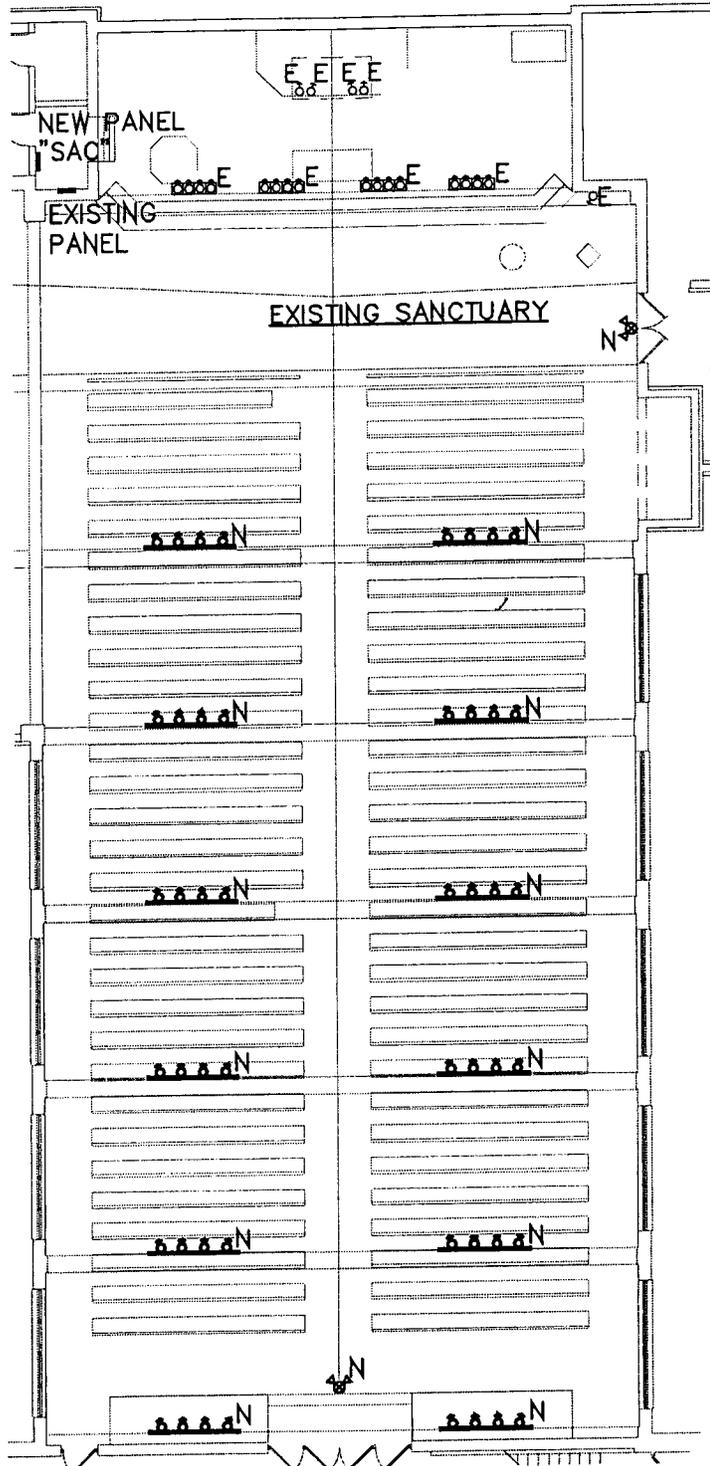
7/19/06

CHECKED:
TDPOFF

DWG. NO.

SKE-3

**PROPOSED
SANCTUARY FLOOR
PLAN - LIGHTING**
NOT TO SCALE



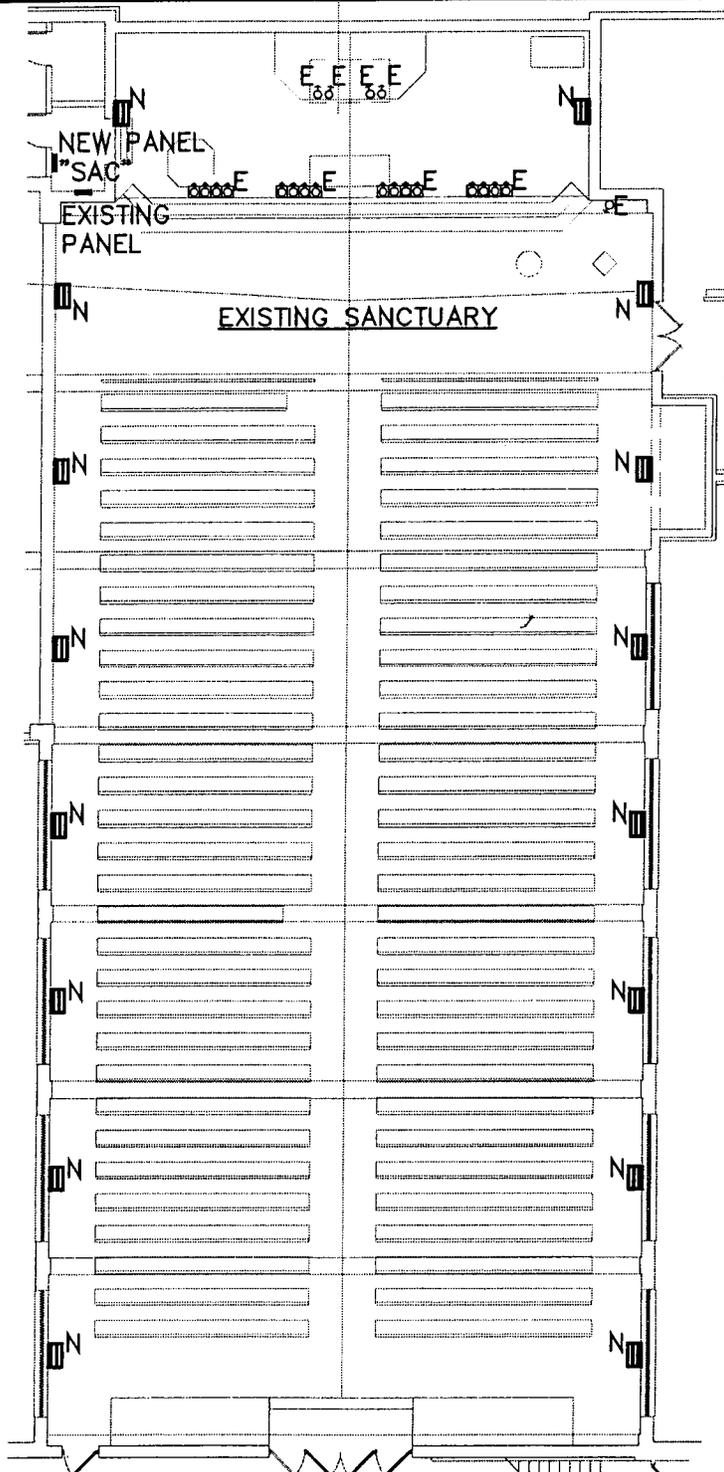
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PROPOSAL NO. 2

ST. THOMAS MORE ROMAN CATHOLIC PARISH
800 Ohio Pike
Cincinnati, Ohio 45245

DRAWN: DST	DATE: 7/19/06
DESIGNER: TDPOFF	DWG. NO. SKE-4
CHECKED: TDPOFF	

**PROPOSED
SANCTUARY FLOOR
PLAN — LIGHTING**
NOT TO SCALE



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PROPOSAL NO. 3

ST. THOMAS MORE ROMAN CATHOLIC PARISH
800 Ohio Pike
Cincinnati, Ohio 45245

DRAWN: DST	DATE: 7/19/06
DESIGNER: TDPOFF	DWG. NO. SKE-5
CHECKED: TDPOFF	

NEW PANEL "SAC"

VOLTAGE: 120/208V. 3P. 4W.
MOUNTING: SURFACE

CONNECTED LOAD: .
MAIN: 125 AMP. MAIN LUGS

LOAD SERVED	KW	BRK	PHASE			BRK	KW	LOAD SERVED
			A	B	C			
NEW WEST WALL LT.	.	20	1	⊖		2	20	NEW EAST WALL LT.
NEW WEST WALL LT.	.	20	3	⊖		4	20	NEW EAST WALL LT.
NEW WEST WALL LT.	.	20	5	⊖		6	20	NEW EAST WALL LT.
NEW WEST WALL LT.	.	20	7	⊖		8	20	NEW EAST WALL LT.
NEW WEST WALL LT.	.	20	9	⊖		10	20	NEW EAST WALL LT.
NEW WEST WALL LT.	.	20	11	⊖		12	20	NEW EAST WALL LT.
NEW WEST WALL LT.	.	20	13	⊖		14	20	NEW EAST WALL LT.
SPACE			15	⊖		16		SPACE
			17	⊖		18		
			19	⊖		20		
			21	⊖		22		
			23	⊖		24		
			25	⊖		26		
			27	⊖		28		
			29	⊖		30		
			31	⊖		32		
			33	⊖		34		
			35	⊖		36		
			37	⊖		38		
			39	⊖		40		
			41	⊖		42		

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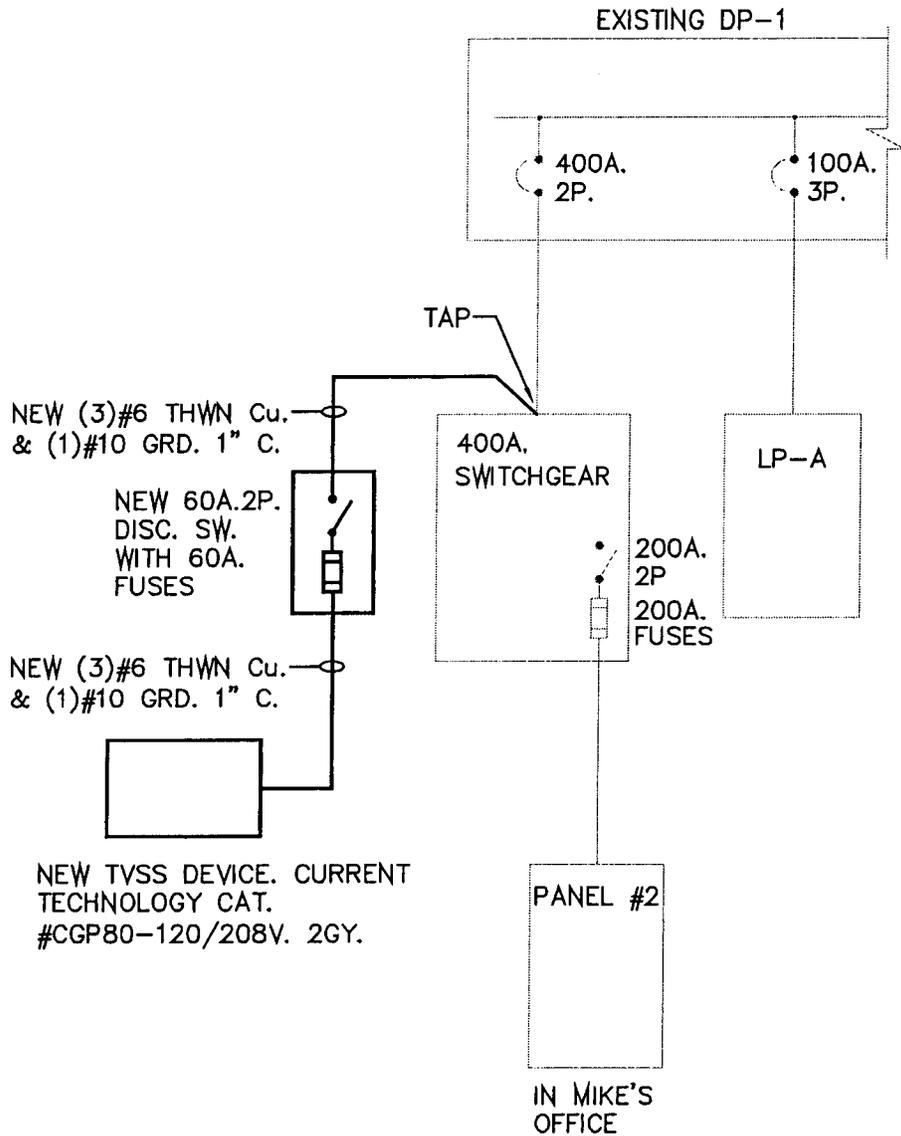
PROPOSAL NO. 3

ST. THOMAS MORE ROMAN CATHOLIC PARISH
 800 Ohio Pike
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DRAWN: DST	DATE: 7/19/06
DESIGNER: TDPOFF	DWG. NO. SKE-6
CHECKED: TDPOFF	

PARTIAL SINGLE LINE RISER DIAGRAM FOR SCHOOL AND GYM

NOT TO SCALE



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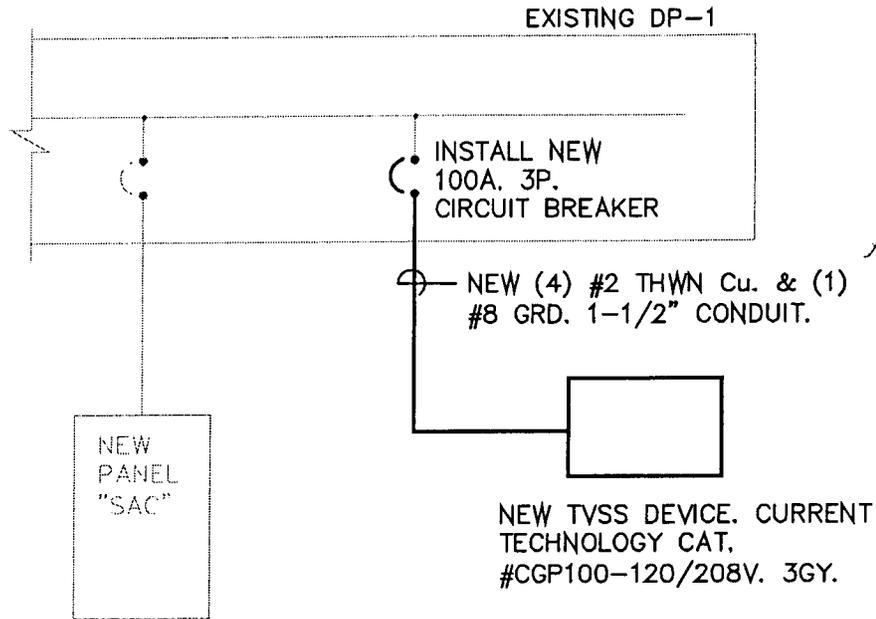
PROPOSAL NO. 6

ST. THOMAS MORE ROMAN CATHOLIC PARISH
 800 Ohio Pike
 Cincinnati, Ohio 45245

DRAWN: DST	DATE:	7/19/06
DESIGNER: TDPOFF	DWG. NO.	
CHECKED: TDPOFF	SKE-7	

PARTIAL SINGLE LINE RISER DIAGRAM FOR SCHOOL AND GYM

NOT TO SCALE



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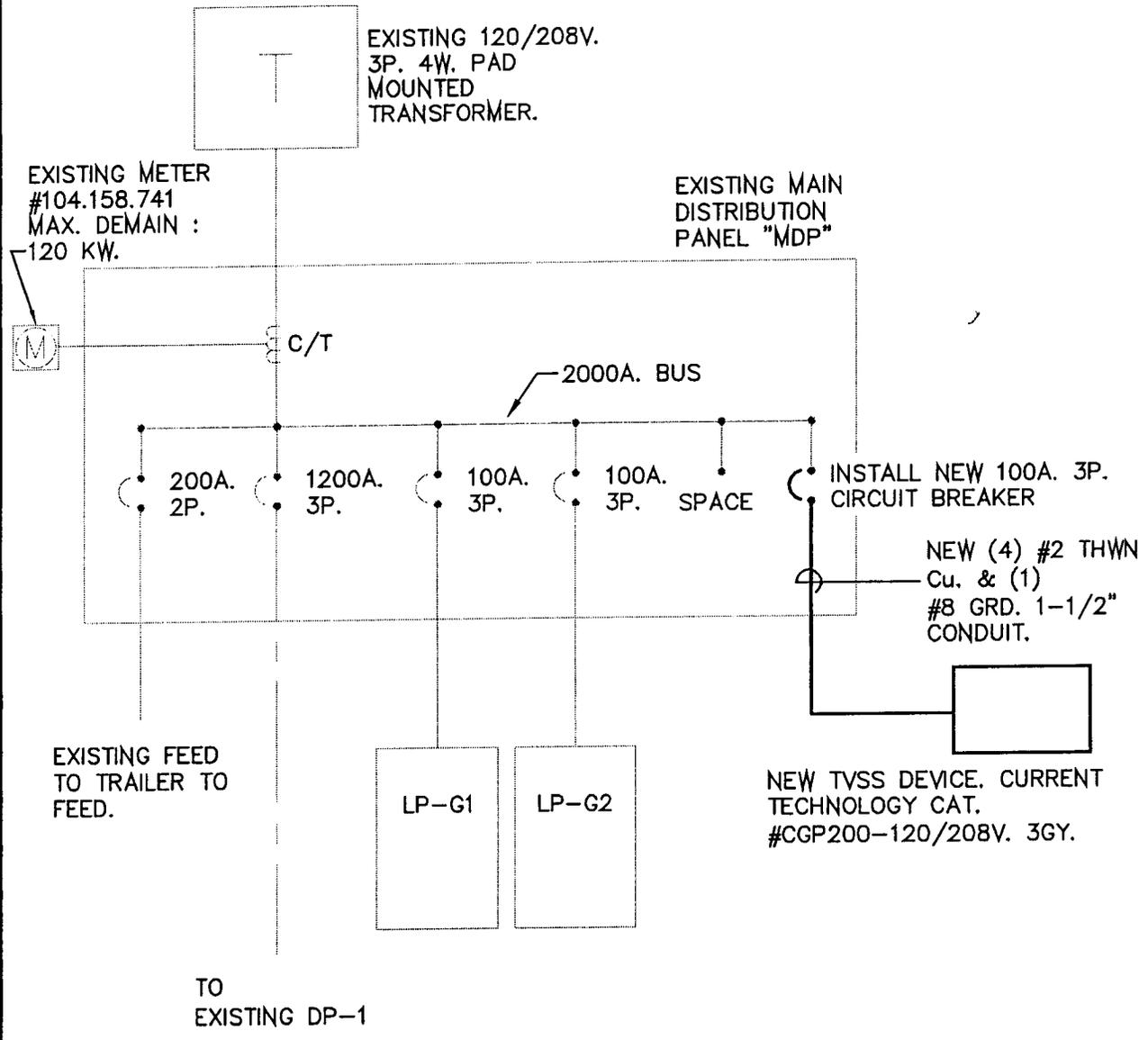
PROPOSAL NO. 6

ST. THOMAS MORE ROMAN CATHOLIC PARISH
 800 Ohio Pike
 Cincinnati, Ohio 45245

DRAWN: DST	DATE:	
DESIGNER:	7/19/06	
CHECKED:	DWG. NO.	
TDPOFF	SKE-8	

PARTIAL SINGLE LINE RISER DIAGRAM FOR SCHOOL AND GYM

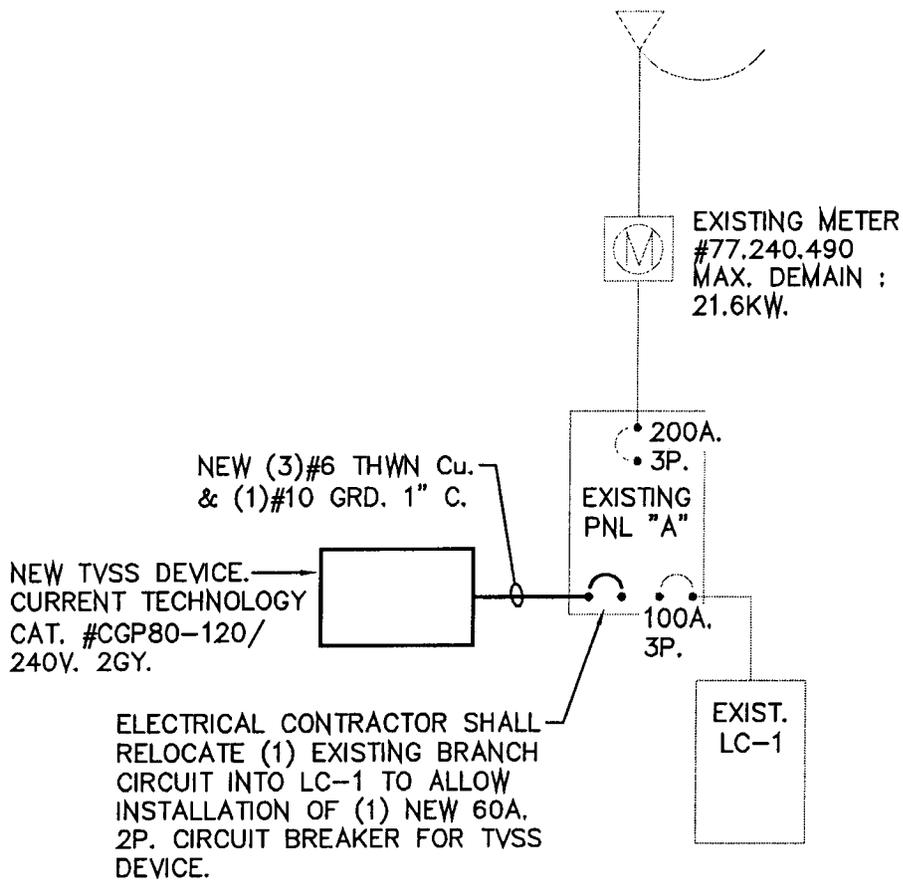
NOT TO SCALE



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PROPOSAL NO. 6

ST. THOMAS MORE ROMAN CATHOLIC PARISH 800 Ohio Pike Cincinnati, Ohio 45245	DRAWN: DST	DATE: 7/19/06
	DESIGNER: TDPOFF	DWG. NO.
	CHECKED: TDPOFF	SKE-9



PARTIAL SINGLE LINE RISER
DIAGRAM FOR HEIDER HALL
NOT TO SCALE

HERNDON ENGINEERING SERVICES, Inc.
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PROPOSAL NO. 6

ST. THOMAS MORE ROMAN CATHOLIC PARISH
800 Ohio Pike
Cincinnati, Ohio 45245

DRAWN: DST	DATE: 7/19/06
DESIGNER: TDPOFF	DWG. NO. SKE-10
CHECKED: TDPOFF	