



Frederick. O Blankenship Post 117  
413 South Main Street  
Butler, PA 16001

## HOUSE COMMITTEE MEETING

Adopted: 14 March 2022

28 December 2023

A Meeting was held on 28 December 2023 to conduct Regularly Scheduled Business

Committee	Dean Noechel, Chairman -P	Bill McCoy, Secretary, P
as indicated:	Dave Orth, P	Bob Scarmack, E
	Gordon Kennedy, P	Joe Hoover, P

Guests:	Amy Doty (Kitchen/Bar Manager)	Mark Schuler
	Dave McLaughlin (Post Commander)	

Dean Noechel called the meeting to order at 1800 hrs., and noted that enough members for a quorum were present.

The minutes from the 16 November 2023 meeting were distributed and reviewed by committee members and accepted in lieu of reading. They are also posted on the Post's website, [www.butlerpost117.org](http://www.butlerpost117.org) on the House Committee page.

### REGULAR BUSINESS:

- The squirrel cage for the kitchen exhaust system will be upgraded from a 20x20 fan to a 30x30 using an adapter on the roof's duct. The original (member approved) amount was \$6,300, but the modified size will cost an additional \$128 for a total of \$6438. It will take a week to obtain all parts and install will begin. After discussion with the vendor (Fire & Ice) and the committee Joe Hoover motioned to pay the additional \$128; second by Gordon Kennedy. Motion carried.
- The walk-in cooler will be repaired immediately following the squirrel cage, also by Fire and Ice; as previously approved (\$9,860) by the membership. (Same motion as the squirrel cage, Hoover/Kennedy and carried.)
- Amy Doty reported that the Employee Christmas party was very well received and that she had only heard favorable comments.
- The New Year's party tickets are still on sale (\$20 each; couples \$35). Amy Doty reported there are 110 people registered with a maximum of 150 tickets available.
- Dean Noechel reminded members that the "Bag Lady Sue" show is scheduled for 6 April 2024. Tickets are available at \$20 each at: [www.baglady.com](http://www.baglady.com) and will also be available at the Canteen. The Post will earn \$10 for each ticket sold.

### NEW BUSINESS:

- Organizational/Structural Change:
  - Effective 1 January 2024, Roleen Bookhamer's status will revert to her original role as "Office Manager." She will be responsible for all administrative functions, e.g., Payroll, Accounting, License updates & renewals, etc. at her current rate of pay. She will no longer have any supervisory functions that were implemented to facilitate the Post's reorganization and never intended as a permanent change. *This change is NOT a demotion*, but Roleen is also preparing for personal life changes. Her work hours will now be 0800 hrs. to noon, Mon-Fri, and her office will

be accessible to members from 0900 to 1200 hrs., Mon-Fri. She continues to report to the House Committee Chair.

- Effective 1 January 2024, Amy Doty assumes full supervisory functions & responsibilities over the Canteen and Kitchen employees, and will report directly to the House Committee Chair.
- There will be an Employee Meeting on 7 January at 1000 hrs to explain the changes and issue updated Employee Manuals.
- The Kitchen dishwashing unit does not function properly and dishes must go through three cycles before they are clean. Dave McLaughlin declared that the issue could well become a health concern and therefore should be considered an emergency repair/replacement issue and preclude approval by the Executive Board. The committee discussed the issue and agreed and Mark Schuler was directed to find a replacement as the current unit is owned by a company called, “EcoLab,” and we are not authorized to repair it. Instead, when the unit is replaced, “EcoLab” will be notified to recover the unit which is NOT currently costing the Post anything. The lease for it (or whatever) predates anyone’s direct knowledge of when it was obtained and under what agreement. Similar dishwashers cost \$3,000 to \$5,000 Dollars.
- The Kitchen stove/oven combination is not functioning correctly. The ovens don’t work or work properly, and the cooktop does not heat evenly. After discussion, the consensus of the committee is that it should be replaced at the same time as the dishwasher. While not a hygiene concern like the dishwasher, it could be a safety concern and certainly is a food quality concern. Mark Schuler was directed to likewise find a replacement unit. The estimated cost is approximately \$3,000 Dollars.
- Dean Noechel presented a proposed bid outline for prospective vendors for janitorial services. The current costs are considered too high to sustain, so advertisements for sealed bids will be solicited.
- Dean also provided a sample of a new sign to replace the sign on the building’s front that has the old American Legion logo. Signs By Rick submitted a facsimile and materials & labor price quote of \$875 Dollars. A motion to purchase was made by Joe Hoover, second by Bill McCoy. Motion carried.
- Dean noted that our current beer supplier is Pittsburgh based company that charges a \$20 Fuel Surcharge. For .80 Cents per case more, and a Fuel Surcharge of \$5, the Post would save money by switching to Evans City Beer. Not only is it closer, and overall, less expensive, but is owned by a member of the Post (Auxiliary). Joe Hoover motioned to change; second by Bill McCoy. After discussion, the motion carried.
- Mark Schuler advised that a new “beer cart” should be obtained to replace the current unit. Motion to purchase by Joe Hoover; second by Gordon Kennedy. Motion carried.
- Mark also advised that when carrying cooking oil to the dumpster waste oil unit, people need to be more careful about spilling any and causing a slip/fall liability hazard. Employees will be so advised.
- Mark also stated that he could use a salt spreader for the parking lots/walkways. He was directed to find a suitable unit and price to present at the next meeting.

**EXECUTIVE SESSION: REDACTED.**

The meeting was adjourned at approximately 1927 hrs.

Respectfully submitted,

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William R. McCoy, Jr.  
Secretary