

Trinity Lutheran Church

Property Committee Report to Council For June 8, 2009

The following report contains information from the May 26, Property Committee meeting, and related activities.

Special Projects:

1915 Market St. demolition— status report, the Borough Police and Fire Department have been given until 27 July to complete their exercises. We are intending to have the asbestos inspection completed by the 28 July so that we can move forward with either the abatement and/or the demolition of the building. We are hopeful to have all completed by the end of September. J.E. Husic Co. will be awarded the demolition contract based on price (\$18,856), being that all other factors were the same. (Only two bids were received) The price of this project is still expected to come in within budget.

Arts and Display Planning Joint Effort – We are working on locating a book that was comprised about 5 years ago that has photos of all the art work owned by the church. If we are unable to locate, we may have to create a new book to catalog all the pieces of art currently on hand within the church.

Minor Repairs – Dan Reed is organizing the effort to begin painting the stairwells throughout the church. Our hope is to have a fresh coat of paint in all the church stairwells by the end of summer.

Exterior Painting of Church and 1959 Property – A contract was awarded to E.C. Mills of Enola to proceed with the work as proposed to paint the church's outside trim and steeple, along with the all the exterior wood trim around 1959 Property. Funds were approved to expenditure from the MIRA account, not to exceed \$65K.

Subcommittee Reports

1. Insurance & Contract Sub-Committee – Selective Insurance will have a Risk Assessment Audit done over the next month. A risk auditor will be coming to the church to review the items identified by the insurance carrier within the new policy to insure that we have either addressed these issues and /or are in the process of addressing. Don Caitlin is taking the lead this effort and we will report on their findings by next council report.
2. Audio Visual and Information Technology (IT) Sub-Committee – Meeting schedule for 1 June was rescheduled for 15 June. However in the meantime a revised cost proposal is being pursued with Moorefield Communications for a number of AV items. Additionally, an anonymous donor is willing to cover the cost for purchasing a CD/DVD duplicator and a 1 TB external hard drive to store audio/video files. This will allow Trinity to move toward completely replacing our tape recording and duplicating equipment with more up-to-date and better quality, technology. The process will not be complete until we can replace the Fellowship Hall sound system tape recorder with a digital recorder, but a large step will be taken with the acquisition of the of the duplicator and the installation of the digital recorder in the nave. (See requested motion below.)
3. Landscaping Sub-Committee – Moving forward in awarding a \$2300 contract to have the parking lot cracks sealed and painted. Funds were programmed in the 2009 property budget. Work to be completed over the next 30 days.

Issues for the Good of the Order:

1. The committee approved a motion to have Trinity join the West Shore Chamber of Commerce in hopes to leverage this membership in joining a pool group to purchase electricity. This membership will help us save on future electric bill costs. Additional concurrent research is being done on this matter.
2. A three person task force (Don Dietz, Les Bishop, and Peter Pennington) will be conducting a review of the Sexton, Senior Sexton, and Finance/Property Administrator (Mainly the Property aspects) job and actual duty description. The results of this evaluation are hoped to be completed over the next 30 days.

Next Property Meeting will be held on 26 May at 7pm.

MOTIONS:

- 1.) Move to approve the purchase a five target bay CD/DVD duplicator, estimated to cost \$697, with funds from an anonymous donor, subject to the approval of the Property's AV/IT Technical Team.

RECOGNITION

Jim String has been an active member of the Property committee for over the past decade. As our Property Inspection Sub-Committee Chair, he has been instrumental in developing a comprehensive punch list of repair items from which we have used over the past two years in establishing our budget and programmed activities. Additionally, his involvement and insight on the church's HVAC system has been helpful in pushing to improve the system's safety, reliability, and efficiency. He continues to take an active interest in the readiness of both the Church property and mechanical systems to insure that Trinity is able to provide comfortable worship and study environment for all who visit and use the facilities. His giving of time and talents are a blessing to the church. Please take the time to thank him when you see him throughout this month.

Respectfully submitted and as a disciple of Christ,

Bill Foos
Chairman of Property Committee

Operational and Maintenance Projects

1. Interior hallway painting / Tiles for Drop Ceiling (In progress of being worked)
2. Outside wood trim repaired, scraped and painted as necessary on Nave, chapel, and 1959 Market St. (Requested Funds of \$65K)
3. 1959 Market St. concrete walk repaired as necessary (Use '09 Budgeted funds)
4. Renovation of bathrooms adjacent to library

2010 Project Replacement roof on nave and chapel areas

Improvement Projects (Eligible for Memorial Gifts)

TBD Vestibule for the Main Entrance to the Gathering Space

TBD Replace lighting Fixtures with energy efficient ballasts and light bulbs

TBD Fire and alarm systems upgrades/Engineering and estimates

TBD Solar Panels for Supplemental Electricity

TBD Expanding the Fellowship Hall to accommodate growing Contemporary Worship Service

\$28,000 (est.) Kitchen countertops and cabinets

\$19,546 Audio Visual Upgrades and additions (Under consideration by AV/IT Sub-Committee)