

Trinity Lutheran Church

Property Committee

Council Report

February 23, 2010

**Subcommittee Reports**

**Church Inspection:** If Jim String is still interested in this, he should continue. Randy will get in touch with him.

**Insurance and Contract:** It was a tremendous loss with Don's passing. The Chair requested the committee to keep Barb, Patty and Beth in their prayers. Donations should be made to the church with Catlin memorial in the memo line. All money will then be distributed to the foundation the family chose.

**Worship Task Force:** Becky Enney attended the meeting to report the progress that has been made. The Task Force has been meeting since November. The second Contemporary Service will begin at 8:30 AM and end at 9:20 AM. This service will be shorter and quieter than the current contemporary service. The plan at this time is to move a platform behind the current platform. The existing platform can be reconfigured. They are looking into the purchase of a security screen which will be placed in front of the band equipment. They want this to be esthetically pleasing, too. It would also provide security in the alcove. With these changes, it will free up the closet where the band currently stores its equipment. It will also help Faith-X put its equipment up and tear it down. Becky noted that Debbie Wilson and Pastor Easton have been very involved with the changes being discussed.

In addition, two plasma screens will be installed on the walls. Becky noted that \$30,000 was set aside for this whole project, but she also stated that she understood that A & P would be using some of this money for pay increases for Debbie Wilson and Pastor Easton. Dan Reed mentioned this money should be strictly used for hard goods. Becky will look into this further for clarification. Dan and Becky will prepare a scope/statement of work for the screens and pleasing curtain. Paul recommended Becky talk to other churches in Camp Hill to see what they do for security. Do other churches use draperies/screens, or do they have locked closets to store the equipment?

**IT/AV:** Bill Foos sent his report to the Chair. Becky Enney talked about the timeline for the AV needs. She would hope to have the statement of work written by the March Property Committee meeting and hope to have bids back by the April Property Committee meeting. Becky mentioned everything should be in place by August. Trial run services will be scheduled to take place in July and August.

Bill Foos requested permission to purchase the following items:

1. Shot-gun microphone
2. Digital recorder for Fellowship Hall
3. Quantity of 4 over the ear microphones (2 for Nave and 2 for Fellowship Hall)

These three things have already been budgeted for 2010.

The Property Committee approved this request.

**Kitchen:** The Chair requested names of people who could be appointed to this position. The biggest concern for this subcommittee is replacing the island. At the last council meeting it was made known that \$8,000 was budgeted for this. This is an open budget item. Bill stated there is a difference between a need and a want for this. He has checked with Penn United Restaurant. An all stainless steel unit would be \$4,500. It would be 8 feet by 4 feet with shelves and no cabinets beneath. A stainless steel unit with doors would be a custom piece and cost \$9,000-10,000. Paul stated the quote that was originally gotten 18 months ago was \$6,700 from SMS Equipment in Carlisle. This was a wooden island with a stainless steel top with doors. Randy and Bill will go to Requip, who has used kitchen equipment, to look at the equipment and see what they have to offer.

**Landscaping:** Peter stated that we are good on equipment. One of the large snow blowers is broken, though.

**Transportation:** The Chair helped write the statement of work and will help Peter on this. According to Peter, this is long overdue. This isn't a done deal, and it's a complicated subject. Peter has done a lot of research on the subject. Peter will report to council: A. Does the need for this exist? B. Where will the money be coming from? Recommendation of Council's est. cost was \$24,000 which isn't in the budget.

**Columbarium:** Mary will check with Jeanie as to where things stand. According to Paul, Nancy did send Jeanie and Sid the information they requested.

### **Special Projects and Programs Reports:**

**Chapel Storm Windows:** Dan has everything he's been waiting for to install these. He reported these are single pane storm windows. He is waiting for a reasonable day in terms of weather to install them.

**Arts Committee:** Mary will get Hauck Restoration's information from Craig Erdman and contact them about the statues outside. Peter would like to assist with this, particularly the David statue. He would like to redo the landscaping around it in the spring. Since this topic has been discussed in previous Arts Committee meetings, Mary is very grateful for Peter's initiative to do this.

**Minor Repairs:** Dan will be active again come March. The Chair mentioned ceiling tiles have been coming down.

**Electrical:** John Artevich has some minor projects. All emergency lights are working. An additional one will be placed in the basement.

**Plumbing:** The problem in the downstairs bathrooms was mentioned. Paul mentioned the waterless urinals might be the way to go. Randy had information regarding waterless urinals. The quote Cropf Bros. gave to Paul was \$350 installed and up to \$600 a urinal.

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### **Financial and Property Administrator's Report:**

The Ground Expenses of \$3,629.07 is for snow removal.

Maintenance and repair-facility: \$1,000 went to Herre Bros.

Electrical rate issues were discussed. The West Shore Chamber of Commerce informed Paul, because of our rate structure, we are a GS3. It would be more for us to be in a pool. Our rate was twice what it was in December. We are holding down the kilowatts. Paul will research this further and recommend who we should go with. It was recommended Paul should discuss this with John Artevich.

### **Past and Ongoing Issues:**

**New HVAC Maintenance Schedule:** Randy presented a HVAC service/maintenance contract proposal.

Currently Intercon takes care of the controls and related systems. The contract we have with them expires May 31, 2010. We are paid to this date, and the annual cost totaled \$2600.

Herre Bros. takes care of mechanical equipment and systems but no controls. We pay them quarterly. Our contract with them expires September 2010.

The total cost for both Intercon and Herre Bros. combined is \$8,597.00 and includes the 1959 Market Street property.

Randy's new proposal is to deal with CS&E solely. This company is very capable and has 37 years of experience and over 700 contracts like this. A detailed proposal was distributed to the committee. All controls and all mechanical equipment and systems would be a total annual cost of \$8,162.00, and this would include the 1959 Market Street property. They provided a very comprehensive schedule of work. The company will be proactive to suggest better and more economical operations. Randy mentioned and Paul agreed it would be easier to manage the systems with one contractor than two. It was also stated that work is guaranteed to reduce operating costs.

The current companies and their rates are as follows:

1. Intercon: Hourly: \$95.00 regular; \$142.50 nights/Saturday; \$190.00 Sundays/holidays.
2. Herre Bros.: Hourly: \$77.00 regular; \$115.00 nights/Saturday; \$154.00 Sundays/holidays.

New:

CS&E hourly: \$83.75 regular; \$125.00 nights/Saturday; \$167.00 Sunday/holidays.

Randy mentioned you won't get a big savings as hard as you try.

Overall, this is a big undertaking.

Two ways to deal with this:

1. CS&E ease into this by taking control part and become familiar with our systems while Herre Bros. still takes care of the mechanical equipment and systems.
2. CS&E take this over all at one time when the contract for Herre Bros. expires in September.

The Chair stated he liked option 1 and have CS&E phased in. Jim String volunteered his time to meet with CS&E and help them get acclimated to our systems.

Paul mentioned a decision needs to be made as to what we are going to do by the March meeting. Randy will inform CS&E that our final decision will be made in March, and we are definitely interested.

**Master Maintenance Schedule:** Randy would like to set up a demo with a company he had chosen. He will get in touch with Paul about a good time to meet. The Chair requested to be included in this as well.

**Church Art Catalog Project:** Mary informed the committee that Cathy Nye, former Arts Chair, mailed the catalog to her from TX, where she currently resides. Paul mentioned he has new appraisals for some of the artwork. Mary will get in touch with him to get copies of the appraisals.

**Nave Roof Replacement:** During the discussion, it was recommended that heat tape be added to the downspouts.

**Property and Facility Master Plan Task Force:** The Chair will be the representative from this committee.

**Vestibule doors:** This will be part of the master plan. It's been held over until next year. Planning includes four doors for inside to match four doors on the outside.

**Chimney repair and roof repair:** Dan is working on this topic, and is looking for a Mom and Pop type of company for the chimney repair.

**Carpet Replacement:** The Chair is looking into this with Christopher Couch. Carpet will be replaced in the office and classrooms. Teachers are being asked for their input. We will advertise for bids once all the research/data has been collected. An estimate was received from Essis and Sons for \$14,000.

**New Business:**

Don Catlin memorial: Peter mentioned an email was sent around stating something would be done internally for Don's memory.

**Issues for the Good of the Order:**

Mary updated the roster. The Chair requested this to be sent electronically. She will also mail one to John Artevich.

Peter mentioned the job Paul and the sextons have done with the removal of the snow has been great. Peter moved for the Secretary to write a statement for the Trinity Today and Trinity Parish recognizing their efforts. Randy seconded and the motion carried.

The next meeting will be held on Tuesday March 23, 2010.

Respectfully submitted,

Mary E. Haar

Committee Secretary