

Trinity Lutheran Church
Property Committee
Council Report
March 23, 2010

The Chair extended a warm welcome and acknowledged new member, Richard Jacobs. He is a retired Contracting Specialist for the Department of General Services for the Commonwealth of PA, and he will be Chair of the Contract subcommittee.

Finance Committee Report: Mary Haar will be the liaison from Property for the Finance Committee.

A&P Report: Dan Reed will be the liaison from Property for the A&P Committee.

Subcommittee Reports

Church Inspection: The Chair requested the annual inspection be done in the next 60 days. Paul will get in touch with Jim String regarding this. Bill Tauriello has requested to be present for this inspection for his own learning.

Kitchen: This committee is still continuing to evaluate pricing and equipment options for this project. We have consulted with three restaurant supply houses.

Landscaping: Peter mentioned that repairs need to be made to two lawnmowers. He stated it would be more cost efficient to buy new ones. He got information from Sears, Home Depot, Lowe's and Kerry's. Kerry's already does all the work on our snow blowers and lawnmowers. Kerry's would still continue the same service if we decide to purchase the lawnmowers from them. Sears, Home Depot, and Lowe's, we would have to transport the mowers to their service stations. Kerry's would pick them up. Peter would like to go over this with the lawn subcommittee. Dan Reed moved to purchase two lawnmowers not to exceed \$900 total, and empower the lawn subcommittee to choose them. Bill Foos seconded and the motion carried.

The snow blowers will be serviced in the fall.

The trees haven't been trimmed on Market St. This would be part of the Grounds Expense. The Chair recommended Goods for the bag worms and fungi. He said two more estimates should be gotten for the tree trimming. He recommended Lanks for an additional bid.

The playschool has requested new mulch to be put on the playground. The last time we got mulch for the playground was in 2006, and it was purchased from Envionproducts in Dillsburg. Paul has talked to them. Another company which was recommended was Diller's on Wertzville Rd. They have very reasonable prices. Randy Moore mentioned rubber mulch. There would be more cost upfront with this, but it would last longer. The Chair requested costs of rubber vs. traditional mulch. Paul will ask about these options, work on some things, and bring this back to the committee next month. A discussion followed.

IT/AV: This subcommittee met on March 22 and discussed the statement of work for the signage system and modifications to Fellowship Hall. They finalized the statement of work and finalized a timeline for procurement.

There will be a presolicitation meeting the week of April 12 to answer any questions bidders

might have. Mike Schwalm, Dan Henderson, Jeff Weaver, Kevin Brady and Mike Tighe will attend. Bill Foos also requested Dan Reed to attend, because of his expertise. April 30 they are hoping to get the proposals back. They will then meet with the Worship Committee, because the Worship Committee has funding for this, too. Bill Foos will then come to the Property Committee in May with whom should be rewarded the job.

Modifications are going to be made to the computer room. Ken Allen will lead this effort.

Transportation: Peter stated he has called other churches throughout the area. There are four areas in which we would use this ministry: 1. Youth Group 2. Faith-X 3. Shut ins 4. Community Events we'd participate in. He needs to do more research regarding purchasing versus leasing options and financing. He will put a note in the Sunday bulletin requesting assistance with research/data, and he would like to get a committee formed.

Columbarium: Mary stated she needs to get in touch with Jeanie Bentzel and Paul Hensel to see what exactly is needed/wanted. Jeanie and Mary will look to see how other churches have expanded their columbariums, and they will look into costs. Brian Musselman said he would be available to answer questions.

Special Projects and Programs Reports:

Chapel Storm Windows: Dan Reed reported this is 99% done.

Draft of SOW for Fellowship Hall Security Curtain: Dan distributed this. The location for the security screen is up for negotiation. Dan is still looking for sources for bids. Hershock's is high on the bidder list. The Chair recommended Hershey Door, and he reinforced the need to get multiple bids.

Arts Committee: Mary will get in touch with Craig Erdman to get Hauck Restoration's phone number and contact them about the statues.

Mary got the new appraisals from Paul.

There is a concern about the photos of former pastors which are displayed in the gallery outside the office. Mary will get in touch with Tom Drye, because he has some ideas and see what can be done. Bill Foos requested the Arts Committee talk about this. Arts should recommend to Property what needs to be done. The Chair recommended to call Don Walker of Walker's Art and Framing for more information.

Minor Repairs: Dan mentioned he did work on the sexton's room. He also repaired the Gathering Space door. High on his priority list is the installation of the balcony railing.

Electrical: John Artevich reported he's been doing minor repairs.

Plumbing: Paul reported the plumbers replaced the flush valves in the women's bathroom in the basement. A discussion followed regarding the men's bathroom downstairs; the topic being waterless urinals.

Financial and Property Administrator's Report:

There was a \$1723 tax refund for the 1915 Market St. property. We are over budget.

We currently are significantly over budget for maintenance, repairs and grounds, but this should

slack off.

Past and Ongoing Issues:

HVAC: Peter moved for us to go with CS&E. Randy seconded and the motion carried. The change will come over the summer. Intercon will need to be informed we will not be using their services after their contract is finished.

Randy has tentative dates to meet the representative from the software company. The Chair, Paul and Randy will be in attendance at that meeting.

Vestibule doors: This will be part of the master plan.

Chimney repair and roof repair: Dan distributed names of potential bidders for both projects. For the nave roof, Dan mentioned Houck Speciality Contractors, Nicholas Evanoff Co, or Abel and Son would all do a tremendous job, and would all be very capable. Dan did mention that Houck Speciality Contractors replaced the flat roof, and they also have chimney repair capabilities.

Carpet Replacement: The Chair is working on this with Christopher Couch. The committee requested sources for bids for the office painting. It was noted Mills painted the Senior Pastor's office and did some outside painting. Mills did a nice job on all of these.

Don Catlin Memorial: Bill Foos mentioned Barb Catlin requested the money the Property Committee donated to the church be used for the music program. Bill Foos would like to see this used for a capital improvement. A conductor's podium was a suggestion. Bill Foos will talk to Tim Koch.

New Business:The security system was discussed. The evening receptionist mentioned with the old security system, there was a function informing him of what door was opened. Paul mentioned that Zeplin doesn't do this, but he will call them.

Lutheran Men in Mission would like permission to install cork strips in the restrooms. LMM would pay for this. The Chair will look into this. Dan Reed mentioned he can be contacted about this.

Issues for the Good of the Order:

Mary will update the roster with John Artevich and Margaret Parker's information. It will then be sent electronically to the members of this committee.

Paul requested new shirts for the sextons. Bill Foos and Paul will talk with Mike Schenk about this.

The next meeting will be held on Tuesday April 27, 2010.

Respectfully submitted,

Mary E. Haar

Committee Secretary