

Trinity Lutheran Church
Property Committee minutes

June 19, 2018

Dave Rupnik called the meeting to order at 7:00 PM. Others present were: Mary Haar, Pastor Brock, Randy Moore, Bruce Bigelow, Erich Sprowls, and Phil Groff. Charlie Suhr, Dan Reed, and Joe Hunter were excused for the evening.

Review of minutes: The May 29 minutes were amended as follows:

Under Council Report: "The cameras and cables were ordered, and they will be installed in the next couple of weeks." Should be: "The cameras and cables were ordered, and they will be installed in August."

Bruce Bigelow noted the date for spring clean-up will be April 13, 2019.

Under Bike rack: "Dave Rupnik will review this further for consideration for where it should be placed on the parking lot." Should be: "Dave Rupnik will review this further for consideration with Paul Askey for where it should be placed on the parking lot."

The minutes were approved as amended.

Council Report: Charlie Suhr, Chair, noted on the agenda for this evening that up to \$20,000 in MIRA funds were approved for kitchen stove/oven replacement. This was presented to Council as a safety concern.

Max Hahn, Eagle Scout Project: Max Hahn provided this committee an update about his Eagle Scout project proposal. Ken Fronk, Leader for Troop 190, attended. Max would like to restore the picnic tables and create a tan bark region beneath the tables. Max provided us the information we requested last time. He verified the measurements of the boards he will be using, more description was provided about the border, and more information was provided about option of stains and sealants for the wood materials. For the additional part that we requested to be addressed, Max will be adding a path from the sidewalk to the picnic bench using pavers. The picnic table will also be made handicapped accessible. A discussion followed. Max is planning for the project to be done August 18-19. Randy Moore moved that the committee approve this project contingent upon our acceptance of written and pictorial descriptions of the project that will comprise the final bid. This will need to be emailed to Charlie Suhr for distribution to the committee. Bruce Bigelow seconded, and the motion carried.

Subcommittee Reports:

Landscaping: Bruce Bigelow requested to be contacted if anyone has concerns about the landscaping of the parking lot. He is compiling a committee.

Kitchen: Randy Moore provided information about the stoves he has been researching for the kitchen. We requested that Randy provides a pro/con assessment between the two options review the options with Joe Hunter.

Special Projects and Programs Reports:

Property & Building Security: The Security Task Force met on June 6. Dave Rupnik provided us the minutes of the meeting. Dave mentioned that the Pastors be looking at announcing where the emergency exits of the church are located periodically. The Security Task Force wants to research how much it would cost to lockdown the education wing. The task force still recommends a building wide intercom system be installed. These items will be investigated.

Dave Rupnik distributed information about the door access system. Door open hours and door access considerations were addressed. This committee requested Erich Sprowls take this to the staff meeting next Tuesday and have them address it.

Parking Lot Repairs: Dave Rupnik provided an update about the parking lot. The electrical work was a concern, and \$2,200 in additional costs were incurred to address that. The first payment is due for the parking lot. The total was \$60,800. The date for completion has been moved to July 4. It was decided by this committee for the existing handicap parking lot holders to be repainted instead of purchasing new ones.

Report – Property Administrator:

Erich Sprowls reported we are doing OK regarding the budget.

Erich Sprowls is researching prices for chairs with arms for Fellowship Hall. We requested three quotes. In all only 4-6 chairs will be purchased.

Erich Sprowls provided a detailed calendar/time for tasks the sextons do. A discussion followed.

New Business:

Bike rack: Camp Hill Borough is offering free bike racks to businesses. Dave Rupnik informed us that we will be getting two of them. We need to purchase the second one. Dave will speak with Paul Askey, Maggie Ackerman, and Kathy Holmes for further information about where to have these installed.

Chapel Windows: Pastor Brock spoke to Harry Prowell about his idea for windows for the chapel. We thanked him for following through.

With no further business to be discussed, the meeting adjourned at 8:30 PM following the Lord's Prayer.

The next meeting will be held on Tuesday, July 24.

Respectfully submitted,

Mary E. Haar,

Committee Secretary

Trinity Lutheran Church
Property Committee minutes

July 31, 2018

Charlie Suhr, Chair, called the meeting to order at 7:00 PM. Others present were: Mary Haar, Pastor Brock, Randy Moore, Dan Reed, Joe Hunter, and Dave Rupnik. Bruce Bigelow, Erich Sprowls, and Phil Groff were excused for the evening.

Review of minutes: The June 19 minutes were approved as submitted.

Subcommittee Reports:

Kitchen: Joe Hunter mentioned the metal cart in the kitchen needs to be replaced. He requested permission to purchase a new cart for 500 lb. capacity from Amazon. This was approved.

The food processor needs to be replaced. Joe Hunter moved for a Waring Food Processor to be purchased at a cost not to exceed \$600.00. Pastor Brock seconded, and the motion carried.

Randy Moore provided information about the stoves he has been researching for the kitchen. A discussion followed, and it was requested Randy provide this committee additional information about the options. It was mentioned that Congregation Council approved for up to \$20,000.00 to be spent from MIRA.

Landscaping: Dave Rupnik reported that Bruce Bigelow has five people who will serve on the landscaping team for the parking lot.

Special Projects and Programs Reports:

Arts Committee: Mary Haar brought to the committee's attention the concern of flooding that occurred a couple of weeks ago in the choir room. A discussion followed. In the end it was decided the sextons need to clean the drains in the window wells on a quarterly basis. Dan Reed mentioned that he checked the stage down in choir room as well as the floors in the music library. Everything is fine.

Minor Repairs: Dave Rupnik stated that the flag poles will be reinstalled with LED lights on top of them.

Property & Building Security: Dave Rupnik reported that panic buttons were installed in Fellowship Hall and in the nave. Glass breakers were installed, too. Seven additional cameras were purchased for the surveillance system. This brings the count to 16 cameras, which is the maximum allowed.

Parking Lot Repairs: Dave Rupnik provided an update about the parking lot. Motorcycle parking has been included. He has talked to Maggie Ackerman, Kathy Holmes, and Paul Askey about the installation of the bike racks. The estimated date of the parking lot completion is August 23.

Report – Property Administrator:

We are doing OK regarding the budget.

Erich Sprowls provided information for three options for chairs with arms for Fellowship Hall. A discussion was held, and it was decided that Pastor Brock would report our concerns to the Worship Team. More than four or six chairs would need to be purchased, and the “monitoring” of the chairs raised a concern as well.

Business:

With no further business to be discussed, the meeting adjourned at 8:30 PM following the Lord’s Prayer.

The next meeting will be held on Tuesday, September 25.

Respectfully submitted,

Mary E. Haar,

Committee Secretary