

Trinity Lutheran Church
Property Committee minutes

October 30, 2018

Charlie Suhr, Chair, called the meeting to order at 7:00 PM. Others present were: Mary Haar, Randy Moore, Dan Reed, Steve Kauffman, Bruce Bigelow, and Dave Rupnik. Erich Sprowls was excused for the evening.

Review of minutes: The September 25 minutes were approved as submitted.

Subcommittee Reports:

Kitchen:

Randy Moore provided information about the stoves he has been researching for the kitchen. Earlier this year, Congregation Council approved for up to \$20,000.00 to be spent from MIRA. Randy ordered two American Range M/N:ARGF-8(fully electronic) 48"long X 8 burners/2 ovens through Kitchenall on September 29, and since we paid in advance the cost was reduced to \$16,154.70. Delivery will be done in four to eight weeks. Handling and installation will be done by Thermotech. [NOTE: POST MEETING, STOVES ARE BEING SHIPPED TO BE DELIVERED AROUND 11/17/18].

Steve Kauffman provided further information for a mobile coffee station that can be purchased through the Restaurant Store. He has requested \$3,000 to be added to next year's budget for this.

Landscaping: Bruce Bigelow reported fall cleanup will be Saturday, November 2. Six to seven people have signed up to help with the landscaping crew. They will plan to clean out the grasses around the playground and chillers. No update was provided about what will be cleaned or done in the inside of the building. This is to be an all property clean up.

Bruce Bigelow has seven to eight members on the parking lot landscaping team. He has met with Seth Mauer who is a landscape designer and is getting plans made for both fall and spring. Bruce has requested cost information, but he hasn't received any information at this time. Bruce mentioned he has the memorial money that was designated to the parking lot, and he has requested \$6,000 to be added to the budget for next year for additional funds.

Max Hahn hasn't begun his Eagle Scout Project in the picnic area.

Special Projects and Programs Reports:

Arts Committee: It was stated the downspout has been cleared that was causing the flooding concern in the basement.

Minor Repairs: Dave Rupnik installed additional shelving in room 15.

The banners in the parking lot have been corrected.

The sliding doors into Fellowship Hall from the Gathering Space have been adjusted.

Panic buttons were installed in Fellowship Hall and in the chancel area of the nave. Dave Rupnik provided further information about both.

Property & Building Security: Dave Rupnik reported the replacement cable has been installed, and all sixteen security cameras are up and running.

Parking Lot Repairs: Dave Rupnik reported a retaining curb needs to be done on Chestnut Street. Additional money will need to be budgeted in five years for the parking lot to be relined. This committee would like to thank Hempt Bros. for their professionalism and keeping costs low. We are expecting the final bill to be around \$389,000.

Report – Property Administrator:

We are doing well for budget.

Old Business:

Brett Warren sent this committee an email with two quotes for the doors to the basement, the columbarium, and the Chestnut Street entrance. A vote was taken via email, and Studio 4 has been chosen. The cost will be \$34,000. Studio 4 requests funding as follows: 50% down and 25% when the doors come in. Since there aren't sufficient funds in MIRA to pay for this, the Chair will take this to the Finance Committee next week when they meet. [NOTE POST MEETING: FINANCE COMMITTEE APPROVED FUNDS AT 11/5/18 MEETING, CONTRACT WAS EXECUTED & DOORS ORDERED ON 11/7/18]

Budget for 2019: The Chair compiled a list of major projects and purchases that need to be included in the budget request for 2019. Bruce Bigelow requested battery operated hedge clippers be added for a cost of \$400. The \$1,000 that was budgeted this year for tree trimming will be carried to 2019. Steve Kauffman requested \$3,000 for the coffee station for the Gathering Space and \$500 for a new microwave for the kitchen. Dan Reed requested \$5,000 for the porch roof for 1959 Market Street. Electrical update in the nave should be \$25,000. Dan Reed mentioned the hallways in the education wings both upstairs and downstairs need to be painted, and he has requested \$750. New power tools and drills will need to be purchased next year, and \$400 was requested.

New Business:

Painting Nave Windows: Dan Reed received a quote from EE Mills for painting the outside windows of the nave along Chestnut Street. An email vote was taken and this was approved. The cost for painting the five exterior windows will be \$5,320. Work will begin on November 1. Bruce Bigelow asked that the new tree along Chestnut Street be protected.

Jane Hess estate: The Chair provided an update about Jane Hess' estate. He has been given a set of keys to the condominium, and he has requested Dave Rupnik and Dan Reed to go and see if anything needs to be addressed.

Pew Candles for Christmas: The candlesticks will be installed on the pews on Friday, December 21 at 8:00 AM. They will be taken down the following week.

Storm Water utility: Dave Rupnik will be the representative for Trinity for the Camp Hill Boro Committee. A discussion followed.

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, November 27.

Respectfully submitted,

Mary E. Haar,

Committee Secretary