

Trinity Lutheran Church  
Property Committee minutes

February 5, 2019

Jon Andrews, Chair, called the meeting to order at 7:00 PM. Others present were: Mary Haar, Dan Reed, Pastor Brock, Joe Hunter, Erich Sprowls, Dave Rupnik, Bruce Bigelow, Phil Groff, Steve Kauffman, and Randy Moore.

**Review of minutes:** Dave Rupnik moved for the November 27, 2018 minutes be approved as submitted. Randy Moore seconded, and the motion carried. The Chair abstained.

**Subcommittee Reports:**

**Kitchen:** Joe Hunter asked Randy Moore to look at the third burner on the new stove that was installed. Overall, Joe is very happy with the stoves. Randy Moore has the old stoves at his business and is hoping to sell them on Craigslist. He hopes to list the bigger stove for \$1,500 and the smaller stove for \$800.

**Beverage Station:** In the MIRA requests there is \$3,000 for the Beverage Station Cart. Steve Kauffman distributed information about a Lakeside 675 Stainless Steel Drop-Leaf Beverage Station Cart with 3 shelves and walnut finish 44 ¼"X24"X38 ¼". *Dan Reed moved to approve the purchase. Dave Rupnik seconded, and the motion carried.*

**Landscaping:** Bruce Bigelow requested Dan Reed to contact the company who painted the nave windows in the fall. The traffic cones are still missing.

Spring Cleanup will take place on April 13 at 9:00 AM. The rain date will be April 20. Tan bark won't need to be spread this year.

Bruce Bigelow will be purchasing a cordless hedge trimmer.

The tree trimming that will be done this spring is along Market Street.

There is a plan for the parking lot islands, and it just needs to be implemented. The funding for this is fully covered.

**Special Projects and Programs Reports:**

**Arts Team:** Mary Haar informed the committee that the Arts Team met in December. The Team is requesting that any rooms that would like to be painted that have murals please contact the Arts Team for their insight and expertise.

Mary Haar has been requested to contact Patty Marshall about the art work in the library and in Erich Sprowls office. Should this be stored?

**Minor Repairs:** Dave Rupnik reported the banners in the nave were raised about 10".

Dave Rupnik installed the non-seasonal banners on the light posts in the parking lot.

Dave Rupnik and Dan Reed removed the front pews for the Harrisburg Youth Symphony concert that was held on Monday, February 4. These have been stored.

Dave Rupnik did some renovations in Pastor Liz's office.

Dave Rupnik hung a bulletin board in the education wing for Danelle Andrews.

Dave Rupnik hung the framed flag in the Gathering Space that was presented to the congregation from Dave Maser's son.

**Property and Building Security:** The new doors for the columbarium will be installed tomorrow. The installation of the new doors for Chestnut Street and the basement will be done next week.

Panic buttons were installed in Fellowship Hall and in the chancel area of the nave. Pastor Brock has spoken with the sound techs for the Contemporary Services. He hasn't spoken with the acolytes and assisting ministers for the traditional services. Pastor Brock will speak with them.

**Electrical:** Randy Moore mentioned the two emergency lights in the narthex don't work. Erich Sprowls informed the committee the emergency lighting is scheduled to be checked before Easter.

**Plumbing:** Dan Reed fixed the sink in room 222.

**HVAC:** A discussion was held about the maintenance of the control system, specifically the items CS&E takes care of and what Automated Logic takes care of.

#### **Report – Property Administrator:**

We are in a good position for the first month of the year.

Erich Sprowls reported that an insurance audit needs to be completed. This is a request from the CPA firm. The Chair will discuss this further with Paul Hensel.

Shearer Security was contacted on Christmas Eve, since the security system was going off. This has been reset.

A discussion was held about the AED machine we have. The pads need to be replaced every five years, and new pads have been ordered. Bob Foster has been asked to look into researching the purchase of an additional machine. Another concern that needs to be addressed is how many AED machines should be in the building.

Erich Sprowls mentioned the refrigerator in the office needs to be replaced. *Dan Reed moved for a new refrigerator to be purchased at a price not to exceed \$400. This will come from the equipment budget. Joe Hunter seconded, and the motion carried.*

**Old Business:**

**Jane Hess estate:** The Chair provided an update about Jane Hess' estate. There have been a few interested people shown through. There is a concern about the continuing costs that we are incurring for this property. There is still money through her life insurance policy that was bequeathed to the church to pay for these costs.

**Columbarium:** Mary Haar has contacted Eickhof Columbaria, Inc. about another unit. The estimated time for receiving the quote is mid-February.

**New Business:**

**Library:** Dave Rupnik reported that a meeting was held for the library to be made into a faith based library and to also accommodate the nursery for Sunday mornings. The library ladies were part of the discussions. New furniture would be purchased as well as a secure door. The cost for the project is estimated to be \$10,000.

**Energy Suppliers:** Bruce Bigelow mentioned that the energy suppliers we have will need to be renewed this year.

**Storm Water Utility:** Dave Rupnik represents Trinity for the Storm Water Utility that is being examined for Camp Hill Boro. The church could look to have an additional expense of \$4,200 per year. If there are credits, we can take advantage of them.

**Receptionist Desk:** Dave Rupnik and Steve Kauffman are looking into moving the receptionist desk in the Gathering Space. A discussion followed.

**Meeting Time:** This Committee will continue to meet the last Tuesday of the month at 7:00 PM.

**Always Being Made New Basket Raffle:** The Property Committee will create a Fixer Upper Basket for the fundraiser that is being held on Sunday, May 5. A discussion followed.

With no further business to be discussed, the meeting adjourned at 8:40 PM following the Lord's Prayer.

The next meeting will be held on Tuesday, February 26, 2019.

Respectfully submitted,

Mary E. Haar,

Committee Secretary