

Trinity Lutheran Church
Property Committee minutes

February 26, 2019

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

Review of minutes: Dave Rupnik moved for the February 5, 2019 minutes be approved as submitted. Randy Moore seconded, and the motion carried.

Subcommittee Reports:

Kitchen: no report.

Beverage Station: Since there is no money in MIRA, the Chair stated Keith Huntzinger, Finance Chair, suggested a request be submitted to the Finance Committee for \$3,000 for the Beverage Station Cart.

Landscaping: Bruce Bigelow purchased the cordless hedge trimmer, and it came in under budget.

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.

The parking lot landscaping is on Seth Maurer's schedule. He is hoping to have this completed by the end of April. The completion is contingent upon when he will get the planting delivery.

Special Projects and Programs Reports:

Arts Team: Mary Haar informed the committee that the Arts Team will meet in March to look at the art work in the library, the closet in the basement, and the archives. At that time it will be decided what should be kept.

Minor Repairs: Dave Rupnik reported more hooks were installed in the Gathering Space per Kelly Falck's request.

The light in the basement for the elevator button has been replaced.

Property and Building Security: The new doors for the columbarium, Chestnut Street entrance and the basement were installed. The brass hardware needs to be installed. When that is complete, all of these doors will use the same key. The Chestnut Street door alarm needed to be redone following the installation.

Receptionist Desk: Dave Rupnik and Steve Kauffman presented the committee with pictures revealing the plan of moving the receptionist desk in the Gathering Space. A discussion followed. *Dave Rupnik*

moved for no more than \$1,600 to be used from the Property budget for this project. Noted expenses include, phone, electric, and alarm system. Dan Reed seconded, and the motion carried.

Electrical: no report.

Plumbing: no report.

HVAC: Issues with the education wing were addressed this previous month. A discussion continued about the maintenance of the control system, specifically the items CS&E takes care of and what Automated Logic takes care of. The relationship between the two companies was broached, too.

Report – Property Administrator:

Expenses were high in January. HVAC repairs were done on the boilers. A flow pump went bad. Ground expenses were high due to the inclement weather, and Hempt Bros. treating the parking lots.

A decision was made that any expense greater than \$1,000 needs to be further scrutinized. It was requested for Erich Sprowls to please contact members of this committee for further guidance.

Old Business:

Storm Water Utility: Dave Rupnik provided an update. The church will incur \$4,240 per year of additional expense. The utility will be implemented this summer. If there are credits, we can take advantage of them.

AED machine: Dan Reed provided information about his meeting with Bob Foster. The entire facility was toured by Cardiac Sciences, the company we purchased our current AED system. Cardiac Sciences recommends we get four additional machines due to the size of our building. Recommended areas include the balcony, basement, and the top and bottom floors of the education wing. The cost for four additional machines would be \$6,100. Dan received another quote. Bruce Bigelow recommended Dan go to the Camp Hill Fire Department and ask who they purchase their equipment from in order to supply us with a third quote.

Jane Hess estate: The Chair provided an update about Jane Hess' estate. There have been a few showings, but the feedback has been consistently negative. With growing concerns of accruing expenses, esp. HOA fees, a discussion followed. *Dan Reed moved for the price to be lowered from \$169,900 to \$164,900 which is what the realtor recommended. Dave Rupnik seconded, and the motion carried.*

Columbarium: Mary Haar has contacted Eickhof Columbaria, Inc. about another unit. Anders Macy sent a quote with two options. The first option is for the bronze front like we already have. The second option is for granite fronts. The committee has requested a sample of the granite be sent to us. Also, a photo of a completed columbarium unit done in the granite has been requested as well. Steve Kauffman mentioned the price for the niches will need to increase. A discussion followed.

Library: This project has been put on hold due to lack of funding. Charlie Suhr's Building Committee will be made aware of the request for the library to be considered as part of the building project.

Eagle Scout project: Max Hahn contacted the Chair via email about beginning his project in May. The last time he attended a Property Committee meeting was in September. Dave Rupnik requested the final drawings be submitted for this committee's approval.

Energy Suppliers: Bruce Bigelow mentioned that the energy suppliers we have will need to be renewed this year. He spoke with a representative from Shipley Energy. Two contracts will need to be looked at. The contract for gas will need to be renewed at the end of June. The electric contract will need to be renewed in October. The representative will get quotes for electric for two years. Gas quotes will be requested at a later time.

Always Being Made New Basket Raffle: Dan Reed made a tool box for the Property Committee's Fixer Upper Basket that will be our contribution for the fundraiser that is being held on Sunday, May 5. The Chair will create an email list noting what items members will be contributing towards the tool box. It was suggested filling the tool box half with gardening supplies, and the other half to have tools. Dave Rupnik will donate a tape measure and a screw driver. The box will be in Steve Kauffman's office.

New Business:

MIRA List: Dan Reed updated the MIRA list. A discussion followed. He requested the committee members to look at the list for a discussion next month.

With no further business to be discussed, the meeting adjourned at 8:15 PM following the Lord's Prayer.

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

Respectfully submitted,

Mary E. Haar,

Committee Secretary