

Trinity Lutheran Church
Property Committee minutes

March 26, 2019

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

Review of minutes: Dan Reed moved for the February 26, 2019 minutes be approved as submitted. Joe Hunter seconded, and the motion carried.

Subcommittee Reports:

Kitchen: Joe Hunter reported there is a growing concern of groups using the kitchen and not cleaning it properly. The Chair mentioned he will speak with Peter Fox about the Youth Group.

The new stove still needs to be fixed. One of the burners isn't working, and two knobs need to be replaced.

Beverage Station: The beverage cart has been ordered and is on its way. A generous donation was given anonymously to cover the cost of the cart.

Landscaping: 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.

Special Projects and Programs Reports:

Arts Team: Mary Haar informed the committee she met with Patty Marshall and Marcie Brown and looked at the art work in the library. Some artwork specifically of the church was hung in the office. Other works were donated to the silent auction being held on May 5. The pieces that need to remain were photographed and sent to the Chair and Dave Rupnik. The artwork in the closet in the basement still needs to be addressed. Mary Haar will plan to meet with Patty Marshall and Marcie Brown in April to review these items.

Minor Repairs: Dave Rupnik submitted a report. Pictures were hung in the office area and Steve Kauffman's office. A table was constructed for transition between Steve Kauffman's desk and side table. The light over the piano in the chapel overheats and cuts out. This will be addressed in April. Small spot light over the podium in the nave needs looked at, and this will be addressed in April. Easter banners will be hung on Monday, April 7. Russ or Erich will need to help with this.

Erich Sprowls mentioned the portico roof gutters have been cleaned.

Parking Lot: There were three issues with being able to close the PennDot HOP which was going to expire March 13. Dave Rupnik contacted Todd at Hempt Bros, and these were addressed in time so an extension was not needed. The HOP and the parking lot project are closed.

Exterior Doors: Dave Rupnik reported the brass hardware and exterior painting has now been completed. The only open issue is that the basement door does not drop the keeper pin when closed. Meg at Studio 4 has been contacted about this. Until this is fixed, the door needs to be manually shut and tested to make sure it is secure. Dave Rupnik is waiting for the final invoice so this can be closed.

Receptionist Desk: Dave Rupnik reported the desk and the wiring are planned to be moved on Friday, April 5. Joe Hunter, Dan Reed, and Phil Groff will assist.

Electrical: Randy Moore is getting quotes for updating the sanctuary dimmers and replace the 1950 electrical components. A discussion followed.

HVAC: Issues with the education wing were corrected this month.

Report – Property Administrator:

Expenses were high in February. HVAC repairs were done. Ground expenses were high due to the inclement weather, and Hempt Bros. treating the parking lots.

Erich Sprowls spoke with someone at Boyer and Ritter about an insurance audit. It would provide an audit of all of the insurance for the church, and it would provide competitive bids. He will see if the Boyer and Ritter representative would be available to come and discuss this further at the May Property Committee meeting.

Spending policy: Randy Moore submitted a letter to this committee addressing this concern. After a discussion, it was decided any expenditure exceeding \$500 Erich Sprowls needs to contact Randy Moore for HVAC concerns, and Dave Rupnik or Dan Reed for plumbing concerns.

Old Business:

Storm Water Utility: Dave Rupnik provided an update. Bruce Bigelow mentioned that this continues to progress, but no date has been set for this utility to begin. The Chair mentioned that he will write to Keith Huntzinger, Finance Chair, and inform him beginning next year we will be impacted with \$4,200 additional expense annually. If there are credits, we can take advantage of them.

AED machine: Dan Reed had no update. The Chair noted that Highmark has a program to assist non profits with AED machines and donating them. Dan Reed will contact Highmark for further information.

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.

Columbarium: Anders Macy sent Mary Haar a sample of the granite front. A discussion followed. It was requested Mary Haar get a quote from Rolling Green cemetery for a columbarium niche to compare our price. Dan Reed requested Mary Haar call Cumberland Masonry to see if another unit will be able to be added towards Chestnut Street. A quote for the masonry work will be requested at that time, too.

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.

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, and she provided an option for gas and an option for electric. *Dan Reed moved for both the gas and electric offers for 24 months be accepted. Joe Hunter seconded, and the motion carried.*

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. The Chair will send an updated list of donations tomorrow.

MIRA List: Dan Reed updated the MIRA list. A discussion followed.

With no further business to be discussed, the meeting adjourned at 8:10 PM following the Lord's Prayer.

The next meeting will be held on Tuesday, April 30, 2019.

Respectfully submitted,

Mary E. Haar,

Committee Secretary