

Trinity Lutheran Church  
Property Committee minutes

May 28, 2019

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

**Review of minutes:** Bruce Bigelow moved for the April 30, 2019 minutes be approved as submitted. Randy Moore seconded, and the motion carried.

**Subcommittee Reports:**

**Kitchen:** The new stove still needs to be fixed. One of the burners isn't working, and two knobs need to be replaced. Randy Moore mentioned the paperwork for the stove repair has been done. The local representative will contact us.

A quote was received from Kint Equipment for the fire safety work behind the new stove. Randy Moore requested the quote be emailed to the committee for further review.

A coffee pot was purchased to replace the one that was used for hot water and tea.

**Landscaping:** Bruce Bigelow reported TruGreen accepted our contract. We are back on budget for treatments.

The Camp Hill Borough will be having a summer soiree along Market Street on June 22. The Saturday evening service will be held outside that evening on the lawn between the church and the funeral home.

Bruce Bigelow will contact Cumberland Valley Tree Service for quotes. \$1,000 has been budgeted for tree trimming this year. The big oak trees need manicured. It was requested he get a separate quote for the trees at 1959 Market Street.

Peter Fox has contacted Bruce Bigelow about fall and spring clean-up dates. Saturday, November 9 will be the clean-up for the fall, and Saturday, April 4 for spring.

One of the mowers needed repaired, and Bruce Bigelow reported the bill was less than expected!

**Max Hahn Eagle Project:** This committee had a discussion about the final product Max Hahn created. At some point, the whole project seemed to have changed. There is a large pile of dirt by the chiller. This needs to be removed. The path that was made is a concern, since the rocks are migrating into the grass. The Chair requested Dan Reed to come up with a plan and suggestions for how the path should be finished. Dan Reed will talk to Max Hahn to get this completed.

## **Special Projects and Programs Reports:**

**Minor Repairs:** Dave Rupnik provided a report to the Chair. Walls were patched and painted in Fellowship Hall where the face paper was pulled off when someone removed temporary hangers from the wall.

The light over the piano in the chapel was overheating and cutting out. The spot light bulbs have been replaced with LED spots. This should eliminate the issue. Thanks to Erich Sprowls for replacing them.

**Electrical:** Randy Moore provided an update. He noted that the lighting upgrades in the nave are going to be complicated. For the budget that has been allotted, we would only be able to do the dimmer for the chandeliers. He strongly recommends a dual set of controls; one behind the organ and the other on the console in the balcony. He is still working on this.

**Plumbing:** Roto Rooter was called about the drain in the little kitchen by the library. The concern was floral foam being washed down the drain. The drain has been cleared.

**HVAC:** Randy Moore provided the committee three quotes to replace the bad compressor in the chiller. He provided further details as to the costs of a new compressor versus a whole new chiller. Dan Reed moved for the bid to go to Thermotech at a cost not to exceed \$10,000. Phil Groff seconded, and the motion carried. Randy Moore abstained from the vote.

There has been a concern with the building temperature control, specifically in Fellowship Hall. A discussion followed, and Randy Moore will monitor the hot water for a week.

**Property and Building Security:** Dave Rupnik provided information for the upgrades to our DVR and hard drive for the security system. Dan Reed moved for this request to be sent to the Finance Committee for funding. Pastor Brock seconded, and the motion carried.

**Outside doors:** Dave Rupnik mentioned the touch up painting has been completed. The issue with the basement door not working properly will be addressed this month. Meg from Studio 4 will be here on Tuesday with someone from the door manufacturer and will provide an update after that review.

**AED machine:** No word has been received from Highmark about the possibility of these being donated. It was decided we would wait until money is available and purchase the machines from the same company we did before.

**Jane Hess estate:** The Chair provided an update about Jane Hess' estate.

**Columbarium:** Mary Haar will be meeting with Cumberland Masonry on June 6 for an estimate for the masonry work for a new unit that will be placed going toward Chestnut Street.

## **Report – Property Administrator:**

For the year, we are currently over budget. HVAC repairs were done, ground expenses were high due to the inclement weather, and Hempt Bros. treating the parking lots.

### **Old Business:**

**1959 Market Street Porch Repairs – Camp Hill Façade Grant Program:** The Chair and Dan Reed will talk with the administrator of the grant about this. They will get the information together and will submit an application for a grant for porch repairs for 1959 Market Street. This program was established by the Borough of Camp Hill.

**Storm Water Utility & Lot consolidation:** Dave Rupnik provided an update and mentioned this will begin in January 2020. 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 for the largest deed, and \$300 to \$400 a year for the other properties. If there are credits, we can take advantage of them.

**Deck for outdoor concerts and services:** Dave Rupnik noted in his report that he began looking at this project. Debbie Wilson confirmed that a deck in the 12 X 20 range would work. It would require a permit. Dave Rupnik will look at getting quotes for the electrical work and the costs for the deck and pergola.

### **New Business:**

**Security for large services:** We had a Camp Hill policeman in the Gathering Space at Easter. We received a bill for \$300. A discussion followed.

**Power outage:** There was a power outage on Sunday, May 12. A discussion was held about security concerns, specifically dealing with the emergency lighting and what our insurance policy says about vacating the building. Some of the emergency lights didn't come on. These will need to be looked at. It was requested that Paul Hensel look at the church's insurance policy about leaving the building. It was noted a policy page will need to be created for this specific concern.

**Policy Manual:** The Chair mentioned that the A&P Committee is reviewing the policy manual. He will review the Property Committee's pages and then send them to the committee members via email.

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, June 25, 2019.

Respectfully submitted,

Mary E. Haar,

Committee Secretary