

Trinity Lutheran Church

Property Committee minutes

August 19, 2019

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

Review of minutes: Bruce Bigelow moved for the May 28, 2019 minutes be approved as submitted. Dave Rupnik seconded, and the motion carried.

Subcommittee Reports:

Kitchen: The new stove still needs to be fixed. They were calibrated backwards, and the temperatures aren't being maintained. One of the burners isn't working. Two knobs need to be replaced, and the parts came in on Friday. The Chair is taking over as the contact for this, and he will review the warranty information with Paul Hensel. He is optimistic Smart Care will take care of this.

Landscaping:

Bruce Bigelow received three quotes for tree trimming; \$1,000 was budgeted for this. The big oak trees and the magnolia tree at 1959 need manicured. Dave Rupnik moved for Cumberland Valley Tree Service to do the work not to exceed \$1,600. Dan Reed seconded, and the motion carried.

A design for a Peace Garden, which will be placed in the parking lot, was provided to the committee for review. The peace pole needs to be incorporated into the design. It was requested Seth Maurer provide more details and pricing information. From an artistic point of view, Patty Marshall should be contacted for feedback. A discussion was held, and we decided this should be included in the 2020 budget.

Bruce Bigelow mentioned the Bradford Pear trees along Chestnut Street will need to be removed. This will be included in the 2020 budget.

Special Projects and Programs Reports:

Arts Team: Bruce Bigelow will talk with Patty Marshall about planting perennials around the David and the Lambs statue.

Dan Reed will see what he can purchase for cleaning the Good Shepherd and Instructive Christ statues.

Minor Repairs: Dave Rupnik mentioned Erich Sprowls' office was cleaned out. The banners for the sundae concerts were put up on the light posts in the parking lot. The handicap door issue was resolved after being realigned. It was noted that in the next few years the nave will need to be painted. A discussion followed, and Dan Reed will get a quote. Steve Kauffman has already compiled a list of things for Dave Rupnik to complete in September.

Electrical: Randy Moore provided an update about the lighting upgrades for the nave. The Chair has requested Randy Moore provide this committee three formal quotes. Randy Moore mentioned that changing the mechanical dimmers isn't what is recommended; changing the lightbulbs to LEDs needs to be done. The lighting in the balcony will need to be addressed, too. Multiple locations will need controls for being able to dim the lights. Additional information is still needed for the fixtures.

HVAC: Thermotech replaced the bad compressor in the chiller. Randy Moore mentioned there is a leak in the chiller and refrigerant needed to be added. Dave Rupnik moved for \$500 to be allocated for Thermotech to find out where the leak is. Phil Groff seconded, and the motion carried.

Three quotes were received for replacing the three worn out boilers. Randy Moore mentioned the three boilers that will be replaced carry 75-80% of the load. Dan Reed moved for Finance Committee to be informed the \$35,000 will come from MIRA for the three boilers to be replaced by Thermotech. Joe Hunter seconded, and the motion carried.

Property and Building Security: Dave Rupnik mentioned the upgrades to our DVR and hard drive for the security system have been completed.

Outside doors: Dave Rupnik mentioned work on the doors has been completed. Mary Haar requested a railing be added to the step to the Chestnut Street door. Dave Rupnik will address this continual concern.

AED machine: Dan Reed mentioned that the church will need to purchase four additional machines. A quote of \$6,100 was received in February. He will call to see if the quote is still good. Funding for these will come from MIRA.

Oxygen Tank: Communication between the Chair and Judy Hunter about the removal of the oxygen tank was provided. Joe Hunter provided further information. The Chair requested Phil Groff to ask Dr. Meg Groff, Dr. Creston Herold, and Dr. Roger Gustavson for their professional opinions on whether the church should have an oxygen tank. Dave Rupnik will get a quote and further information in regards to getting another oxygen tank. A discussion followed, and this was tabled until the next meeting.

Wheelchair: Mary Haar presented information about reclining wheelchairs. An incident occurred in the choir room in the spring with one of the members passing out. Mary Haar mentioned a wheelchair needs to be available on every floor of the church. An announcement will be included in the Trinity Today to see if a parishioner has one to donate.

Jane Hess estate: The Chair provided an update about Jane Hess' estate. The condominium was sold for \$145,000. The lump of the money will be placed in MIRA. The benevolence portion of the money received needs to be decided.

Columbarium: Mary Haar received a quote from Cumberland Masonry for the foundation and brick walls for the columbarium addition. A discussion was held, and it was decided the columbarium addition should be done next spring. Mary Haar will meet with Steve Kauffman to discuss funding further, specifically the pricing of the niches.

Dan Reed informed the committee plaques hadn't been installed on the columbarium for a year. This has been rectified. A new company was hired to create the plaques, and Dan Reed showed the committee one of them. The committee was very pleased.

Report – Property Administrator:

For the year, we are currently doing well in terms of budget.

The elevator was inspected by the state, and a list of violations were provided to this committee. Paul Hensel is addressing the problem.

Old Business:

1959 Market Street Porch Repairs – Camp Hill Façade Grant Program: The Chair submitted a request for up to \$5,000 to fix the rot on the porch. This program was established by the Borough of Camp Hill.

Storm Water Utility & Lot consolidation: Dave Rupnik reported no date has been set by the boro for when this new utility will begin.

Deck for outdoor concerts and services: Dave Rupnik researched this further and mentioned a permit from the boro will be needed for this project. This will be added to the 2020 budget.

Max Hahn Eagle Project: This committee had a discussion about the final product Max Hahn created. Seth Maurer needs to be asked for a quote for how much it will cost for this to be completed properly. It was decided this needs to be part of the budget for 2020.

New Business:

Property Administrator: Erich Sprowls resigned his position as Lead Sexton earlier this summer. The tasks of his job were split between Steve Kauffman and Paul Hensel. A discussion was held.

With no further business to be discussed, the meeting adjourned at 9:30 PM following the Lord's Prayer.

The next meeting will be held on Tuesday, September 24, 2019.

Respectfully submitted,

Mary E. Haar,

Committee Secretary