

Trinity Lutheran Church  
Property Committee minutes

October 29, 2019

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

**Review of minutes:** Dave Rupnik requested the following to be amended from the September 24, 2019 minutes: "Dave Rupnik requested a handle for a heavy duty cart to move tables." This needs to be changed to "Dave Rupnik fixed the handle for the heavy duty cart to move tables." Dave Rupnik moved for the minutes to be approved as amended. Bruce Bigelow seconded, and the motion carried.

**Subcommittee Reports:**

**Kitchen:** The new stove has been fixed! They were recalibrated, and new knobs were installed.

**Landscaping:**

Bruce Bigelow mentioned Cumberland Valley Tree Service will take care of the tree trimming on a Friday in the near future. The big oak trees and the magnolia tree at 1959 will be manicured.

Fall cleanup is scheduled for Saturday, November 9 at 9:00 AM.

**Peace Garden:** Seth Maurer provided Steve Kauffman with two options.

Option 1: Seating wall with natural stone caps, flagstone with paver soldier course and paver cross inlay: \$10,560

Option 2: Seating wall with natural stone caps, pavers with soldier course and paver cross inlay: \$9,610

Landscaping: One ornamental tree, two hydrangea trees, misc shrubs and perennials, mulch. \$2,920

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 proposal.

Steve Kauffman is waiting for further specific information from Seth Maurer.

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

**Minor Repairs:** There was a leak in Room 123, which is Amy Koch's choir room. This has been corrected. The two railings have been installed at the Chestnut Street entrance. Dave Rupnik has been putting Christmas lights on the wreaths. He mentioned that four additional wreaths were purchased by the Worship Team to be hung at the windows in Fellowship Hall. The V rung kit hasn't been purchased yet. It was decided the P&C Team should look at the signs along Chestnut Street and Market Street. The pole with the activation button for the ADA door into the Gathering Space needs to be corrected.

**Electrical:** A meeting was held with Lighting Breakthroughs earlier in the month with the Chair, the three pastors, Steve Kauffman, Randy Moore, Dave Rupnik, and Phil Groff. The Chair provided a copy of the Lighting System Installation Contract to the Property Committee. A discussion followed. Dave Rupnik approved an amount not to exceed \$45,000. This will be used from the John Shannon bequest. Dan Reed seconded, and the motion carried.

**Emergency Lighting:** Thursday, October 24 there was a power outage at 7:00 PM. The Emergency lighting didn't go on in the basement. Randy Moore checked on the code for the emergency lighting, and they should be tested monthly. Dave Rupnik will do an inventory on the emergency lighting, and Randy Moore will recommend what should be purchased.

**Property and Building Security:** Dave Rupnik is in the process of going through the key boxes. He is hoping to get this consolidated to one box. Tom Notestine will create a master list.

The security cameras now have the capacity to keep 28 days of data.

**Columbarium:** 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. Mary Haar has informed Cumberland Masonry she will be back in touch with them in the spring of 2020. Bruce Bigelow provided the names of two additional masonry companies, and David Scheuren called Mary Haar back. She will call them in the spring to get a quote, since their proposals are only good for 30 days. Kelly Masonry hasn't called Mary Haar back.

**Finances:** The Chair mentioned that we are currently below budget. It was noted there is an overage for water, sewer, and trash. The Chair will call Paul Hensel to see if he can provide further feedback as to why.

## **Old Business:**

**Consolidation of lots:** The Chair mentioned that this is still an item that needs to be addressed. Charlie Suhr is working on this.

**Deck for outdoor concerts and services:** This has been added to the 2020 budget proposal. Dave Rupnik reported Faith X will provide funding for half of the project.

**2020 Budget:** The Chair provided a spreadsheet with the 2020 Property Committee Budget Request. The subtotal for expenses for 2020 is \$1,000 less than what was requested in 2019. This is reflected in the Equipment. New Budget lines proposed for 2020 include: Camp Hill Stormwater Fees: \$4,200; Outdoor Stage Project: \$5,000; Renovation of Fellowship Hall Closets: \$500; Tree Removal: \$4,000; and Peace Garden: \$14,000.

**AED machine:** Dan Reed mentioned the four additional machines are here. The consultant that sold these machines to us is leaving the company. Currently, a training session is scheduled for staff on November 19. A second training session will be held for parishioners, ushers, and leadership following the later services on a Sunday. Dan Reed will keep this committee apprized.

**MIRA LIST:** Dan Reed provided an updated copy of the MIRA list. The Chair requested committee members to contact Dan Reed for anything additional that needs to be included. The Chair requested the list be put in an order of urgency. Replace windows in 1959 was changed to 1959 Market Street upgrades for a cost of \$100,000. Refinishing the pews should be \$95,000. Parking Lot sealing and relining needs to be added, and should be done in the next three years.

**New Business:**

**Elevator Repairs:** Two quotes were received for the replacement of the sump pump in the elevator. Dave Rupnik moved for the work to be done by Thermotech with a cost not to exceed \$7,000. The funds will be taken from MIRA. Steve Kauffman seconded, and the motion carried.

**Insurance:** The Chair provided information for the annual revaluation program that the Industrial Appraisal Company sent. It was decided Paul Hensel should be the contact for this.

**Active Shooter Training:** Steve Kauffman mentioned that this will be held on Wednesday, November 13 at 6:00 PM. Leadership and ushers will be invited to attend. After the training the Camp Hill Boro police will walk through the building and provide recommendations.

With no further business to be discussed, the meeting adjourned at 8:30 PM following the Lord's Prayer.

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

Respectfully submitted,

Mary E. Haar,

Committee Secretary