

Trinity Lutheran Church  
Property Committee minutes

November 26, 2019

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

**Review of minutes:** Dave Rupnik moved for the October 29, 2019 minutes to be approved. Bruce Bigelow seconded, and the motion carried.

**Subcommittee Reports:**

**Kitchen:** Joe Hunter informed the committee that one burner is still not working correctly on the stove.

**Landscaping:**

Bruce Bigelow mentioned Cumberland Valley Tree Service trimmed the trees at the parsonage. The oak trees were also manicured.

Fall cleanup took place on Saturday, November 9 at 9:00 AM. Ten adult parishioners; thirteen youth and parents helped.

The snow blowers need to be serviced. It was recommended an announcement be included in the Trinity Today about the need for volunteers to help with snow removal.

**Special Projects and Programs Reports:**

**Arts Team:** Mary Haar, Arts Team facilitator, spoke about the concern she had with the last concert that was held on November 17. The sexton didn't set the two tables up in the Gathering Space, which has been an on-going concern. The rest rooms not being cleaned and stocked was addressed, too. There will be two concerts in December, and she will email Steve Kauffman about her requests to make sure everything is addressed for the receptions that will follow.

**Minor Repairs:** The pole was fixed where the handicap access button for the Gathering Space doors is. The monitor for the security system was moved in the office. The cart for the new round tables was built, and it is very nice. Lights were added to the wreaths that will decorate the nave and Fellowship Hall.

**Emergency Lighting:** Dave Rupnik is in the process of doing an inventory on the emergency lighting. It was decided all of the emergency lighting should be replaced, including the exit signs. Joe Hunter moved for the price not to exceed \$3,000 for the new emergency lighting. Dave Rupnik seconded, and the motion carried.

**HVAC:** The three boilers have been installed, but Automated Logic still needs to address the programming in the system for two of the three.

The auxiliary heat in rooms 121, 123, 125, & 126 is off. This needs to be addressed by Automated Logic by the end of this year.

**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 30 days of data.

**Active Shooter Training:** A discussion was held about the training that took place on Wednesday, November 13 by the Camp Hill Police Department. After the training the Camp Hill Boro police walked through the building and provided recommendations. Numerous recommendations included: a communication system between the greeters and the ushers; a wireless intercom system be installed; and a roving parking lot monitor. It was recommended the Chestnut Street door be closed on Sunday, but the installation of a key pad just like at the main door and kitchen door for access was suggested. A quote needs to be gotten for this. Pastor Brock mentioned this entrance would be opened on Thursday evening for the chapel service, but it would be preferred for all of the parishioners to enter the building at the Gathering Space. Trinity was commended for the added security that has been installed over the last couple of years. Dan Reed noted the 3M tape still needs to be installed on the windows of the doors in the education wing. With the plans that have been created for the Capital Campaign, it was noted that it was smart for all of the education to be moved to the second floor. The opening of the narthex and the glass installation in the back of the church was recommended by the police, too.

**Finances:** Dan Reed mentioned that we are currently below budget. The Chair mentioned he spoke with Paul Hensel about the overage for water, sewer, and trash. He will request a breakdown from Paul Hensel and compare this line for 2019 to what it was in 2018.

#### **Old Business:**

**Elevator Repairs:** Randy Moore mentioned the sump pump is here, and he addressed the elevator service agreement Paul Hensel provided him. The parts and components for the elevator aren't available anymore, and at some point a conversion will need to be done for these to have newer controls. The Chair requested this to be added to the MIRA list. The question about what it will cost to update the equipment using the same hydraulic system was addressed. A discussion followed.

**2020 Budget:** The Chair mentioned all of the new line items we submitted with the budget were removed, except for the storm water fee. A discussion followed.

**AED machine:** Dan Reed mentioned the four additional machines are here, and they will be installed in the next week. Training must be done before Christmas Eve.

**MIRA LIST:** The Chair requested committee members to contact Dan Reed for anything additional that needs to be included. This will be addressed at the December meeting.

**Grant Funding for Security Improvements:** The Chair reported a grant program has been introduced for non-profit organizations that want to enhance security. Keith Huntzinger, Finance Chair, called Representative Greg Rothman's office for more information. The program is funded by the federal government, but it will be administered by the state. House Bill 859 is similar to the federal government one, but this would be funded by the state, and it would begin July 1, 2020. There are two separate application processes that need to be done. The Chair will keep us apprised.

**New Business:**

**Open containers:** A discussion was held about open containers being brought into the Nave and Fellowship Hall during worship services. Restrictions need to be addressed to the volunteers who work on the AV system in Fellowship Hall. No open containers are allowed.

**Closet in the Narthex:** A lock needs to be installed on the closet in the narthex where the risers and candles are stored.

The Chair thanked all of the members of this committee for all of their hard work and expertise they bring to the meetings every month.

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, December 17, 2019.

Respectfully submitted,

Mary E. Haar,

Committee Secretary