

Trinity Lutheran Church
Property Committee minutes

January 28, 2020

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

Review of minutes: Dan Reed requested the following change be made to the December 17 minutes:

“Plumbing: Dan Reed installed a new urinal in the first floor men’s bathroom.” This should be changed to “Dan Reed installed a new faucet in the first floor men’s bathroom. A contractor repaired the urinal in the men’s bathroom on the second floor.”

The minutes were approved as amended.

Subcommittee Reports:

Kitchen: no report. But the Chair did thank Joe Hunter and the kitchen crew for all of their hard work with the luncheon that was provided during the congregational meeting this past Sunday.

Landscaping:

Bruce Bigelow notified TruGreen we will be taking care of the fertilizer treatments in 2020. Bruce Bigelow would like to purchase tan bark in the spring. He will revisit the request for a new leaf blower in June.

Spring Cleanup will take place on Saturday, April 4. Bruce Bigelow is searching for people to help throughout the year on the landscaping.

The Peace Garden will be discussed at next month’s Property Committee meeting.

Special Projects and Programs Reports:

Arts Team: no report.

Minor Repairs: Dave Rupnik reported the chain on the nursery school door was fixed.

Banners were hung for the capital campaign. The Christmas wreaths were taken down.

Items that will be addressed in the next few weeks include: rearranging and organizing the sexton's room; reorganizing the two closets in Fellowship Hall; and rearranging and organizing the mechanical room.

Electrical: Randy Moore mentioned that the lighting in the nave is done, but there is still some fine tuning that needs to take place. A discussion followed, but it was decided the when the final product is complete, an examination will need to be done to see what additional concerns need to be addressed. Specifically the lighting of the lectern and the pulpit need to be addressed.

There is a concern in rooms 222-224 about a sensor malfunction that is making the alarm to be activated. The committee requested an estimate for the sensor malfunction to be corrected.

Emergency Lighting: This has been completed. Randy Moore created a checklist that needs to be done every two months. The mapping of the lights will be sent to the Chair. A discussion followed.

Property and Building Security: Dave Rupnik reported there was a malfunction in the security system with the camera DVR. Since this equipment was still under warranty, a new unit was received, which was an upgrade. It will be installed tomorrow.

The security camera for the columbarium door was ordered.

A revised quote was received from Shearer's for their proposal for a Paxton access control for the Chestnut Street door. The additional \$477.72 for the video equipment will come from MIRA. A discussion followed.

Columbarium: Mary Haar will plan to meet with Steve Kauffman in March 2020.

Finances: The Chair mentioned we are under budget.

Old Business:

Consolidation of lots: no update. Charlie Suhr will be asked to provide the information he has to the Chair of this Committee.

2020 Budget: The Chair mentioned the Finance Committee requested the Property Budget for 2020 be reduced. The Chair decided the reduction would be made to the Storm Water Fee line, since the Camp Hill Boro hasn't initiated this yet.

MIRA LIST: Dan Reed updated the MIRA List. The light that was added to the Columbarium needs to be included on this list. Phil Groff requested the list to be prioritized. Bruce Bigelow

mentioned that a separate discussion needs to take place about the updating of the 1959 Market Street property. Interior Painting needs to be included in Capital Phase II.

The outdoor stage was discussed. Contemporary Worship will still donate \$5,000 from their designated fund. Dave Rupnik will sit down with Chris Miller to see what needs to be done with the boro of Camp Hill for electrical quotes.

Grant Funding for Security Improvements: The Chair reported he has been speaking with Keith Huntzinger about the program. The deadline for submitting the grant requests is spring of 2020, and Ryan Argot will be writing the requests on behalf of Trinity.

New Business:

Property cleaning service/sextion coverage: The Chair and Steve Kauffman provided an overview of the plans involved with segregation of duties for the cleaning service and the sexton. The sexton will do room setup; spot cleaning; and preventative maintenance. Snow removal on the walks is still being researched. Steve Kauffman has contacted both Seth Maurer Landscaping and Hempt Bros. to discuss this further.

Water usage research: Dave Rupnik provided the research and analysis he had done of the information he had received from Paul Hensel about the increase in the water bills. A discussion was held, and it was decided Dan Reed would take an inventory of the toilets that should be replaced. He will send quotes to the committee via email for replacement approval.

HVAC Service Contracts: The contract for Automated Logic needs to be renewed for three years. Dave Rupnik moved to approve, and Bruce Bigelow seconded.

Service contracts were received from both CS&E and Thermotech. The Chair requested Thermotech to submit a contract, and it was provided to the committee. A discussion followed. Dave Rupnik moved to accept Thermotech's service contract. Dan Reed seconded, and the motion carried. Randy Moore abstained from the vote.

There is an open repair that hasn't been addressed by CS&E in the basement. Dan Reed moved for Thermotech to take care of the repair. Dave Rupnik seconded, and the motion carried.

Insurance Policy Coverage/Premium Review: The Chair will speak with either Lou Grammes or Elizabeth Schenk about this. He will see if Paul Hensel has any recommendations.

Committee membership information: The Chair requested the committee members to email him with the number of years they have been served. The Council President has requested this information.

With no further business to be discussed, the meeting adjourned at 8:55 PM following the Lord's Prayer.

The next meeting will be held on Tuesday, February 25, 2020.

Respectfully submitted,

Mary E. Haar,

Committee Secretary