

Trinity Lutheran Church
Property Committee minutes

February 25, 2020

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, Phil Groff and Steve Kauffman. Dave Rupnik and Joe Hunter were excused for the evening.

Review of minutes: Dan Reed approved the minutes of the January 28, 2020 meeting as submitted. Bruce Bigelow seconded, and the motion carried.

Subcommittee Reports:

Kitchen: no report.

Landscaping:

Bruce Bigelow mentioned the Camp Hill Boro has built a fence around the compost facility. Bruce Bigelow moved for the church to purchase a key card to the facility for a one-time charge of \$15. Dan Reed seconded, and the motion carried.

Spring Cleanup will take place on Saturday, April 4, and the rain date will be Saturday, April 11. Publicity has been given to the staff. Bruce Bigelow is searching for people to help throughout the year on the landscaping. Bruce Bigelow moved for up to \$250 to be spent on tan back. The Chair seconded, and the motion carried.

Special Projects and Programs Reports:

Arts Team: no report.

Minor Repairs: Steve Kauffman mentioned the sexton's room has been rearranged and organized.

Property and Building Security: Steve Kauffman reported the replacement of the security system with the camera DVR is complete. A new screen was installed in the office which is linked to the cameras that are part of the security system.

The Chair reported a new committee has been created specifically for Security. The Chair of the Committee is Rick Stern. Mary Haar will be contacting Rick Stern about security concerns that should be addressed for the Choral Festival on Saturday, May 16 featuring Mack Wilburg, the Director of the Mormon Tabernacle Choir.

Columbarium: Mary Haar was asked to get updated quotes. She will contact Eickhof Columbaria. She will also email David Scheuren Masonry to set a time to get a quote from him for the masonry work. This company requested to be contacted in the spring. She will plan to meet with Steve Kauffman in March 2020.

Finances: The Chair mentioned we are under budget.

Steve Kauffman noted that fees are being reviewed for outside groups that utilize the church throughout the week.

Old Business:

Nave lighting: Steve Kauffman provided an update of where we are in the process for the lighting upgrades in the nave. An additional control was received, and this will need to be installed in the balcony.

AED machines: After the staff and lay leadership training occurred a donation was made for pediatric pads to be purchased for the AED machine in the Gathering Space.

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

MIRA LIST: Dan Reed updated the MIRA List. The Chair requested instead of the specific years in which these projects are proposed to be completed the list should be amended to have short term projects and long term projects. Dan Reed will speak with Hauck Roofing to get a quote, since they were the ones who installed the roof in 2001. Randy Moore broached the subject of replacing and overhauling the dishwasher in the kitchen.

Dan Reed provided information about replacing toilets throughout the building. Randy Moore moved to approve an amount not to exceed \$2,500. Bruce Bigelow seconded, and the motion carried.

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.

Peace Garden Estimate: Dan Reed has been in contact with Seth Maurer for information.

New Business:

Letter from Pastor Martini: Pastor Horner received a letter from Pastor Martini at St. Peter's in Mechanicsburg about two men who serve on their Property Committee. These men have experience in setting up maintenance schedules and have made quite an impact at their church for getting things done on a timely basis. Dan Reed and Randy Moore requested the Chair to contact these men and have them come and speak with us.

Snow removal: Hempt Bros. will continue to do the snow removal on the parking lots. Unfortunately, they don't do the snow removal on the walkways. Steve Kauffman has requested quotes from two companies for snow removal on the walk ways.

Property cleaning service/sexton coverage: The Chair and Steve Kauffman provided an update about the new cleaning service. It was requested that the kitchen get a deep cleaning later in the spring.

Insurance Policy Coverage/Premium Review: The Chair reported Paul Hensel provided information regarding guidance from the LSS. The Chair requested information from Paul Hensel for all of the carriers and providers with whom we have insurance. He will speak with either Lou Grammes or Elizabeth Schenk about this.

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, March 24, 2020.

Respectfully submitted,

Mary E. Haar,

Committee Secretary