

Trinity Lutheran Church
Property Committee minutes

April 28, 2020

Jon Andrews, Chair, called the meeting to order at 7:00 PM. Others present were: Mary Haar, Bruce Bigelow, Joe Hunter, Dave Rupnik, Randy Moore, Pastor Brock, Dan Reed and Steve Kauffman. Due to the Coronavirus quarantine this meeting was held via Zoom.

Review of minutes: The minutes of the February 25, 2020 meeting were amended as follows: Bruce Bigelow moved for up to \$250 to be spent on tan back; should be Bruce Bigelow moved for up to \$250 to be spent on tanbark. The Chair reported a new committee has been created specifically for Security. The Chair of the Committee is Rick Stern; should be changed to the Chair reported a new committee has been created specifically for Security. The Chair of that Committee is Ron Stern. Bruce Bigelow seconded, and the motion carried.

Subcommittee Reports:

Kitchen: Joe Hunter reported that our policies and practices will need to be examined for the kitchen due to the Coronavirus pandemic and social distancing guidelines. Implementation for the new policies and guidelines will need to be in place for when parishioners return and begin using the kitchen. Joe Hunter noted that a policy was implemented to not use disposable kitchen items a number of years ago. This needs to be revisited.

Pastor Brock stated the Fellowship Team is looking at hosting an event for welcoming back parishioners.

Landscaping:

Bruce Bigelow mentioned the Camp Hill Boro has built a fence around the compost facility. This was open last week. The card we purchased for access to the facility will need to be renewed each year for \$15. Bruce has generously offered to simply use his personal card that he pays for in order to access the facility.

Spring Cleanup was cancelled. The tanbark was not purchased, but this might be purchased later in the season. Grass cutting and flower beds are being tended to during this quarantine.

The lawn tractor was serviced at a cost of \$120.

Cost analysis and estimation for how much fertilizer will be needed this spring to spread on the lawn was done by Bruce Bigelow. The final estimation for the property was 30,000 square feet will need to be fertilized. Weed and Feed needs to be done this year. Bruce Bigelow will look at

the prices at BJ's & Costco. Dan Reed got a spreader that he refurbished. A discussion followed. The cost will come from the grounds budget.

Special Projects and Programs Reports:

Arts Team: The concerts for May were postponed until next year.

Minor Repairs: Dave Rupnik hasn't been to the church since the quarantine was declared. The cameras are working for security. The Chestnut Street entrance is complete. A shelf needs to be installed in the sexton's office. The Outdoor Stage has been put on hold for this year.

Plumbing, electrical, and HVAC: Randy Moore reported there are no HVAC concerns.

The new lighting app was used on the laptop during the Maundy Thursday service. There were a couple of concerns that were addressed and corrected in terms of the dimmers. A discussion followed.

Two toilets still need to be installed. Some of the preschool teachers stated concerns to Dan Reed regarding the new toilets. Dan will address these concerns with Heather Rose, Preschool Director, when the building reopens.

HVAC: CS&E has been in for maintenance.

Property and Building Security: Hempt Bros. needs to come to sweep and vacuum the pervious portions of the parking lots.

Columbarium: Mary Haar informed the committee things have been put on hold until the restrictions from the state have been lifted due to the Coronavirus quarantine.

Director of Administration: Steve Kauffman mentioned the cleaning company has been doing cleaning and maintenance while the building is closed due to the quarantine. The closets on both sides of Fellowship Hall have been cleaned. Emails were sent to a number of lay leaders about what is being stored in these.

Rugs throughout the building will be replaced at some of the entrances.

Russ Brown resigned and gave a two week notice. At some time a Facility Coordinator will need to be hired.

Dave Rupnik requested to have the water reports be sent to him for further analysis.

Old Business:

Consolidation of lots: The Chair received the information from Charlie Suhr and is looking into the process for completing this task.

Grant Funding for Security Improvements: These have been put on hold by the government due to the quarantine. Ryan Argot will assist with the writing of the grants when we apply.

New Business:

The Building Committee: The Chair and Steve Kauffman provided an update as to where things stand. At the current moment, the plan is for construction to commence in June.

1959 Market Street: Bruce Bigelow sent emails to this committee last week with concerns about the roof. Dan Reed sought three quotes and distributed them to the committee via email. Allied Roofing was awarded the roofing contract work. Dave Rupnik moved for the cost of the roof not to exceed \$12,000. Bruce Bigelow seconded, and the motion carried.

The Chair, following up on discussions had at Council, suggested that a separate committee be formed to look into the utility of the property and the investments that may be needed based on the desired use of the property.

With no further business to be discussed, the meeting adjourned at 8:06 PM following the Lord's Prayer.

Respectfully submitted,

Mary E. Haar,

Committee Secretary