

Trinity Lutheran Church
Property Committee minutes

August 26, 2020

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

Review of minutes: The minutes of the July 29, 2020 meeting were approved upon a motion by Dave Rupnik and second by Dan Reed.

Subcommittee Reports:

Kitchen: Nothing to report.

Landscaping: Bruce Bigelow noted that Fall cleanup will be scheduled for October 31 with a rain date of November 7. Motion by Steve Kauffman and second by Dave Rupnik to authorized already budgeted for purchase of new string trimmer and leaf blower at the budgeted amount not to exceed \$500. Motion carried. Bruce also mentioned that the power washer is not working properly. Dave Rupnik will take a look at it.

Special Projects and Programs Reports:

Arts Team: Nothing to report.

Minor Repairs: The painting of Room 121 is almost complete thanks to Dave Rupnik and Joe Hunter. Joe said that new base cove mold is needed for that room. Motion by Dave Rupnik and second by Bruce Bigelow to spend up to \$200 for base cove mold for Room 121. Motion carried. Dave Rupnik noted that he helped Steve Kauffman prepare the closets in the preschool rooms for painting. Bruce Bigelow noted that almost all of the outdoor railings have been re-painted.

HVAC: Thermotech replaced water flow regulating valves on the chiller for Room 222 and the Gathering Space. There was discussion about whether to purchase and inventory spare valves. The Committee concluded that was not necessary at this time.

Property and Building Security: Dave Rupnik noted that the cameras and recording system are all back up and running. There had been a power supply issue that since has been fixed.

Columbarium: Dan Reed noted that Joe Hunter now is available to help with installation of faceplates.

Director of Administration: We are currently under budget. Steve Kauffman raised a number of items: (1) Thermotech will confirm that it has access to the HVAC controls in the preschool wing; (2) Dan Reed and Steve are working with the Preschool Director on a plan for installation of temporary fencing to provide for a safe student drop-off route from the parking lot to the Market Street doors and for an

additional outdoor play area so as to social distance the classes; (3) Steve is working with Shearer and Campbell Associates to coordinate a unified approach to all of the security/control doors in the Church upon completion of the building project; (4) Steve suggested the purchase of stanchions for crowd control at large events and upon resumption of in-person services, but the Committee suggested first observing how in-person services look in September; and (5) Steve said certain phone system may need to be upgraded and the Committee encouraged Steve to speak to IT/AV. Steve was encouraged by the Committee to inquire of our janitorial contractor the process and costs associated with their purchase of janitorial supplies for use at the Church.

Old Business:

Consolidation of lots: The Chair reported that he has reviewed the information provided by Charles Suhr. The Chair is seeking additional information before he will make a recommendation to the Committee.

Grant Funding for Security Improvements: Nothing to report.

The Building Committee: Construction has commenced on Phase 1.

1959 Market Street: The task force, chaired by Mike Akers, presented its initial findings to Council. The task force was encouraged by Council to pursue opportunities for long-term leasing of the space.

MIRA: Nothing to report.

Roof/Chimney Repairs: Dan Reed obtained two quotes for repair of the chimney where it was struck by lightning – (i) Houck at \$6,266 and (ii) Anderson at \$6,850. Motion by Dan Reed and second by Dave Rupnik to authorize an expenditure from MIRA not to exceed \$6,266 to Houck for repair of the chimney. Motion carried.

Outdoor Deck work: Dave Rupnik provided an update for this project. The permit application has been submitted to the Borough.

Air Purification: Dave Rupnik updated the Committee on his investigation and the COVID-19 task force's discussion on the topic. Motion by Dave Rupnik and second by Joe Hunter to spend no more than \$28,000 from MIRA for the purchase and installation of air purification units by Thermotech for the Church.

New Business:

Elevator Inspections: The state inspector from Department of Labor & Industry informed the Church that our elevator had not been inspected as often as required by an independent inspector. Randy Moore provided contact information to Steve Kauffman for independent inspectors. Steve Kauffman will coordinate scheduling the independent inspections.

Comments for Good of the Order:

None.

With no further business to be discussed, the meeting adjourned at 8:40 PM following the Lord's Prayer.

Respectfully submitted,

Jon Andrews,

Committee Chair