

Trinity Lutheran Church  
Property Committee minutes

September 30, 2020

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

**Review of minutes:** The minutes of the August 26, 2020 meeting were approved upon a motion by Bruce Bigelow and second by Dan Reed with one minor correction to the description of repairs to be completed in Room 121.

**Subcommittee Reports:**

**Kitchen:** Nothing to report.

**Landscaping:** Bruce Bigelow reminded the Committee that Fall cleanup will be scheduled for October 31 with a rain date of November 7. Bruce completed the purchase of the new string trimmer and leaf blower.

**Special Projects and Programs Reports:**

**Arts Team:** Nothing to report.

**Minor Repairs:** Dave Rupnik reported that new phones were installed in the office. Dave also reported that miscellaneous items were addressed in the Preschool classrooms. Bruce reported that all outside railings now have been re-painted.

**Electrical, Plumbing and HVAC:** Nothing to report.

**Property and Building Security:** Nothing to report.

**Columbarium:** Nothing to report.

**Director of Administration:** We currently remain under budget. Steve Kauffman mentioned that the P&C Committee would like to explore new indoor and outdoor signage. The Chair will discuss this with P&C and staff.

**Old Business:**

**Consolidation of lots:** The Chair reported that he and Charlie Suhr are discussing the tax ramifications of consolidation.

**Grant Funding for Security Improvements:** Nothing to report.

**The Building Committee:** Construction of Phase 1 is almost complete. Phase 2 plans remain in code review.

**1959 Market Street:** Positive discussions with the Synod have occurred for the Synod to be a tenant in the space upon completion of renovations. The task force continues to negotiate with the Synod on a letter of intent.

**MIRA:** Nothing to report.

**Roof/Chimney Repairs:** Nothing to report.

**Outdoor Deck work:** Dave Rupnik provided an update for this project. Motion by Dave Rupnik and second by Bruce Bigelow to retain an architect and engineer – at a cost not to exceed \$1200 – to provide the necessary review and stamp for the deck plans to be submitted to the Borough. Motion carried unanimously.

**Air Purification:** Randy Moore updated the Committee that this work is complete. The Committee is very appreciative of the rapid completion of this project by Thermotech.

**Elevator Inspection:** The elevator has passed inspection.

**New Business:**

**2021 Budget:** The Committee spent the bulk of the meeting working on 2021 budget numbers in an effort to reduce budgeted spending by ten percent (10%).

**Comments for Good of the Order:**

None.

With no further business to be discussed, the meeting adjourned at 8:20 PM following the Lord's Prayer.

Respectfully submitted,

Jon Andrews,

Committee Chair