

Trinity Lutheran Church

January 26, 2021

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

**Review of minutes:** The minutes of the November 24, 2020 meeting were approved unanimously on a motion by Dave Rupnik and seconded by Joe Hunter.

**Subcommittee Reports:**

**Kitchen:** Nothing to report.

**Landscaping:** Bruce Bigelow reported that it is time to schedule the Spring Cleanup. A date of March 27 was set with a rain date of April 3.

**Special Projects and Programs Reports:**

**Arts Team:** Nothing to report.

**Minor Repairs:** Christmas decorations were taken down and put away. Various spaces in the Church were prepared for the building project work. The basement in 1959 Market Street was cleaned out.

**Electrical:** Nothing to report.

**HVAC:** Nothing to report.

**Property and Building Security:** Steve was trained by Shearer on how to program fobs for the new security doors.

**Columbarium:** The addition of another set of units must be a priority for 2021 as the demand for units has outpaced the supply. Additionally, the grout in the slate on the ground is in poor condition. This will need to be addressed when the weather is warmer.

**Director of Administration:** We finished 2020 under budget. The Chair will obtain and distribute a final financial report for 2020 as well as the approved 2021 budget. So far, the January expenses are approximately \$6,300, which is well below the budgeted monthly average of \$19,000. The building project continues at a good pace. Completion is expected by the end of March.

**Old Business:**

**Consolidation of lots:** In process. Jon Andrews' office continues to look at consolidating just 2000 Chestnut Street and 1915 Market Street at this time. Jon Andrews and Charlie Suhr will approach Camp Hill Borough, Camp Hill School District and Cumberland County about the tax implications of consolidating 1959 Market Street as well.

**MIRA:** Dan Reed will confirm the quotes he obtained for exterior trim painting. Jon Andrews will obtain quotes for sealing and restriping the parking lot.

**1959 Market Street Renovations:** The general contractor – Weidner Construction – provided a final cost estimate for the renovations. That cost estimate was approved and a construction contract was executed. Weidner and the architect are finalizing the plans and building permit application for submission to Camp Hill Borough. It is expected that work will begin in the Spring and be completed in time for the Synod to move in by September or earlier.

**Outdoor Stage work:** Permit drawings will be acquired in the next two months.

**2021 Budget:** Nothing to report.

**Insurance Coverage:** Jon Andrews continues to work with staff to obtain quotes from other insurance carriers as our insurance costs have increased in recent years without any noteworthy claim history.

**New Business:**

**Snow Removal:** Kimble's Lawn and Landscapes, LLC has been retained to take care of the snow removal of sidewalks for this winter season. They were out to -pre-treat the sidewalks prior to the last storm event and then came back to clear the walks in a timely manner.

**1959 Market Street Porch Roof:** The roof over the porch is in need of repair. It is best if those repairs are completed at the same time as the renovations in the building. Steve Kauffman obtained a quote from Houck. Dan Reed will obtain at least one other quote. On a motion by Dan Reed and seconded by Joe Hunter, the Committee voted unanimously to authorize the use of up to \$6,000 from MIRA to replace the roof.

**Utility Contracts:** Bruce Bigelow informed the Committee that both the gas and electricity service contracts will expire in 2021. Our utility broker, Shipley Energy, advised us to begin looking at new contracts for both services as those markets currently are volatile. Action on contract offers requires quick attention and cannot wait until a regular Property Committee meeting. On a motion by Dave Rupnik and seconded by Dan Reed, the Committee voted unanimously to authorize Bruce Bigelow to work with Shipley to obtain quotes for both gas and electricity service, and – if advised by Shipley – enter into said contracts. Bruce is to work with Steve to obtain the signature of Council President on any such new contract(s).

The Chair took a few minutes to express his gratitude to the Committee for their patience with him and their hard work over the last two years. Dave Rupnik will become the new Chair on January 31. The current Chair agreed to remain a member of the Committee.

With no further business to be discussed, the meeting adjourned at 8:15 PM following the Lord's Prayer.

Respectfully submitted,

Jon Andrews,

Committee Chair