

Trinity Lutheran Church

February 23, 2021

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

**Review of minutes:** Randy Moore moved to approve the January 26, 2021 minutes. Dan Reed seconded, and the motion carried.

**Subcommittee Reports:**

**Kitchen:** Nothing to report.

**Landscaping:** Bruce Bigelow wants to get the lawn tractor serviced in March. He is looking for people to help mow the lawn this year, and thus increasing the number of members on the landscaping crew. Spring Cleanup is scheduled for Saturday, March 27.

A proposal was received from TruGreen for fertilizer treatments. Last year the committee decided to do this ourselves, and it was adequate. It was decided we will continue to do this ourselves this year and Steve will help in getting the product to apply.

**Special Projects and Programs Reports:**

**Arts Team:** Nothing to report.

**Minor Repairs:** The Chair reported he has been moving boxes, repairing door stops, and overall it's been pretty quiet. Florescent lighting will need to be replaced in the stairwell going down to the basement. Randy Moore examined the leak in the office roof. Dan Reed and Steve Kauffman will look at this tomorrow, too.

**Electrical:** Nothing to report.

**HVAC:** Randy Moore reported hot water filtering has been completed. The air purification filtering was discussed, too.

**Property and Building Security:** The Chair reported he will need to look at the security system when the construction is complete and make adjustments where needed.

**Columbarium:** The addition of another set of units must be a priority for 2021 as the demand for units has outpaced the supply. Mary Haar reported she had the blueprints of the columbarium scanned at Johnson Imaging. She met with Matthew Kelly and emailed David Scheuren about providing bids for the masonry work. A quote was received from Cumberland Masonry. Mary Haar will contact Eickof Columbaria for an updated quote. A second quote for niches will be received from an additional company which still needs to be found. A meeting including Pastor Brock, Steve Kauffman, Mary Haar, and Bruce Bigelow will be scheduled to discuss how future additions will need to be included. 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:** Penn Waste agreement was signed for a year. Our agreement with the Susquehanna Sprinkler was renewed.

Financing of the IT/AV project was discussed. Nothing has been taken from MIRA yet, since \$37,000 was raised by the congregation for the upgrades in a separate appeal. Steve Kauffman will ask Paul Hensel what amount is in MIRA.

We are currently under budget and should continue to be for the first quarter.

**Snow Removal:** Ambitious Vishes Snow Removal was hired to do the sidewalks. The original company that was hired, Kimble's Lawn and Landscapes, LLC, couldn't keep their agreement in terms of the rate they quoted us.

**Strategic Planning:** The Chair requested the MIRA list to be updated with financial information. He will distribute this via email to the committee members.

**MIRA:** The MIRA list will be reviewed at the March Property Committee meeting

**Old Business:**

**Consolidation of lots:** In process. The Fisher Plan done was not approved by the Boro of Camp Hill. To record a consolidation of the deeds, a formal subdivision plan needs to be done and finalized. Jon Andrews will continue to research this.

**1959 Market Street Renovations:** The general contractor – Weidner Construction – provided a final cost estimate for the renovations, which was \$264,000. 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 next week. The Synod is still expected to move in by September or earlier. The Chair mentioned to Dan Reed the roof should be done by May.

**Outdoor Stage work:** Performance platform is what this is being called by the engineer. The Chair is putting together the permit information. We will be within the allocated amount of funds for this project. The Chair will be reaching out to Hempt Bros. to see what they can do to assist with the concrete for the project.

**2021 Budget:** Nothing to report.

**Insurance Coverage:** The insurance needs to be figured out by the end of March. Steve Kauffman and Jon Andrews are working with several property insurance companies in an effort to obtain competitive pricing. Bruce Bigelow moved for Jon Andrews and Steve Kauffman to have the authority to decide on the insurance carrier, since it's a time sensitive concern. Randy Moore seconded, and the motion carried.

**New Business:**

**Painting quotes:** Dan Reed will address getting quotes once the weather breaks.

**Utility Contracts:** Bruce Bigelow informed the Committee that both the gas and electricity service contracts will expire in 2021. We have contracted with Snyder Brothers for one year for gas and will realize a 3% reduction.

Electricity is estimated to be a 23% increase. This will be an ongoing review since current contract runs out in the Fall.

**Parking Lot:** Jon Andrews mentioned that he has contacted Parvin Paving and JR Paving for parking lot sealing.

Two companies have been contacted to provide estimates for the lining of the parking lot, too.

**New Business:**

**Interior painting:** Joe Hunter is interested in getting a team to help paint some of the hallways. The kitchen hallway, sexton hallway, 1<sup>st</sup> floor of the education wing, 2<sup>nd</sup> floor of the education wing , and out in front of the office are the places that need to be addressed. Any hallways that have murals on them need to be addressed by the Arts Team for guidance.

**Adjustments for meetings:** It was requested that members provide opening prayers.

A note was included in the weekly email blast requesting new members for the Property Committee.

With no further business to be discussed, the meeting adjourned at 8:00 PM following the Lord's Prayer.

Respectfully submitted,

Mary Haar, Committee Secretary and Dave Rupnik, Chair