

Trinity Lutheran Church

May 25, 2021

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

Review of minutes: Dan Reed moved to approve the April 27, 2021 minutes. Bruce Bigelow seconded, and the motion carried.

Subcommittee Reports:

Kitchen: Joe Hunter mentioned that things are getting busier in the kitchen. Through June there are a number of events scheduled. Randy Moore will help Joe Hunter examine the dishwasher and see what needs to be fixed.

Landscaping: Bruce Bigelow mentioned there are 75-85 geraniums from Pentecost Sunday that need to be planted. He was delighted to observe the 1915 Market Street property survived the tailgate party. There is a Bradford Pear tree along Chestnut that will need to be removed.

Bruce Bigelow is working with his landscaping crew to schedule their weekly tasks around the Play Group end of year events.

Special Projects and Programs Reports:

Arts Team: Nothing to report. Steve Kauffman mentioned the concert series will commence again this fall.

Minor Repairs: Bruce Bigelow reported the electric has been restored to the garage. Dave Rupnik reported the chandelier was hung in the narthex.

Electrical: Nothing to report.

HVAC: nothing to report.

Property and Building Security: Steve Kauffman reported the new door in the kitchen hallway still hasn't been installed correctly. Duty will be working to get the key concern for the door corrected.

Dave Rupnik noted there is a concern with so many keys for so many doors. He hopes this will be examined further in the fall.

Director of Administration: We are doing very well with the budget and are currently \$25,000 under budget.

Steve Kauffman is still researching our Comcast usage.

Steve Kauffman reported he blinds have been installed in the preschool window and library. He still needs to purchase a screen for the library door. The closet under the staircase is now being used to store instruments and other items Tim Koch uses for the traditional services. The items that were stored there previously were moved to the new collection closet off the new entrance to the Gathering Space.

Old Business:

Consolidation of lots: Jon Andrews provided the Chair an update via email. He is compiling information for the tax exemption of 1915 Market Street, since it will be added to the deed of 2000 Chestnut Street. 1959 Market Street will remain a taxable entity of the church.

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 received an updated quote from Eickof Columbaria. She is still seeking a second quote for niches from Sunset Columbarium in Canada. A discussion was held at the April Property Committee about the possibility of purchasing a different type of columbarium, since the costs are becoming a concern. Mary Haar received a catalog with additional options from Sunset. She is still waiting to receive a catalog of additional options from Eickof.

Outdoor platform: The permits were approved by the Boro of Camp Hill. Dan Reed and Dave Rupnik will begin working on this as early as June 8. Seth Maurer will drill the holes for the cement.

1959 Market Street Renovations: The Chair reported they are anticipating the renovations to be completed in early June. The painting, upper kitchen cabinets, and the front porch are all done. There are no doors installed, and the windows with the arches still aren't finished. The project is under budget.

Energy Contract: Bruce Bigelow received the new quotes, and Steve Kauffman has executed the contract. Electricity prices have increased and are expected to continue. The new prices we are locked into are good for fourteen months.

1959 Roof repairs: Dan Reed is continuing to play phone tag with Houck.

Painting of exterior: Dan Reed is still waiting a date for EE Mills to begin the exterior painting, but it will be scheduled for this summer.

Parking Lot: Jon Andrews provided the Chair an update. The sealing and lining of the parking lot will be done the first two weeks of June.

Policy Pages: The Chair sent the policy pages to the committee members for review. A discussion was held. The beginning paragraph should be omitted. Section II B should include a note that there needs to be a minimum of 2 preferably 3 quotes for anything over \$1,000. Notes and change suggestions were submitted to Steve Kauffman by the Chair.

Interior Painting: A Painting Priority List was created and submitted to the committee. Joe Hunter mentioned he is almost finished with what they started. He is willing to work up to the double doors of the education wing. Steve Kauffman needs to compile a list of what needs to be done; when it needs to be completed; and information about funding. Joe Hunter needs volunteers and a painting crew needs to be created.

Ceiling Tiles: Dan Reed has one quote for ceiling tiles for the Gathering Space. He will seek some additional ones. He noted the specific area that needs to be done.

Recruitment of volunteers: This discussion continued from last month's meeting. Steve Kauffman, Pastor Liz Frey, and the Chair will discuss creating a list of people to engage with and meet face to face. The Give, Serve, Lead Team will be examining this, too.

New Business:

Recognition of Memorial Contributions: The Chair presented the Committee three options that were examined and discussed. One of the options that was discussed was a book with a listing of the memorial donations that have been made to the church. Information for the book would be able to be retrieved from Paul Hensel. Pastor Brock will work to look at developing a online Memorial Book.

A discussion was held about a Memorial Peace Garden. After the meeting, the Chair composed the following and sent it to the committee members.

The Property Committee is proposing that we have the Peace Garden become the Memorial Peace Garden. This change would facilitate the ability for TLC members to have their deceased loved one memorialized on the TLC property. They would have the ability to purchase a paver with inscribed memorial at \$120 per paver. If the Garden would become sold out, we would then start the TLC Memorial walk and would look at locating it by the columbarium.

With no further business to be discussed, the meeting adjourned at 8:45 PM following the Lord’s Prayer. The next Property Committee meeting will be held on Tuesday, June 29 at the Rupnik home.

Respectfully submitted,

Mary Haar, Committee Secretary and Dave Rupnik, Chair

MIRA Projects March 2021

<u>2021 Projects</u>	<u>Cost Estimate</u>
Paint Exterior Trim	25,000 - Approved
Seal and reline Parking lot	12,000 - Approved
Outdoor Stage	2,500 – In process
 <u>Future</u>	
Replace Flat Roof 2025---2030	145,000
Peace Garden	10,000
Path to Picnic Table	5,000
Remodel Chapel	35,000
HVAC Mechanical Upgrade/Replacement	50,000
Upgrade Kitchen	80,000
 <u>Capital Phase II</u>	
Refinish Pews	95,000
Repaint Nave	60,000
Replace Window Shades	15,000