

Trinity Lutheran Church

October 26, 2021

Dave Rupnik, Chair, called the meeting to order at 7:00 PM. Others present were: Randy Moore, Mary Haar, Bruce Bigelow, Pastor Brock, Steve Kauffman, and Angie Clark. Jimmy Tice attended via Zoom and was introduced as the committee's most recent member. Dan Reed, Joe Hunter & Jon Andrews were excused for the evening.

**Review of minutes:** Randy Moore moved to approve the September 28, 2021 minutes. Bruce Bigelow seconded, and the motion carried.

**Subcommittee Reports:**

**Kitchen:** Joe Hunter provided a report to the Chair. Everything's OK in the kitchen.

**Landscaping:** Bruce Bigelow reported the mowing crew is transitioning from grass cutting to leaf pickup.

On October 15, a group of seven middle school students and an advisor helped with outside cleanup, raking, and removal of grasses.

Saturday, November 6 will be the fall cleanup, with a rain date planned of Saturday, November 13. Bruce Bigelow mentioned five people have signed up to help.

Angie Clark mentioned the lawn between the church and funeral home will be aerated and overseeded at the expense of \$200.

Bruce Bigelow purchased a new chainsaw that is compatible with the leaf blowing backpack. The cost didn't exceed \$230.

**Special Projects and Programs Reports:**

**Arts Team:** Mary Haar will email Marcia Brown, Steve Kauffman, and Patty Marshall to discuss the hanging of artwork.

Mary Haar sent an email to the Chair and Steve Kauffman thanking them for moving the ladies' robing room. The ladies are very happy with the new space.

**Minor Repairs:** The Chair reported the floor drain in the basement at 1959 Market Street was fixed to allow water to drain properly. HVAC concerns were addressed at 1959 Market Street by Thermotech.

Randy Moore reported the church should be receiving a rebate for \$1,086 from UGI for 1959 Market Street.

The former AV room will be used as a classroom. The Chair patched the holes in the room to get it ready to paint.

Pole damaged from the wind was replaced on the outdoor stage.

Everything in terms of grasses, lumber and overgrowth has been cleaned up around the chiller.

There was a concern with a new toilet in the ladies room by the library. This has been addressed.

**Circuit breaker identification:** Randy Moore noted the circuit breaker identification that was done prior to the renovation were all removed. The identification needs to be redone. Angie Clark moved for a quote to be received. If the quote comes in under \$1,000 Randy Moore can sign it. This should be done by the end of the calendar year. Bruce Bigelow seconded.

**HVAC:** Randy Moore reported he spoke with Nexgen about integrating a central humidification system into our existing system. Randy Moore feels confident with this company and their expertise, and would like to see Nexgen take over the controls for which Automated Logic is contracted. Randy Moore provided further insight and background of our relationship with Automated Logic. Angie Clark moved to give Automated Logic a 60 day notice. Mary Haar seconded, and the motion carried. Nexgen will propose a needed upgrade for our obsolete systems with options to finance. Expected to be around \$41,000.

The boiler inspection has been complete.

**Director of Administration:** Steve Kauffman informed the committee the mice concern has been addressed.

All Faith Formation classes have been moved to the second floor of the education wing.

We are currently \$37,000 under budget for 2021. We will be in a good position for end of year. Anything that we have left over from this year will be transferred to MIRA for 2022 if the overall church budget is positive.

We finally switched from Comcast to Verizon for phone and internet!

The Home Paramount contract, specifically termite coverage, was renewed for 1959 Market Street.

**Old Business:**

**Energy update:** Bruce Bigelow mentioned that it is being forecasted electric prices will be increasing between 23% and 26% in 2022. Since our gas prices were locked in last year before they increased 20%, we entered into a 3% decrease.

**Strategic Plan:** The next submission for the Strategic Plan is due next year. The Chair will work with whomever is appointed the new Property Committee Chair next year.

**Consolidation of lots:** Jon Andrews is still working on this.

**Columbarium:** Mary Haar provided all of the information she received over the last year about the expansion. It was decided the masonry contract will be awarded to Cumberland Masonry. They have done all the mason work on the prior sections.

A discussion followed about the niche company that would be awarded the contract. It was decided the Chair would contact Pastor Horner about calling the pastor at St. Matthew's in York. Sunset Columbarium from Canada did the St. Matthew's columbarium, and we would like to see the final project.

**Ceiling Tiles:** Dan Reed is still working on this.

**Roofing concerns:** Houck has been scheduled to repaint the chimney at 1959 Market Street.

Houck has also been called about quoting installing two additional drains in the preschool roof.

**Memorial Peace Garden:** The Chair and Bruce Bigelow provided an update. The Chair, Bruce Bigelow, and the sponsor met to review the bids that were submitted. Three bids were received, and the bid provided from Seth Maurer was the one chosen. The garden construction won't be scheduled until next spring, but the Chair wants the planning finalized during the winter months. Zoning and building permits will need to be done. The Chair will create a form for the purchasing of the pavers for the parishioners to fill out.

**2022 Budget submittal:** The Chair announced Property is requesting \$13,000 more for 2022. This increase is primarily due to addition of MIRA projects to the budget.

**New Business:**

**Volunteer list:** The Chair has asked members of this committee to review the list and mention who we would like to contact about assisting with the committee tasks. By the November meeting, he is requesting each member of the committee to talk to three people on the list that was compiled. There are three different parts of the Property Committee for them to choose from for helping: Landscaping, special ad hoc projects, or being a member of the committee. Landscaping tasks are broken down to include the mowing crew and gardening crew. The mowing crew mows grass, trims ledges and bushes. This would be a one to two hour commitment per week. In the fall, leaf collecting is part of the tasks. For the gardening group, a flower bed or area can be adopted to maintain the integrity of the property. This includes weeding and pruning. Jimmy will help Bruce on laying out adopted areas.

**MIRA list:** Projects for 2022 that need to be done include paving of the back parking lot, HVAC controls replacement, and upgrade the chapel. We will revisit the MIRA list in January.

**Snow Removal:** Steve Kauffman mentioned that Hempt Bros. won't be doing the snow removal anymore.

The snow blowers need to have maintenance done.

A review of how much has been spent over the last three years on snow removal was provided by Steve Kauffman. Steve Kauffman recommended we have Seth Maurer do the snow removal for 2021-2022.

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, November 30 via in Zoom.

Respectfully submitted,

Mary Haar, Committee Secretary and Dave Rupnik, Chair

MIRA Projects September 2021

<u>2021 Projects</u>	<u>Cost Estimate</u>
Paint Exterior Trim	25,000 – Completed
Seal and reline Parking lot	12,000 - Completed
Outdoor Stage	2,500 – Completed
<u>2022 Projects</u>	
Remodel Chapel	35,000
Paving of back parking area	10,000
<u>Future</u>	
Replace Flat Roof 2025---2030	145,000
Peace Garden	Donor identified
Path to Picnic Table	5,000
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