

Trinity Lutheran Church

November 30, 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, Angie Clark, Dan Reed, Joe Hunter, Jimmy Tice, & Jon Andrews.

Pastor Brock opened the meeting with prayer.

Review of minutes: Bruce Bigelow moved to approve the October 26, 2021 minutes. Dan Reed seconded, and the motion carried.

Subcommittee Reports:

Kitchen: Joe Hunter reported the Harrisburg Singers breakfast was held this month. Lutheran Advocacy will be meeting in February.

Angie Clark reported a concern about the temperature in the oven being on last week when she was heating chicken nuggets for the preschool. Steve Kauffman was notified. The Chair requested a sign be posted about making sure equipment is off after use.

Landscaping: Fall clean up took place Saturday, November 6 with nine people assisting.

The 1915 Market Street plot was Aerated and overseeded.

This might be the last week of leaf pickup. The landscape crew will be meeting tomorrow to mow the lawn one last time before hibernating until the spring.

The Chair asked Bruce Bigelow about the map for plots of land. Jimmy Tice will meet with Bruce Bigelow to discuss this further and develop a gardening plot site overview. Bruce talk to volunteers who are interested in assisting with the lawn work.

Special Projects and Programs Reports:

Arts Team: Mary Haar will be meeting with Marcia Brown and Steve Kauffman Friday to discuss the hanging of artwork.

Minor Repairs:

The Chair reported only small issues at 1959 Market needed to be addressed.

Electric: Randy Moore mentioned what needs to be done for the Circuit breaker identification. Seth Maurer, Angie Clark, Matt Bingman all said they would be able to assist with this. The Chair will send an email to those interested in assisting to meet on Saturdays in February.

Plumbing: The cleaning lady noticed two of the new toilets in the bathrooms running. The Chair will look at this further.

HVAC: Randy Moore reported Nexgen has been hired for the dehumidification in the basement using our existing system.

The #5 boiler was off on safety. Randy Moore reset it, but it wasn't moving. He will keep the committee in the loop. If additional expenses need to be approved, email votes will take place in December.

Director of Administration: Steve Kauffman informed the committee he is frustrated with Shearer for the technology of the doors. He has a contact via telephone he can contact for technological help. He is glad to deal with Shearer for the doors themselves.

Paul Askey will look at the snow blowers and make sure they are OK for the winter. Seth Maurer is contracted for the snow removal. Bruce Bigelow asked who would be paying for the gas to run the snow blowers Steve will check..

We are currently \$30,000 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.

Old Business:

Consolidation of Lots: Jon Andrews has everything in order for 1915 Market Street to become tax exempt. Jon Andrews will meet with Steve Kauffman to get everything ready before the hearing.

Columbarium: Masonry work is to be completed by Cumberland Masonry. Mary Haar will contact Eickof Columbarium tomorrow to inform them we received a competitive quote. If Eickof returns a new bid within \$1,500-\$2,500 of the competitive quote, she will forward this to the committee.

Ceiling tile in the Gathering Space: It is getting closer to being done.

1959 Market Chimney Repair: Dan Reed reported this has been completed.

Strategic Planning: This will be a one year plan being worked on in January by Council members. They will reach out to us if they need further information.

HVAC controls: Nexgen's proposal of controls take over was discussed. Our current contract with Automated Logic is \$9,000 annually. Nexgen would be a 4-5 year contract with a cost of \$3,395 for the first year with a 5% increase each remaining year. Automated Logic's charges are too high for what our church needs. Randy Moore feels confident with this Nexgen and their expertise. Steve Kauffman talked to a contact at Camp Hill School District about their experience in dealing with Nexgen, and all the feedback was positive. Nexgen has a lot of knowledge of our systems. A discussion followed about the cancellation of the Automated Logic contract. Randy Moore moved to accept the Nexgen contract for five years with the first year at \$3,395 with 5% increase annually. Jon Andrew seconded, and the motion carried.

What is the best way to finance the upgrade to the system? The Chair would like to meet with Steve Kauffman, and Daryl Ackerman, Finance Chair, to discuss this further.

Peace Garden: No update. Seth Maurer should have the final plans to submit to the architect. Bruce Bigelow spoke to Seth Maurer, and he should have everything put together to take to the borough of Camp Hill for permits to get submitted in December.

The Chair will work with Stephanie Maurer about the publicity for engraving the bricks. We will need to get 50-75 people signed up to begin this.

2022 Budget submittal: The Chair reviewed the budget request and recommendation from the budget subcommittee of Finance Committee. MIRA will have \$20,000 to \$30,000 moved from 2021 to next year. We should be able to remodel the chapel and repave the back parking lot in 2022. A discussion followed.

Volunteer list: The intent of this list is to get families and other people who are in their 20's to 60's involved with the Property Committee. 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. There are three different parts of the Property Committee for them to choose from for helping: Landscaping, special ad hoc projects, and being a member at large and attending meetings. Bruce Bigelow mentioned he will send out an email and inform parishioners he would meet with them. 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. Bruce Bigelow suggested having the Youth Group adopt working on the playground plot.

New Business:

Roof on the preschool: Hauck will be sealing the seams for \$12,000, and it would last another five years. Dan Reed said the roof needs to be replaced in the next 5 years. The estimate for the new roof is: \$145,000. Daryl Ackerman is aware of the concern.

MIRA list: All projects for 2021 have been completed.

Projects for 2022 that need to be done include paving of the back parking lot \$10,000 and remodel chapel \$35,000.

For future projects: HVAC mechanical replacement \$50,000, and upgrade the kitchen \$80,000. A new roof will need to be done on the garage \$10,000 to \$15,000. We will revisit the MIRA list in January.

Mary Haar will contact Daryl Ackerman about adding the roof to the Finance Committee agenda for next week.

With no further business to be discussed, the meeting adjourned at 8:30 PM following the Lord's Prayer. The next Property Committee meeting will be held on Tuesday, January 25, 2022.

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
New Roof Garage	15,000
<u>Capital Phase II</u>	
Refinish Pews	95,000
Repaint Nave	60,000
Replace Window Shades	15,000