

Trinity Evangelical Lutheran Church -- Property Committee Minutes  
Tuesday January 31, 2023

Dave Rupnik, Chair, called the meeting to order at 7:00 PM with prayer. Others present were: Mary Haar, Dan Reed, Bruce Bigelow, Randy Moore, Angie Clark, Pastor Brock, Matt Bingaman and Steve Kauffman. New members acknowledged were: Matt Erdley, Steve Erdley, and Don Aumen. Excused for the evening were: Jon Andrews, Jimmy Tice, and Joe Hunter.

Opening Prayer was provided by Angie Clark.

The minutes of November 29, 2022 meeting were approved unanimously.

**Sub-Committee Reports:**

**Kitchen Sub-Committee** – Joe Hunter has been cleaning the kitchen and getting rid of outdated items.

**Landscaping Sub-Committee** – Bruce Bigelow established dates for spring cleanup. April 1 will be the recommendation with April 8 as the rain date. The main job for spring cleanup is to put down tan bark, clean up sticks and get ready for the mowing season. Seth Maurer took care of ordering the mulch last year. Matt will work with Bruce to organize this. Lawn mower maintenance should be done in March and Bruce will handle having this done.

The following is a list of projects Bruce Bigelow compiled that should be completed this spring.

- Power wash garage and paint doors. Steve Kauffman to arrange as a good staff project.
- The drainage concern in the garage needs to be examined and corrected. Randy Moore will assist Bruce with this.
- Landscape the lawn area between the lower lot and the sidewalks. It would be best to remove the grass from that area due to the yellow jackets. Matt Bingman will get recommendation and cost.
- Benches throughout the property need to be power washed and refinished. Steve Erdley will address working with Bruce Bigelow and Steve Kauffman.
- Crab grass killer and fertilizer need to be spread. Angie Clark will take care of this task in late March. The Chair requested her to get 5 bags.
- Resituate the Good Shepherd statue so it will face the Gathering Space entrance, remove shrubs as needed and relandscape the areas. Matt Bingman will get cost and lead this project.
- Columbarium needs to be power washed. This will be addressed after the Columbarium work has been completed.
- Staining the outside deck and 1959 stairs will be taken care of by Dave Rupnik.

## **Special Projects and Programs Reports:**

**Arts Committee Representative** – Mary Haar, Arts Team Facilitator, spoke with Phyllis Mowery about the art collection she has that was in Hal Mowery’s office. Mary Haar would like to recommend the art be displayed in the Gathering Space one month this year. She will meet with Phyllis Mowery and Patty Marshall to look at the artwork and choose a month.

### **Minor Repairs** –Dave Rupnik, Chair-

- A hand washing sink was installed in the kitchen. Several things needed to be shifted around for the sink to be installed properly.
- Antiskid treads were put at the parsonage
- Helped decorate the property for the Advent Season putting up trees and hanging wreaths

Steve Kauffman has been replacing batteries in the smoke detectors.

**HVAC** – Randy Moore – The rebalance of the air in the office needs to be addressed. A discussion followed.

### **Report – Property Administrator – Steve Kauffman**

- a. Finances – We are in good shape for the budget, since it’s the beginning of the year.
- b. Building & Maintenance Items –
  - Steve Kauffman noted we switched to Advantage for fire alarms and need yearly battery replacement for wireless devices.
  - Steve Kauffman is looking at replacing the batteries in the AED machines. He is working with the Camp Hill Fire Department.

## **Old Business**

**Columbarium** – Steve Kauffman reported April will be the date the columbarium is installed. Cumberland Masonry is ready to go with pouring the foundations. The building permit with the borough of Camp Hill needs to be addressed, but there is a concern about permeable surface and the zoning permit. It was recommended to remove the scout ‘sidewalk’ to make some square footage available.

**Ceiling Tile Gathering Space** – Dan Reed and Randy Moore will complete this in the spring.

**1959 Chimney repairs** – Steve Kauffman noted everything looks good, and this is complete.

**Memorial Peace Garden** – Dave Rupnik, Chair, noted it is complete but replacement of bricks will occur when they are available.

**Solar installation** – Dave Rupnik, Chair, reported the roof is complete. The electric will be connected on Feb 17. We will be generating electricity in March, which is 4 months ahead of schedule.

**Bathroom renovation** – Dan Reed will be rehabbing the two handicap bathrooms by the custodian's office. The staff office bathrooms have been completed.

**Nave Blinds** – Dave Rupnik, Chair, will be follow-up with Jimmy Tice about this, and ask Jimmy where things stand.

**New Business:**

**Volunteer Fair** – We received several names of parishioners interested in assisting the committee. The Chair mentioned Angie Clark will be helping with landscaping and Property Committee PR. It was noted that the number of people participating in an activity is what needs to be given to the office. They are looking to see engagement in volunteering.

**2023 Budget review** – The Chair noted the budget is realistic, and changes were implemented in the list by the budget sub-committee.

**CCU Property Committee initiative** – The Chair and Joe Hunter met with CCU to discuss their need of starting a Property Committee. CCU will be working to get additional volunteers from sponsoring churches to be part of this initiative. Once additional members are identified, a meeting will be held to try and get this initiative started.

**Replacement of fluorescent bulbs with LED** - Presently any lamps that are replaced with LED bulbs have needed to have ballasts replaced. Steve Erdley and Don Aumen will work with Steve Kauffman to address this.

The meeting adjourned with the Lord's Prayer at 8:30. The next meeting will be on Tuesday, February 28.

Submitted respectfully by Mary E. Haar, Committee Secretary and Dave Rupnik, Chair