

Trinity Evangelical Lutheran Church -- Property Committee Minutes
Tuesday February 28, 2023

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

Opening Prayer was provided by Dave Rupnik.

The minutes of January 31, 2023 meeting were approved unanimously.

Sub-Committee Reports:

Kitchen Sub-Committee – Joe Hunter continues the cleaning of kitchen and getting rid of outdated items.

Landscaping Sub-Committee – Bruce Bigelow reminded everyone of the date for spring cleanup, April 1 with April 8 as the rain date. Matt will work with Bruce to organize mulch delivery. Lawn mower maintenance should be done in March and Bruce will handle having this done. Bruce also recognized Steve K and Dave R for the cleaning out and arrange the garage area.

Special Projects and Programs Reports:

Arts Committee Representative – Mary Haar, Arts Team Facilitator, will be looking at hosting a reception after the Harrisburg Singers Concert in April. She will meet with Phyllis Mowery and Patty Marshall in March to look at Phyl's artwork and choose a month to display it in the Gathering Space this year

Minor Repairs –Dave Rupnik, Chair-

- Worked on fixing the floor scrubber. Got it working, but it will need to have new batteries. This will be done in March.
- As mentioned previously, working with Steve K the garage was reorganized and junk/trash removed. An area for Market on Market has been established for them to store their equipment.

HVAC – Randy Moore – The leak with one of the large boilers has been addressed. He will look at what would be needed to get the heating units in the staff offices to be working again.

Monthly Volunteer Numbers – Chair collected and will be forwarded to Pastor Liz.

Finance and Council meeting updates – Chair reviewed discussion from the Finance meeting and the Council meeting and indicated that there are funds available to renovate/repair the Fellowship Hall trough lighting.

Report – Property Administrator – Steve Kauffman

- a. Finances – We are in good shape for the budget. Abnormal expenses will be reviewed with Chair on a monthly basis. February's report will be distributed when available. Initial review looks like we are still holding to budget. Chair will be working with Finance to better distribute monthly budgets.
- b. Building & Maintenance Items –
 - Steve Kauffman indicated he signed a 3 year contract with Waste Management with no cancellation fees and a service contract with Susquehanna Sprinkler.
 - Steve Kauffman has ordered replacement batteries for the AED machines.
 - Steve Kauffman had Hershocks replace weather stripping on select exterior doors.

Old Business

Columbarium – Steve Kauffman reported the building permit with the borough of Camp Hill has been addressed and just waiting on approval so masonry work can be started.

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

Solar installation – Dave Rupnik, Chair, reported all solar panels have been installed, the tie into PP&L was completed and approved. Next step is closing out Camp Hill Building Permit and final PP&L sign-off. We should be generating electricity by mid-March, which is 4 months ahead of schedule.

Bathroom renovation – Dan Reed has completed 3 of the 4 and the 4th will be done in March.

Nave ½ Circle windows - Jimmy Tice will be looking to get cost for frosted film to be installed.

Crab Grass and Fertilization – Angie is working to get pricing and will purchase 4 bags to be available to apply this Spring.

Relocation of Statue, removal of shrubs and grass strip along Chestnut – Matt B is working with Seth M to get a plan, cost and schedule to accomplish. Matt and Steve K will contact Seth to answer any questions so this can be accomplished after Easter.

Drainage by Garage – Randy outlined the plan to address and will work with Bruce to get it installed in March.

Staining of deck and 1959 stairs – Dave R will address once weather gets warmer.

Pressure washing of benches – Steve E will address once weather gets warmer.

Pressure washing of garage and paint garage doors – Steve K will add to staff day of giving activities.

Lot consolidation – Jon is still working to complete getting the deed consolidated.

New Business:

Replacement of ballasts and fluorescent bulbs with LED - Don Aumen continues to work on this replacement project. More tubes and ballasts will need to be ordered. He will work with Steve Kauffman to address this.

Fellowship Hall trough lighting – Don A has reviewed and is looking at plans to address. He will prepare preliminary pricing and review with Steve K and the Chair. The plan would be to address this over the summer and have it completed for the Fall.

Gravel Path removal and reseeded – Steve E will work to have this completed in the month of March.

Contact Information Sheet – Angie will finalize and Chair will send out to Committee. She will maintain it as we add additional help.

The meeting adjourned with the Lord's Prayer at 8:20. The next meeting will be on Tuesday, March 28.

Submitted respectfully by Dave Rupnik, Chair