

Trinity Evangelical Lutheran Church -- Property Committee Minutes
Tuesday February 27, 2024

1. Opening Prayer – Dave Rupnik
Attendance: Dave Rupnik, Mary Haar, Steve Kauffman, Randy Moore, Dan Reed, Steve Erdley, Don Aumen. Others in attendance were Ryan Sheaffer, President Congregation Council, Bill Bishop, VP Congregation Council. Excused Pastor Brock, Angie Clark, Jimmy Tice, Joe Hunter, and Bruce Bigelow.
2. Review Minutes of January 30, 2024, meeting – submitted & unanimously approved
3. Sub-Committee Reports
 - a. Kitchen Sub-Committee – Joe Hunter
 - b. Landscaping Sub-Committee – Bruce Bigelow
Spring cleanup will be April 13 and rain date will be April 20
4. Special Projects and Programs Reports
 - a. Arts Committee Representative – Mary Haar
 - b. Minor Repairs – Dave Rupnik – Classroom lights that were a concern were replaced with LEDs. The ballasts are OK.
The narthex door closer needs replaced. Dave Rupnik will replace.
Hung paper towel holders.
The benches out-front needed to be replaced, and they were temporarily replaced by benches Mitzi Jones leant us until the Market on Market opens again. Steve E will look at finding proper replacements.
 - c. Electrical – Don Aumen – He repaired lights in the hallway near the kitchen, and replaced the light above the piano in the chapel. The spotlight on Market Street sign needs to be looked at.
 - d. Plumbing – Randy Moore – He hasn't gotten to the faucet in the office. The water to the sink in the small sacristy was turned off and needs to be turned on.
 - e. HVAC – Randy Moore – Room 126 heater has been correctly placed.
5. Finance and Council meeting updates – Dave Rupnik
Finance – Some money from checking accounts will be placed in CDs.
We need to continue to fund solar, since we need \$300,000 to buy it out in four years.
Hospitality: the third Sunday of each month Teams and Committees will be asked to host Garden of Eatin'. Between 10:00 AM and 11:00 AM.
6. Report – Property Administrator – Steve Kauffman
 - a. Finances – we are under budget.
 - b. Building & Maintenance Items
Scones are in the library and the chapel. These are both done.

Two blinds were installed in the preschool.

Estimate to redo the concrete at the columbarium was received from Cumberland Masonry. A discussion followed and repair will be schedule for the Spring.

Dan Reed will put a tool bag with tools for use in the columbarium in Sherry's office.

7. Strategic Planning – 2024 Budget update – Dave/Steve
Steve Kauffman and Dave Rupnik will meet to discuss what should be in the Strategic Plan and present it to the Committee in the future after Easter.
8. Old Business
 - a. Removal of grass strip along Chestnut – Dave Rupnik– spring project
 - b. Drainage by garage – Randy Moore – spring project
 - c. Pressure wash garage and paint door – Steve Kauffman – future project
 - d. Columbarium surface - Steve Kauffman discussed; see notes above
 - e. Nave Blinds/frosted film – Jimmy Tice
3 M products won't work in half-moons on the windows in the nave. Five arches and shades need to be replaced. Jimmy Tice and Steve Kauffman are getting more quotes.
 - f. Ballast replacement – Don Aumen – working on, and getting a count for LED bulbs that need to be ordered.
 - g. Gas Contracts – Bruce B – up in July. They don't want to go out for prices until May. Gas goes down in the summer, so we want to lock in then.
Also looking into 1959 Market Street rates.
 - h. Security issues for Property Committee – Dave Rupnik/Steve Kauffman/All
4.2 will take place this spring.
- 4.3, 4.4, 4.5 Randy Moore received an additional quote, and the best price is still from Premier.
- 4.9 Dave Rupnik showed the committee what he will be changing the door hardware with.
- 4.10 Dan Reed and Bill Bishop are working on this. They provided an update. Cost should be less than \$250.
- 4.12 Dave Rupnik is still working on this.
- 4.14 Ryan Sheaffer will provide Pastor Brock with another possible supplier for ballistic vinyl.
- 4.15 Steve Kauffman has a keying company come out and quote redoing the office keys. He is rekeying certain rooms and will redistribute keys.
- 4.24 COMPLETE
- 5.2 Steve Kauffman, Pastor Brock, and Dave Rupnik met to discuss this. Increasing from 16 to 32 cameras. Still in the research phase.

- i. Market Street Streetscape project – Dave Rupnik – moving forward in the Spring. When we receive the bill, we have 18 months to pay it. This is just for the sidewalk in front of 1959 Market Street.
 - j. Gordon Fry Mary Haar – Mary Haar will send these letters that Dave composed.
 - k. Boiler #1 – Randy Moore – disable boiler #1 or replace it. We have until July to make a decision on this. We want this completed by October. A discussion followed. At the April property committee meeting, Randy will present his recommendation.
 - l. Coffee Pot for Kitchen – Steve Kauffman
Restaurant Store = \$2,000 and it was noted this is the same coffee pot we currently have. Dan Reed moved not to exceed \$2,000; Steve K seconded, and the motion carried.
 - m. HVAC contract – going up by \$2000 for our maintenance contract. Randy will look at getting quotes for next year.
 - n. Renewed our contract with Susquehanna sprinkler.
 - o. Dishwasher needs – hot water was a concern, and Randy Moore provided a solution that fixes the issue. Will look at maintenance and installing a Hobart maintenance kit. A decision will be made on this in September.
9. New Business
- a. Solar performance - Solar distribution line graph was reviewed. Need to be banking electricity March through June.
 - b.
10. Meeting adjourned with Lord's Prayer 8:25 PM
- Respectfully submitted,
- Mary E. Haar, Committee Secretary and Dave Rupnik, Chair