

Trinity Evangelical Lutheran Church -- Property Committee Agenda
Tuesday March 19, 2024

1. Opening Prayer – Dan Reed

Attendance: Angie Clark, Dan Reed, Randy Moore, Dave Rupnik, Steve Kauffman, Mary Haar, Don Aumen.

Excused: Joe Hunter, Bruce Bigelow, Jimmy Tice, Steve Erdley

2. Review Minutes of February 27, 2024, meeting

3. Sub-Committee Reports

a. Kitchen Sub-Committee – Joe Hunter – Steve Kauffman reported the coffee maker will be replaced.

b. Landscaping Sub-Committee – Bruce Bigelow – Angie Clark said weeding needs to be done. Trimming around the drive up to the condo needs to be done. The condo board called and requested the trees that are hanging over the driveway between the church and the condo building to be trimmed.

Weed and feed needs to be done.

4. Special Projects and Programs Reports

a. Arts Committee Representative – Mary Haar – The letter for the Gordon Fry account was sent. Dave Rupnik asked to be invited to the meeting to help in planning the Summer concert for Contemporary worship and Faith X.

b. Minor Repairs – Dave Rupnik – The biggest repair was the camera needs to be fixed, and 13 cameras need to be added. An explanation was given about what happened. When the cameras are up and running more data will be collected.

c. Electrical – Don Aumen – The light fixture along Market Street has been fixed. He counted the balasts and lights that need to be replaced in the building, specifically in the preschool area. A discussion followed. Rally a team to do this all at one time. Rest of the education wing needs to be addressed, too. The committee will meet at 6:30 on April 30 prior to the meeting to help with this project.

d. Plumbing – Randy Moore – no updates

e. HVAC – Randy Moore – no update

f. Finance and Council meeting updates - Dave

We are in discussions about Filey's Dillsburg. An exploratory committee was created, and Pastor Horner is the facilitator. The exploratory committee will be visiting the property on March 26. A meeting with their church council will occur in the beginning of April. They have a preschool and a daycare that have communicated they would like to remain there as renters. Steve Kauffman mentioned there is an area for expansion at the church. More information to follow.

5. Report – Property Administrator – Steve Kauffman
 - a. Finances We are over budget by \$1,500. This is driven by 2023 gas bills that were paid in 2024.
 - b. Building & Maintenance Items
6. Strategic Planning – Dave/Steve – To be worked on in April.
7. Old Business
 - a. Removal of grass strip along Chestnut – Dave – This will be quoted this spring.
 - b. Drainage by garage – Randy – This will be completed this spring.
 - c. Pressure wash garage and paint door – Steve K – This will be completed this spring.
 - d. Columbarium surface - Steve K – The surface was resealed by Cumberland Masonry.
 - e. Nave Blinds/frosted film – Jimmy – Steve Kauffman provided an update.Pursuing quotes for replacing blinds.
 - f. Ballast & led tube replacement – Don A – A discussion was held during electrical.
 - g. Gas Contracts – Bruce – He is waiting until May to address further.
 - h. Security issues for Property Committee – Dave/Steve K/All

Item 4.10 Dan Reed is looking at enlarging the numbers for the doors. It was requested Steve Kauffman to talk to the people requesting the assessment. The Chair requested state guidelines to be explored.

All the other items are being worked on.

- i. Market Stret Streetscape project – Dave – no update
 - j. Gordon Fry - Mary H – part of Arts report
 - k. Boiler #1 – Randy – in progress
 - l. Quotes for HVAC contract – Randy – will be pursued this fall.
 - m. Coffee Pot for Kitchen – Steve K – will be ordered
 - n. Dishwasher repair kit – Randy – waiting for the fall
 - o. Replacement of entrance benches – Steve E. – Costco and Steve Erdley will be working on completing this task.
 - p. Repair of Market Street spot light – Don – noted during electrical
8. New Business
 - a. Dan Reed needs to work on the upper outside entrance metal push button post, since it is rusting.

Comment for the Good of the Order: 216 niches have been sold. Anything now will be sold for the new niches at the new prices.

9. Meeting adjourned with Lord’s Prayer 7:50 PM

Respectfully submitted,

Mary E. Haar, Committee Secretary and Dave Rupnik, Chair