

Trinity Lutheran Church  
Property Committee minutes

February 27, 2018

Dan Reed, called the meeting to order at 7:00 PM. Others present were: Mary Haar, Bruce Bigelow, Pastor Horner, Phil Groff, Brett Warren, Erich Sprowls, Dave Rupnik, Randy Moore, and Joe Hunter.

**Review of minutes:** The minutes from the January 30 meeting were approved as submitted.

**Security Task Force Report: See attached**

**Special Guest:** Max Hahn is member of BSA Troop 190 in Mechanicsburg. He was seeking ideas for an Eagle Scout Project to be done here, since he is a member of this congregation. Ideas we provided to him included:

- Numerous plants and bushes in the parking lot islands and adjoining lands will be eliminated/disturbed during our construction project. The project would be to remove and replant them in more appropriate locations.
- There is a parking area in the back by the kitchen that is covered with stones. This area is always a mess...the stones are out on the pavement surface and the snow plows push them up into the grass. The project would be to take some of the pervious pavers that will be displaced in our parking lot project and relocate them to this back area.
- There are two picnic tables located on the east property. The project would be to eliminate the grass under these picnic benches, cover the areas with landscape fabric, and put down some mulch. It would also be nice to put a border around the cleared area,
- Put a retaining wall near 1959 Market Street.

Max will contact Dan Reed once he has decided on a project.

**Kitchen:** Erich Sprowls was contacted by Steve Kauffman about looking into getting a moveable island. This committee requested Steve Kauffman to compile a spec for this request and to have it available for the March Property Committee meeting.

**Landscaping:** Bruce Bigelow mentioned spring clean up will occur on Saturday, March 24 with a snow day of Saturday, March 31. Tan bark will be part of this project along the north and east sides of the church. Dan Reed requested the Columbarium be pressure washed.

An anonymous donor would like to have a Japanese lilac planted along Chestnut Street. The donor will pay for the bush and the planting. Bruce Bigelow noted that this is a terrific choice of tree, because it won't grow into the building, and it won't be a concern with the power lines. Bruce mentioned the bush has been ordered.

**Minor repairs:** Dave Rupnik mentioned the four tables Kelly Falk had requested are in and are being used in the Gathering Space.

**Building Security:** At the January meeting, Dave Rupnik distributed a request for upgrading the emergency exit door alarms. The alarms will be installed next Tuesday. The doors that will be affected are: Chestnut Street, the columbarium, the narthex, and the door at the end of the long hallway near the kitchen storage room. It was decided Pastor Brock and Erich Sprowls should have keys following this new upgrade.

**Parking Lot Renovations:** Dave Rupnik noted the two front steeple lights are part of the construction plan. The back two still need to be looked into.

The pear trees at 1959 Market Street will be removed.

There will be a rolled asphalt curb between the lower lot and the pear trees along Chestnut Street.

The islands in the parking lot need to have curbing added to them.

Lighting fixtures will have the capability to have flags and banner hung.

Received the permit supplement from HOP.

Dave Rupnik is waiting to hear back from Hempt regarding the curbing, final electrical quote, and the block wall. He will have this for the March Property Committee meeting.

It was noted we will need to have room in the parking lot for Memorial Day weekend and the parade.

**Report – Financial and Property Administrator:** Erich Sprowls received a request from Jane Killian, Worship Team facilitator, for quotes on chairs with arms for Fellowship Hall. A discussion followed, and it was recommended that Jane look at the books Paul Hensel has.

**New Business:**

**Request for Equipment: Peter Fox – Erich Sprowls.** Peter Fox is looking for a tv that can be mounted in the basement that can be mounted. Charlie Suhr requested specs be provided.

Peter Fox is also requesting a new white board. It was requested Erich Sprowls get quotes and present them to this committee in March.

**Architect update:** Dan Reed reported four more renderings were requested to be created by the architect. The four renderings are for the: proposed office area; Gathering Area for the kids; the current library which might be turned into the children's activity center; current office space with moveable partitions. The cost isn't to exceed \$10,000.

With no further business to be discussed, the meeting adjourned at 8:23 PM following the Lord's Prayer.

The next meeting will be held on Tuesday, March 27, 2018.

Respectfully submitted,

Mary E. Haar, Committee Secretary

**Property Committee comments to the February Security Task Force Report are attached.**

**Property Comments to February Security Task Force Report are shown in red.**

Trinity Lutheran Church Security Task Force Report  
February

The task force was created by Church Council at its December 2017 meeting to review the security of our facilities for our members and guests. The task force met on January 18, 2018. In attendance was Pastor Jack Horner, Mike Schwalm, Officer Keith Stambaugh, Officer Kevin Cramer, and retired Trooper Dave Wiesman.

The task force recognizes Trinity is a public facility with many entrance points and that it both impracticable and undesirable to have a completely secure building, especially for worship and major events. However, it is imperative that improvements in facilities and procedures be made that secure children areas on a daily basis. Even though we are limited in our ability to prevent an incidence, we can improve our safety measures, seek to deter a potential perpetrator and put procedures in place to respond quickly.

We offer the following reflections, comments and recommendations:

- It's important to control the perimeter as much as possible.
  - The church has made good strides in video security. We recommend that continue with cameras on additional entrance points, exterior walls and parking lot.
  - Minimize the multiple entry points as much as possible. We recommend locking the Market Street entrance on a permanent basis. Open it gives uncontrolled access to both floors of children's ministry as well as access to the balcony.

***It was noted that we have the capabilities to add seven more channels to the system. Questions arose as to where they should be added.***

***For the parking lot security cameras, it was noted wireless is the option.***

- The children's areas should be completely locked down and inaccessible except for children, teachers and staff. It should have one main entrance for children to come in.

***This is in the Master Plan.***

- Aid 3M film to existing door windows to strengthen.

***Pastor Horner provided more explanation as to what this meant. Excellent idea! It was also noted by Dave Rupnik that sound detectors should be added to the security system, because this will activate an alarm. Dave Rupnik will get a quote from Shearers.***

- Further exploration of paid (uniformed) security for major holidays and concerts.

***Mary Haar, Dan Reed, and Dave Rupnik all agreed this was an excellent idea. But, this should be pursued as an A&P issue.***

- Recommend the installation of a building-wide intercom system.

***TBD. It was mentioned that we already had this in the building but it was removed because of the cost.***

- Recommend installation of “panic buttons” which connect directly with our security firm for quick police response in emergency situation. Such panic buttons would be located in the office, preschool directors office, fellowship sound booth, and chancel area.

***These are already in place behind the receptionist's desk in the gathering space, the education wing, and in the office. The question was asked: Where should the additional ones be put? Dave Rupnik will get a quote from Shearers for additional panic buttons to be installed.***

- Recommend a Master Lock button to lock down all doors at once.

***Time and money is a concern. But Dave Rupnik will contact Shearer for an estimate.***

- We support proposed security enhancements being proposed in the master plan, notably moving of offices to first floor, installation of control doors in children's wing, removal of wall between narthex and gathering space, and installation of glass wall between narthex and sanctuary (preferably ballistic glass) which provides clearer sight for warning of potential threats.
- Have periodic announcements before worship and concerts noting exits in case of emergency.
- Provide Camp Hill police with fobs for car ring key.

***There is already a fob in the knox box which the police have access to. Get rid of this line.***

- Recommends inclusion of the security task force in review of future building plans as it relates security.
- Train staff, greeters and ushers to aid in vetting of people

***How and when? More feedback is needed.***

- Usher team needs to be positioned in sanctuary and narthex/gathering space during all worship services and concerts
- Recommend trained security volunteers be added to usher team. Training is available through local law enforcement personnel.