

ELIZABETHTOWN CHURCH OF THE BRETHREN
RESOURCES COMMISSION
MINUTES OF THE MEETING ON 3/5/2019 7:00 PM ROOM 101

In attendance were Duane Hernley, Robert Hoffer, Dick Keeseey, Tim Duncan, Facilities Manager and Tim Byerly, Safety Committee

1. Minutes of the February 5, 2019 meeting were reviewed and accepted without changes.
2. **Facilities Manager Update**
 - a. The list attached to 2/5/2019 minutes was reviewed with Tim prior to the meeting and appropriate action taken.
 - b. Premier One Cleaning Service seems to be improving. Dick Keeseey will set up a walk through with Bryce of Premier One and ECNS, ECOB, Pam, Tim and Crystal Crater for the week of 3/10 to review how things have gone for the first month and look at ways we can make things work better.
 - c. Pam and Dick will do Tim's annual review by 3/15/2019.
3. **UPDATE ON RESOURCES MANUAL**

Barb Ellis and Dick Keeseey have begun work on developing a Resources manual which would include a policy on how we effectively communicate, handle and resolve non-routine maintenance issues so that they are handled on a timely basis with all affected knowing what is going on, a listing of service vendors and systems they are responsible for, a monthly calendar of things that need to be done and a list of pending/in-progress projects. Consideration of using some type of work order software to manage current maintenance issues and develop a history of maintenance activities would be a part of this. A "Call" list for specific problems that develop on a regular basis should also be included. Initially Barb is developing a listing of Service Contracts and Dick is working on the vendor list.
4. **Resources Spending** for the first two months of the year was reviewed and it was noted that, based on the short two- month period of activity in 2019, expenditures appear well in line with budget with the exception of janitorial services being over budget. The facility fund currently has approximately \$70,000 available if we would need it to cover unplanned for expenditures.

5. OLD BUSINESS

- a. Tim Byerly, Chair of the Safety Committee, presented information on how we could best prepare a plan for dealing with emergencies such as fires and intruders on Sunday mornings as well as other times during the week. It was the consensus of the commission that we should go ahead with this, with a goal of having it in place by the end of 2019. We will work on getting at least one usher team representative on the Safety Committee because of the key role the ushers would have if the plan had to be used on a Sunday morning. Tim also provided information that documented that making wasp spray available in the church as a tool for subduing intruders was not acceptable and could potentially result in legal liability and fines.
- b. It was the consensus of the Commission that if ECNS felt it necessary to set up their own internet service we would be willing to reduce their rent by the reasonable cost of the internet service they would incur by getting their own service. Dick will contact Pat Williams as liaison with ECNS about this.
- c. There was no Green Team activities report.
- d. We have the permit for the trailer and delivery is promised for 3/14/2019.
- e. Dick continues to work on developing a well-documented estimate of the additional annual operating costs that will result from the expansion of the building, including the possibility of adding a tech person on staff to handle computer, security, HVAC and other technical issues and a full-time facilities manager.
- f. The new projector has been installed.
- g. Dick Keesey has contacted Jeff Mummau about the installation of a gate in the office.
- h. Dick Keesey has contacted Jeff Mummau about replacing broken panes of glass.
- i. Dick Keesey will be contacting contractors about scheduling the borough required sidewalk and curbing work along South Mount Joy Street.
- j. Work on replacing valves on the gas stoves is complete.
- k. Duane will contact Comfortaire to get them to update their quote on balancing the sanctuary air conditioning air flow. We are committed to getting this done by the start of air conditioning season.
- l. We continue to look at options for Sunday morning opening if Jobie Riley would no longer be able to do it and changing how we secure the building after Sunday services.
- m. The possibility of putting monitors in the Christian Ed/ECNS entrance and the centennial garden/ECCC entrance for purposes of welcoming and providing information to all who enter there and one in the Nursery for livestreaming services continue to be under consideration. Rich Nornhold will be checking to see if we can do this wirelessly so that the only electrical work would be running power to these locations.
- n. We reviewed Draft #2 of the Revised Facility Manager Job Description which incorporated changes discussed at our February meeting. Initially we had Tim Duncan present his thoughts on the Job Description and then excused him to have further discussion with just the Commission members present. As a result of this discussion we decided a good next

step was to get Tim to provide time estimates for the various responsibilities listed on the Job Description (I requested this on Wednesday morning and a copy of his response is attached.). Discussion of Tim's response on the time requirements for the job will be a topic when Pam and Dick do Tim's review. We also discussed our willingness to take on the additional cost of expanded responsibilities, but wanted to wait until we could look at the estimated time requirements for the job. We decided we were not yet ready to contact the HR Committee about changing the job description, work hours etc.

6. NEW BUSINESS

- a. The commission supports Formation of Tech Team outside of the Resources domain as a part of restructuring the Expressions Commission.
- b. Mulching will be done by Brad Longenecker as was the case last year. He will do general clean up around the exterior of the building as soon as the snow is gone and complete mulching by Easter.

Next Board Meeting – 3/11/2019 Dick and Duane will attend.

Next Resources Commission Meeting – April 2, 2019

Dick Keeseey 3/1/2019

Facility manager job description - 2019 - approx time for each

1. Ground maintenance - 4-6 hours a week
2. Removal of leaves from entrance- ½ hour when needed
3. Monitor snow removal - ½ hour when needed
4. Monitor rain gutter - ½ hour once a month
5. Check roof drains - 1 hour if removal is needed in spring
6. Maintain lawn equipment - ½ hour as needed
7. Minor repairs - 1-2 hours depending on job
8. Alert for parking lot hazards - 1 hour as needed
9. Handle issues with tenants - depends on issues - usually ½ hour to 2 hours
10. Work with external contractors to review work - depending on work if I have to be there - 1 hour
11. Coordinate volunteers - could be an all day job ??
12. Attend resource meeting - 2 -3 hours once a month
13. Advise and assist in getting estimates - 1 hour or more as needed, depending on work to be performed
14. ??

Interior of building

1. ½ hour once a week
2. Repeat of # 9 above
3. Repeat of # 11 above
4. Maintain, revise, and update descriptions and schedules - 2 hours as needed
5. Repeat of #13 above
6. Repeat of #7 above
7. Repeat of # 12
8. Respond to emergencies - 1-2 hours as needed depending on emergency
9. Working knowledge of security system - 1-2 hours once
10. Cleaning sanctuary - 2 ½ hours once a week
11. Clean glass - ½ hour as needed- usually once a month
12. Clean office/ bathroom for baptism - ½ hour once every two weeks
13. Spot clean carpet- ½ hour
 - a. Add: clean/ sanitize nursery and toddler carpet - 1 hour once a month
14. Install window AC and clean sills in spring; remove in fall- 6-8 hours
15. Covered in #14
16. Unlock doors on Sundays - (I am not available to do) If done, 3 hours
17. Respond to emergency calls -?? 2 hours as needed
18. Repeat of #14 above

Additional responsibilities:

1. Check bathrooms twice a week for soap and paper supply- ½ hour
2. Replace lights as needed - 1 - 3 hours depending on lights

CLEAN TRAILER CLASSROOMS 1 Hour Per Week

ELVA FABRIZIO MBA JOB DESCRIPTION

ELIZABETHTOWN CHURCH OF THE BRETHREN

FACILITY MANAGER JOB DESCRIPTION - 2019

The Facilities Manager reports to the Resources Commission. The Resources Commission meets monthly and the Facility Manager attends these meetings to report on activity since the last meeting and present suggestions and concerns for the Commission to act on. Between meetings the Facility Manager will be in contact/communication with the Resources Chair or Vice-Chair on an as needed basis.

The Resources Commission is charged with and committed to having an attractive, clean and well-maintained building and grounds and a safe, pleasant, welcoming environment for church activities at any time and our tenants including the Elizabethtown Community Nursery School (ECNS), the Elizabethtown Child Care Center (ECCC) and Intermediate Unit 13 (IU13). ECCC is open from 6:00 am to 6:00 pm Monday through Friday year around. ECNS is open from 8:00 am to 4:00 pm Monday through Friday, September through May. IU13 occupies a single classroom Monday through Friday year around.

The job requires spending 15 to 30 hours per week on a flexible schedule that includes regular interaction with the church staff and tenants, the cleaning service crew and being available when outside contractors are working in the building and significant deliveries are made.

Facilities Manager is responsible for maintaining the building and grounds in the best condition possible and includes but is not limited to the following duties and responsibilities:

Grounds and Exterior of Building

1. Maintenance of grounds including mowing, trimming, edging, weeding of beds and leaf and debris clean-up and removal.
2. Regular, daily if necessary, removal of leaves and debris from the area surrounding the covered entrance, the ECCC entrance and the ECNS entrance.
3. Monitor snow removal contractors (one for parking lot and a different one for sidewalks and entrances) and, if present in the building, dealing with immediate needs for snow removal and spreading ice melt at entrances before the snow removal contractor arrives.
4. Monitor rain gutters and downspouts to identify potential problems and initiate corrective action before problems arise.
5. Regularly check roof drains for debris accumulation and remove it as needed to prevent leakage and flooding in the building.
6. Maintain lawn equipment and keep the Resources Commission informed of potential major repairs or replacement needs.
7. Make minor exterior repairs such as caulking, touch up painting of doors and other highly visible areas, parking lot holes and cracks.

8. Be alert for any lawn, landscaping or parking lot hazards such as holes, loose macadam, crumbling or raised concrete or low hanging branches and take make repairs or initiate necessary corrective action.
9. Handle issues with tenants/users of our property:
 - a. Elizabethtown Community Nursery School
 - b. Elizabethtown Child Care Center
 - c. Elizabethtown College
 - d. Other Occasional Users
10. Work with external contractors and suppliers to review work performed and note approval of work done/supplies received on related invoices received.
11. Coordinate volunteers who do maintenance and groundskeeping work.
12. Attend monthly Resources Committee meetings to report on ongoing activities and provide input for their decisions. Report any issues or concerns to the Chair of the Resources Commission as they arise between meetings. Provide input to the Building Improvements Committee on an as needed basis.
13. Advise the Resources Commission of anticipated maintenance, repair or replacement needs that are observed as a part of daily activities and assist in getting estimates, evaluating proposals and negotiating with vendors for the work to be performed.
14. Evaluate current practices and procedures and make suggestions for improvement.

Interior of Building

1. Supervision of the cleaning service contractor and act as liaison between ECOB, ECNS, ECCC and IU13 and the cleaning service.
2. Handle issues with tenants/users of our building:
 - a. Elizabethtown Community Nursery School
 - b. Elizabethtown Child Care Center
 - c. Elizabethtown College
 - d. Other Occasional Users
3. Coordinate volunteers who do building maintenance work.
4. Maintain, revise and update descriptions and schedules of;
 - a. The Cleaning Activities for all areas of the building and the frequency of when they must be completed.
 - b. Equipment and Building Maintenance Procedures (ex. Roof drains, sump pumps, furnaces, etc.)
5. Advise the Resources Commission of anticipated maintenance, repair or replacement needs that are observed as a part of daily activities and assist in getting estimates, evaluating proposals and negotiating with vendors for the work to be performed.
6. Perform maintenance and repair work on the church property as time permits in accordance with skills brought to the job.
7. Attend monthly Resources Committee meetings to report on ongoing activities and provide input for their decisions. Report any issues or concerns to the Chair of the Resources

Commission as they arise between meetings. Provide input to the Building Improvements Committee on an as needed basis.

8. Respond to emergency situations (ex. Water in Fellowship Hall after a hard rain, heating system failures, etc.).
9. Have a working knowledge of the Security System and the scheduling of door locking and unlocking to enable serving as a back-up person for performing these functions.
10. Perform designated cleaning responsibilities including vacuuming the sanctuary floor and dusting the sanctuary weekly and cleaning the carpet and washing the tile floors as needed.
11. Clean the Memorial Lobby door glass on a regular basis.
12. Cleaning the baptismal area and adjoining rooms on a regular schedule and making sure that they are ready for any scheduled baptisms.
13. Do spot cleaning of all carpets on an as needed basis.
14. Install window air conditioners in the spring and remove them in the fall.
15. Clean out areas between windows and storm windows on a regular basis.
16. Elizabethtown College Security is responsible for checking to see that all doors are locked at 10:00 pm every night. Access to the building is available by security system card at all times through the covered entrance, ECCC entrance and ECNS entrance. These entrances are also unlocked at scheduled times as needed. Unless other arrangements are in place, the Facility Manager would be responsible for unlocking other doors on Sunday mornings between 7:00 am and 8:00 am along with a general check and clean-up of entrance areas if necessary and also be responsible for checking the building and locking all entrances which do not lock automatically, checking that the choir room is locked, turning off lights and shutting windows between the hours of 1:00 pm and 3:00 pm on Sunday afternoons.
17. Unless other arrangements are made, respond to calls from our fire and security monitoring service.
18. Evaluate current practices and procedures and make suggestions for improvement.