

ELIZABETHTOWN CHURCH OF THE BRETHREN
RESOURCES COMMISSION

MINUTES OF RESOURCES MEETING ON 6/4/2019 7:00 PM ROOM 101 – In attendance were Duane Hernley, Robert Hoffer, Dick Keeseey, Pam Reist and Tim Duncan, Facilities Manager

1. Minutes of the May 7, 2019 meeting were reviewed and no changes were noted.
2. **Facilities Manager**
 - a. We continue to experience problems with Premier One Clean Service not cleaning all areas on a consistent basis. They do, however, correct problems when brought to their attention. Dick will try to arrange a walkthrough with church and ECCC representatives and the owner of Premier One in the next two weeks.
 - b. Tim noted that the windows on the Christian Ed wing and office area have been power washed, the space between the windows and storm windows has been vacuumed. and the problem with standing water on the roof of the Christian Ed wing has been resolved.
 - c. It appears that problems with the supply of paper towels in the closet between main rest rooms and in the rest rooms themselves has been resolved. Additional baskets are now available in each restroom.
3. **UPDATE ON THE RESOURCES MANUAL**

Since Barb Ellis was not at the meeting there was no further discussion of the Resource Manual documents she had prepared which were reviewed at our May meeting.
4. **Review of Resources Spending for the first five months of the year.**

It was noted that the cost of LED Exterior Lighting (\$7,620) should be removed from Maintenance and Repairs and put into Capital Projects, and that \$16,453, the cost of the access ramp and porch should be removed from Classroom Trailer rental and put into Capital Expenditures. The overall total of expenditures appears correct.
5. **OLD BUSINESS**
 - a. There was no Green Team Report. Issues with tree placement and the areas to be regularly mowed in the “wetlands” area in the southeast corner of the church property will be discussed at the July meeting.
 - b. Jeff Mummau replaced a broken window pane in an upstairs classroom and the cracked pane in a window over the Christian Ed Parking Lot entrance door. Touch up painting of the new glazing should be done. Discussion of the potential installation of a gate in the office area continues.
 - c. Two contractors have been contacted concerning the replacement of sidewalk and curbing along Mount Joy Street as required by the Borough. S. M Johns and Son provided an estimate of \$18,470. Last year Doug Lamb provided an estimate of \$15,280. Based on a recent phone conversation they indicated that their current

estimate would be at least \$26,000. Commission members present indicated that they would do some further checking on possible options and get back to Dick Keeseey by Friday 6/7/2019.

- d. Robert Hoffer indicated that the work on the computer project as discussed at the May meeting is progressing and should be completed in July. TCW completed upgrading the wireless access points on Monday 5/13/2019 and the Memorial Lobby monitor is now working. This appears to have eliminated problems for ECCC and ECNS. However, wireless access in the pastor's offices is not satisfactory. The commission reviewed a quote from TCW to correct this problem and authorized them to proceed with the work to fix this problem.
- e. We are still waiting to get a quote on balancing air conditioning air flow in the sanctuary.
- f. Discussion of the possibility of putting monitors in the Christian Ed/ECNS entrance and the centennial garden/ECCC entrance for purpose of welcoming and providing information to all who enter there will be on the agenda for our July meeting.
- g. The letter signed by Nancy Hivner and Dick Keeseey and sent to Elizabethtown College in hopes of stimulating further discussion regarding of sharing of parking spaces has not yet resulted in any response. Dick will contact Nancy to determine the next step.
- h. Quotes for replacing the dishwasher were reviewed and the one from Ecolab was accepted.
- i. Copies of current ECCC and ECNS leases were distributed for commission members to review. They will be discussed at our July meeting.

6. NEW BUSINESS

- a. The Commission supports the formation of a Tech Team outside of the Resources domain, perhaps in conjunction with the sound video team as a part of restructuring the Expressions Commission.
- b. Dick Keeseey will contact Action Tree Service about several dead/dying trees on the south side of the church property.
- c. IU13 has asked for an extension of time to respond to their leasing one classroom from us.
- d. Information from the Security Seminar put on by retired state police officers which Dick Keeseey attended was discussed.

Next Board Meeting – 6/10/2019 Dick and Duane will attend.

Next Resources Commission Meeting – July 2, 2019

Dick Keeseey 6/7/2019