

ELIZABETHTOWN CHURCH OF THE BRETHREN
RESOURCES COMMISSION

MINUTES - MEETING ON 4/2/2019 Attending were Duane Hernley, Barbara Ellis, Richard Nornhold, Dick Keeseey, Pam Reist and Tim Duncan, Facilities Manager

1. The minutes of the March 5, 2019 meeting were reviewed and no changes were noted.
2. **Facilities Manager Update**
 - a. Premier One Cleaning Service performance is currently acceptable. A walk through with Bryce of Premier One and representatives of ECOB, ECNS and ECCC representatives on 3/13/2019 brought a number of issues to his attention which were promptly addressed. Pam had an opportunity for an unscheduled walk through with Bryce a week later which affirmed that cleanliness had significantly improved.
 - b. Pam and Dick reported on Tim's annual review which was done on 3/21/2019. The focus was on Tim's responsibilities going forward and centered around the revised job description that was attached to the agenda. Individual tasks noted and times assigned appeared reasonable. Communication concerns and ways to address these concerns were discussed.
 - c. Tim has found a less expensive source for LED tube lights and is working on replacing all fluorescent tubes in the building. In some cases, one LED tube will replace two fluorescent tubes.

3. UPDATE ON RESOURCES MANUAL

Barb reported on work she had done going through and organizing service contract files and documenting relevant information. She will continue to work on pulling together other information for the manual.

4. Review of Resources Spending and Facility Fund Performance for the first 3 months of 2019.

Facility Fund performance was not available for March at the time of the meeting. Expense items related to the Classroom Trailer were reviewed. To date we have incurred costs of \$12,933 which includes delivery, set up, removal at the end of the lease and the first and last month's rent; the cost of getting electricity to it; inspections and materials for building the ramp and entrance porch. The lease is for a 30-month term and it appears that spread over the lease term the monthly cost will be in the \$900 to \$1,000 per month range that we discussed when considering the project.

5 OLD BUSINESS

- a. Safety Committee – Jerry Barlet, Head Usher, will serve as an Usher representative on the committee. On 3/31/19 we became aware of a highly recommended free seminar on church security to be held on 4/6/2019, but due to the late notice no commission members were able to attend.
- b. ECNS is not going to get their own internet at this time.
- c. The Green Team has planted a few more small trees and has applied for a \$500 grant to purchase some additional trees.
- d. A projected annual resources budget after completion of the proposed building project was presented. It has been discussed with Nancy Hivner and shared with the Finance Committee.
- e. Dick Keesey is still working on contacting Jeff Mummau about the installation of a gate in the office.
- f. Dick Keesey is still working on contacting Jeff Mummau about replacing broken panes of glass.
- g. Dick Keesey will contact S. M. Johns and Barry Garman will contact Dough Lamb about unit costs for the borough required sidewalk and curbing work along South Mount Joy Street. Barry will also discuss with the borough the possibility of changing the curbing along Mount Joy Street for a drop-off area. There was not much commission support for this idea.
- h. Duane has contacted 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.
- i. 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.
- j. We continue to look at 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. It does not appear that those who work in the Nursery support having a monitor in that room. Rich Nornhold feels we can do the entrances wirelessly so that the only electrical work would be running power to these locations. He is doing further testing on signal strength.
- k. Brad Longenecker has completed mulching around the church building.
- l. Tim is continuing to work with WILCO on the timers on exterior lighting and parking lot lights and the replacement of the bulbs with LED's.

6. NEW BUSINESS

- a. The commission supports Formation of a Tech Team outside of the Resources domain as a part of restructuring the Expressions Commission.
- b. Due to sewer work on Mount Joy Street over the next few months there will be times when school bus pickup and drop-off for ECCC kids will be moved to the driveway instead having it in front of the church. An ECCC request to block off the driveway with cones for a short period of time in the morning and afternoon to accommodate this change was approved.
- c. A request from Lancaster Interchurch Peace Witness to use the sanctuary for a lecture was approved pending affirmation of the ECOB Leadership Team. (They have now found a Lancaster Church that will host them, so they not be using our location.)
- d. Continued problems with the dishwasher indicate that we have reached the point where it is necessary to replace it. Based on information obtained from the internet during the meeting it appears that the cost will be less then \$6,000. We are getting more information and expect to make as decision on this at our May meeting.
- e. The computers that Andrea, Crystal and Pam use are old and will require software updates by year-end. The graphics capability of Crystal's limits her productivity. We are looking at options and expect to make a decision at our May meeting.

Next Board Meeting – 4/8/2019 Dick and Duane will attend.

Next Resources Commission Meeting – May 7, 2019

Dick Keesey 4/5/2019