

# Elizabethtown Church of the Brethren

## Church Council Minutes

March 21, 2021 11:30 AM via Zoom

I.	<b>Welcome &amp; Call to Order</b> <ul style="list-style-type: none"><li>Moderator Joe Detrick gave a word of greeting and opened the meeting by reviewing the agenda.</li></ul>	<b>Moderator</b>
II.	<b>Opening Prayer</b> <ul style="list-style-type: none"><li>Pastor Jason opened with a prayer.</li></ul>	<b>Pastor Jason</b>
III.	<b>Process for Questions, Comments, and Voting</b> <ul style="list-style-type: none"><li>Jim Beckwith will be serving as Parliamentarian</li><li>Comments and questions will be handled via the Chat function.</li><li>Due to the nature of this special meeting, only the motions laid out below will be considered. No other motions can be laid before the council today for a vote.</li><li>A simple majority (51%) will pass the motions today.</li></ul>	<b>Moderator</b>
IV.	<b>Introduction of the business Items</b>	<b>Board Chair</b>
	<b>ACTION A</b> <ul style="list-style-type: none"><li>Do you agree to accept a phased approach for the construction and remodeling project?</li></ul>	
	<b>ACTION B</b> <ul style="list-style-type: none"><li>Do you agree to accept the construction schedule outlined in Phase I and II?</li></ul>	
V.	<b>Overview and Background on the above two items</b> <ul style="list-style-type: none"><li>Board Chair Paula Knudsen Burke gave a brief presentation on the history of the project, highlighting the Capital Campaign booklet</li><li>We celebrate the fact that we have surpassed the \$2M mark in campaign donations received to date.</li><li>Why is action needed now?<ul style="list-style-type: none"><li>We have a window of opportunity to start work in the Christian Education (CE) building between mid-May and mid-September (5 months). This allows us to have acceptable swing space for tenant use while we begin upgrading our current church building so that the entire building will be handicapped-accessible after the first two phases.</li></ul></li><li>What will happen in Phases I and II?<ul style="list-style-type: none"><li>Upgrade HVAC system in the Christian Education (CE) wing, including a new VRF (variable refrigerant flow) system, an energy-efficient cooling and heating system</li><li>Re-roof the CE roof (currently leaking) and install new rooftop units for the original building to prepare for Phase III</li><li>Replace leaky boiler</li><li>Renovate and make ADA compliant restrooms in the CE wing</li><li>Relocate existing kitchen to current stage area</li><li>Provide adult classroom space (2nd floor) and centralized Sunday School space for children and youth on the CE main level.</li></ul></li><li>Background<ul style="list-style-type: none"><li>Years of study and discussion have shown that our current building is aging and in need of repairs</li><li>The phasing approach presented for your vote today allows us to address much-needed renovations and upgrades while planning for future expansion.</li><li>Paula presented a high-level timeline of the building project to date.</li></ul></li><li>Overview from the Building Committee (Barry Garman)<ul style="list-style-type: none"><li>Barry reviewed the proposed schedule of work for each Phase.</li><li>Phases III and IV could be flipped, or done in pieces in tandem. That can be discussed further as we make our way through the project.</li><li>Barry's estimate: \$1.5-\$1.6M instead of the \$650k-\$750k previously mentioned. These numbers will be more refined after we receive bids from the three contractors, pending the</li></ul></li></ul>	<b>Board Chair</b>

results of today's vote. The increase in the estimate is a result of purchasing the HVAC units now, and would therefore reduce the cost of Phase III.

### **Discussion and Comments from the Congregation**

- Nancy Hivner: Is it true that everything on the list of items to be completed during these first phases was included in the plan approved previously - except the remodeling of the education wing restrooms? That work is an expansion of the original plan, correct?
  - Yes, that is correct. Scheme 20 is largely the same. The renovation of the bathrooms was in a previous scheme and has been brought back in.
- Raymond Powell: Does the \$2M amount reference funds in hand or funds committed? If it does not include committed, what would be the total amount, (ie, in hand plus pledged)?
  - Over \$2M received to date. We have spent about \$400k in design and development, so we have approx \$1.6M in hand (invested in a money market fund).
  - Over \$3M was pledged through the capital campaign. Of those pledges, a little over \$1M remains to be received.
- Duane Hernley: The new roof and A/C units on that roof were not included in Phase I, correct?
  - It was not included in the Phase I schedule as previously presented. This work was included in the overall scheme of the project, but at a later date.
  - Moving this work to Phase I came about because the leaky boiler in the basement needs to be replaced. About three years ago we installed two gas-fired boilers in the CE building. These are scheduled to be relocated to the mechanical room in the basement to take care of replacing our leaky boiler there. In order to facilitate this move, we need to bump up the installation of the HVAC system to Phase I, rather than in a later phase as indicated in the original overall project. Taking care of this work now would allow the CE Building to have heating and a/c by the end of the period.
  - The new units for the HVAC system will be mounted on the rooftop of the CE building and will service the balance of the existing church building (with the exception of one unit to be placed on the roof of the new addition). Work at this time would include purchasing the units, mounting them on the CE roof, and running the ductwork and piping from those units over to the existing gable wall, to penetrate into the attic cavity in preparation for Phase III work, which would then supply the existing building with heating and a/c.
  - Following the installation of the new HVAC units and running of the ductwork, construction activity will be complete on the CE roof. All of this activity on the roof could exacerbate the existing leaky roof issues we have. It would be appropriate to address the new roof for CE building at this time. The code for roof insulation would allow us to gain energy efficiencies with this new roof, also.
- Damon Wagner Fields: Does this mean we need to raise an additional \$1M?
  - No. We currently have \$1.6M in our money market account today to do the work outlined today.
- Don Kraybill: If we approve both of these recommendations today, will there be a time in the future to review the remaining phases with their cost projections? When is the appropriate time to do that?
  - Barry has talked with the architect and he should be able to generate drawings that are 98% complete. These comprehensive drawings will allow contractors to bid on the entire project accurately, broken out by Phase (with cost per phase).
- Kurt Sollenberger: From a resources perspective, we have been kicking maintenance issues down the road. This timing to renovate first and address the maintenance issues makes sense. Expressed appreciation for Barry and the Building Committee's response and ability to continually pivot to address the needs.
  - One of the benefits of purchasing the HVAC units now and running the ductwork and piping is that we will have purchased the bulk of the equipment that is necessary for the rest of the project.
- Donna McDonough: Does this mean that this phasing approach doesn't make the entire Scheme 20 set in stone?
  - There is room in Phases III and IV to continue to evaluate and tweak.
- George Snavely: With regard to the 5 month window; when you hand out the bid, how much of that will be changed from a contractor standpoint? How do you set a schedule with a contractor?

- We are going to bid with the contractors that previously submitted bids and define Phases I and II from the original project. The general contractor will then be responsible for coordinating the subcontractors to meet the timeline.
- Damon Wagner Fields: Does the ECCC have enough space for a play area outside and open space in the basement?
  - Yes. Barry and the team have met with the licensure coordinator from the PA Department of Human Services. DHS has given approval for the 5-month move time. ECCC has expressed that they have the highest-level of STARS accreditation and would let us know if any plans would jeopardize that accreditation. *Keystone STARS (Standards, Training/Professional Development, Assistance, Resources, and Supports) is a quality rating system that promotes quality improvement in early learning and development programs and school-age child care.*
- Kurt Sollenberger: What is going to happen to the existing Sunday School rooms? Is that part of the later phases?
  - At the end of Phase II, we will have the existing main level of the CE building as it is right now (no interior renovations) until we remodel it in Phase III or IV. All ECoB child and youth programming will be centralized on the main level. The classrooms on the second floor may have some cosmetic work done to them (paint only) and will be vacated by the Child Care Center for dedicated use for Adult Sunday School. All of Child Care and Nursery school will be located on the lower level.
- Vida Snavelly: Are the bathrooms in the lower level going to be addressed in Phases I and II?
  - No, they will be addressed in Phase III.
- Ralph Detrick: Will the outside trailer be needed after the completion of Phase II?
  - We will continue to need some swing space until we have a new addition. We may continue to have a need for the trailer to serve as office space when we begin to renovate other areas of the building.
- Duane Hernley: So to be clear, we are remodeling for ECCC, losing our choir room, cutting our kitchen in half, and no changes in any improvements for us as a congregation?
  - The improvements for the congregation during Phase I/II include an entirely new and efficient HVAC system and centralizing our children's programming on one level.
- Krista: We have a very active music program at our church, how was that not considered in these renovations?
  - There is no room for it in Phases I and II. Music space is included in the new construction portion of Scheme 20.
- Candace Hoover: I feel it begs mention that when projects are phased, focus projects have to take precedence for progress. I hope all understand that their portions are included, if not in Phase I, then through Phase III-IV. Also want to note that ECCC is an ECoB ministry
- Anna Belser: I think we are renovating for ourselves as well as for our tenants.
- Pat Williams: With renovations, ECCC will be able to increase enrollment, creating a positive impact on the community. Everyone is going to be displaced throughout the construction and renovations and we will all have to work together to get through the project.
- Donna McDonough: Could the music program use the sanctuary for practice?
  - Josh does not foresee much of an impact due to current restrictions on in-person gatherings and singing and with the normal break between Memorial Day and Labor Day. Working on possibly using sanctuary space for rehearsals.
- Craig Coble: Is Josh prepared and able to adjust to losing the choir room? He is such an important part of our ministry, I don't want him to be left out in the cold.
  - Josh has been working with resources, HR, and Barry to find solutions for storage. Considering using his current office space for storage due to climate/temp control and finding another space for him to use as an office.

VI.	<p><b>Formal recommendation for Action A and B</b></p> <p style="text-align: right;"><b>Board Chair</b></p> <p>We bring before you two actions unanimously recommended by the Church Board:</p> <ul style="list-style-type: none"> <li>● <b>Action A:</b> Do you agree to accept a phased approach for the construction and remodeling project?</li> <li>● <b>Action B:</b> Do you agree to accept the construction schedule outlined in Phase I and II?</li> </ul>
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VII.	<p><b>Voting Instructions</b></p> <ul style="list-style-type: none"> <li>The voting will be handled via a Google Link, which was sent to members Sunday, March 21 at noon. The voting link will be open until 4:00 pm.</li> </ul> <p><b>Voting Results</b></p> <ul style="list-style-type: none"> <li><b>Action A: Do you agree to accept a phased approach for the construction and remodeling project?</b> <ul style="list-style-type: none"> <li><b>Results:</b> We received 141 electronic votes and 3 paper ballots. 139 votes were in favor and 5 votes were against. The action passes.</li> </ul> </li> <li><b>Action B: Do you agree to accept the construction schedule outlined in Phase I and II?</b> <ul style="list-style-type: none"> <li><b>Results:</b> We received 141 electronic votes and 3 paper ballots. 136 votes were in favor and 8 votes were against. The action passes.</li> </ul> </li> </ul>
X.	<p><b>Concluding Comments and Prayer</b> <span style="float: right;"><b>Moderator, Board Chair, Pastor</b></span></p> <p>Pastor Pam closed the meeting in prayer. Meeting concluded at 12:50 pm</p>

Respectfully submitted,  
Alyssa Cross, Clerk  
March 21, 2021