

Elizabethtown Church of the Brethren

RESOURCES COMMISSION

Meeting Minutes – November 3, 2021

7:00 p.m. Parlor

Attendees: Jeff Eisenbise, Barry Garman, Joe Dietrick, Barabara Ellis, Carroll Krieder, Pam Riest, Duane Hernley, Kurt Sollenberger, Amy Zimmerman, Donna Hollinger

1. Review/Approve October 6, 2021, Minutes. - **Approved**
2. Review Resources Financial Information.
 - a. **Has not been received - Move on and catch up during the December Meeting**
3. **ORDER OF THE DAY – Building Committee (Barry Garman)**
 - a. **Copy of Scheme 20 Option 5A was distributed to the committee for review - Barry communicated what the current plan is for expansion.**
 - b. **Resources needs an update of the current work and progress and how it impacts the Resources' current proposed maintenance and repair plan**
 - c. **Encompasses Renovations and Bathrooms of the Christian Ed wing, including New roof and structural steel to support new rooftop hvac equipment is part of this phase.**
 - d. **Purchased all the indoor units.**
 - e. **Phase 2 includes a new boiler**
 - f. **Mechanical Room 1, hot water Boiler No. 2 is dead as of today (03-Nov-2021)**
 - g. **Cost Estimates on new boiler from Barry Garman - needs to deliver**
 - h. **Paula is stating that we need a number to submit for the Congregational Business Meeting - Putting a number in and finalizing the budget.**
 - i. **Resources is looking for a schedule of HVAC and Electrical in the Christian Ed Wing, so that we can determine refurbishment.**
 - j. **Steel work on Phase I is close to being put in place.**
 - k. **Roof top Units are are anticipated next month or early January, if the bid process is on schedule to start Q1 of 2022**
 - l. **Building Committee is going to bid out the HVAC duct work/electrical/piping on as a separate package from the Expansion**
 - m. **Budget is short and Board Chair is asking for removal with any cosmetic work.**
 - n. **Pastor Pam is wondering what needs to go before the Board and what is just normal course of Resource Work**
 - o. **Discussion around the Boiler that is now out of commission and what options we have. Barry is going to make calls starting tomorrow (04-Nov) to see what our options are, short term and long term. Duane to sit in on the decision process on the Boiler. Barry and Duane will work with Amy on the options and make sure that the Resource Commission is being communicated to.**
 - p. **Question was asked about the drainage system, specifically around the culvert that runs through the parking lot.**
 - q. **Resources will start to address the issues with the rubber roof where the flooding occurred. Specifically in Stairwell Tower #2.**
 - r. **Resources will work with Barry to have the drainage on the North Side and South Side area of the building mapped out.**
 - s. **The work on the mapping of the drainage and addressing any issues with piping will occur prior to any repair work with the water damage.**

- t. Amy has caulked around the window wells and this seems to have abated the water issue in the Fellowship Hall.
 - u. Amy continues to look for a full estimate on Sanctuary roof replacement
 - v. We have a cost estimate of \$24,671 for repair with \$60 additional for any slate replacement.
 - w. Resources to continue to push the ball forward on roof replacement for the Sanctuary. Important that we get ahold of GSM to evaluate the work
 - x. Carroll and Paula to call Frank and get the budget in order
 - y. Need better communication with the Building Committee and Resources, because we need to be able to describe to the Church body where we are and what the next steps are.
 - z. Paula feels there is a need to recap where we are with the Project
 - aa. Barry appreciates the time to be able to align with the Resources Committee. Need a better communication conduit between BC and Resources
 - bb. Pastor Pam is giving kudos to the Building Committee for the countless hours devoted to the project.
4. **Budget Preparation Update. See attachment**
- a. Board has shifted our budget to keep our bottom line the same, with augmentation from the Short Term Funds. Utilize the Short Term Facilities Fund
 - b. Roof \$25k-\$75k Fixed - New, Roof Repair Stair Tower - #2 - \$10k, Boiler - 10k-25k, Two Room Refurbishment - \$20k
5. **Repairs/Bills**
- a. George J. Grove & Sons, Inc. - \$156.25 Service call (diagnose slate roof leak)
 - b. Johnson Controls (\$18,250 contract). Fire Panel monitoring Pd. \$3,650.00
 - c. Compleat Restoration \$11,158.69. Update Amy/Duane Adjuster (water damage)
 - d. Plaster repair and mold issues update.
 - e. GSM Roofing - \$608.25 – Repaired open base flashing (wall of sanctuary Side #1). Repaired fish mouth in field seam Side #2)
6. **Future Insurance matters**
- a. **Begin to solicit bids for Property/Fire Insurance – January/February 2022.**
 - a. Still early, but keeping this on the radar. Kurt working with Gibble and Duane working with Hess
7. **Carpet Cleaning Contract. – Amy**
- a. There is a volunteer wanting to help clean, but issues with mobility and health needs to be addressed
 - b. Effort to get all the carpets cleaned for \$3,200 each time
 - c. Someone coming on Monday to give another bid
 - d. Next month should have a final direction
8. **Pastor Eric Office – paint, name plaque, computer/printer, etc.**
- a. Need to have work complete by the end of the year.
 - b. Bells need to be removed by December 17th.
 - c. Paint to be done by Kurt
 - d. Amy to take care of plaque work

9. Pastor Jason Office – name plaque (All pastors needs)
 - a. Kurt is painting the New Blaze Room and has dropped color chips off
 - b. Getting a plaque

10. Trailer removed. Wood sold and removed.

11. Landscaping – Huge Thank You to the Landscaping crew.
 - a. Need to do this again in the Spring to make sure that the grounds are being kept neat and orderly.
 - b. Carroll wants to thank Kurt and Al Sollenberger, Greg Eps and all the volunteers for their efforts

12. Building/Grounds Issues/Concerns –
 - a. Cleaning- ECCC purchased sweeper (cleaning)
 - a. No discussions around rent reduction
 - b. Maintenance availability.
 - a. All Good
 - c. Nurture Commission (Christmas caroling request)
 - a. Kurt to check with Borough offices and give guidance
 - b. Resources supports depending on the feedback from Kurt

13. Other Items (2022) Appointed member. Richard Nornhold
 Select Chairperson, V. Chairperson, Secretary.
 - Motion to keep Status Quo - Carroll Kreider as Chair, Duane Hernley as V. Chair and Rich Nornhold as Secretary

14. Budget Line Items changed for 2022 – Information:

a. 5121 – Facilities Management	\$ 26,024.00
b. 8150 – Maintenance Repairs	\$ 36,000.00
c. 8315 – Capital Improvements	\$ 86,000.00
d. 8322 – Classroom Trailer Rental	Delete
e. Total Resources Budget	\$300,000.00
f. See discussions above in Line 4	

NEXT MEETING – December 1, 2021, 7:00 p.m.

RTN