

Elizabethtown Church of the Brethren
RESOURCES COMMISSION 7:00 p.m. SANCTUARY
Meeting Minutes– June 6, 2022

1. Reviewed/Approved May 2, 2022
2. Review Resources Financial Information. Carroll distributed a report of Cleaning /Utility expenses in 2021 totaling \$73,753.87.
3. Building Up-grade

In an email directed to the commission prior to the meeting, Amy reported:

 - a. Plaster – Still waiting for Nauman to repair the sanctuary. There has already been 1 part of a light fall down from the ceiling. They are aware and are going to fix this.
 - b. Boiler (Heating) : Still waiting on parts
 - c. Barry Garman reported that he would be meeting PPL Company on June7, to evaluate the current electrical set up for HVAC installation. They will then determine when it can proceed.
4. Repairs/Bills paid
 - a. ECCC – Laundry (\$1,987.44)
 - a. Sollenberger painting + cove base, dryer vent, etc. - \$585.00
 - b. Hixon plumbing - \$506.18
 - c. Broomell Electric - \$896.44
 - b. Sollenberger Painting – Lights: two stairwells (sides of pulpit), baptistery, hallway and storage behind pulpit, sanctuary (under balcony) + four for in hallway following construction - \$2,826.16
 - c. Broomell Electric – light fixture install sanctuary (under balcony), baptistry, storage, baptistery hallway – \$504.59
 - d. S.J.Williams Excavating was paid \$10,117.64.
5. Projected Expenses:
 - a. Newly Restored – (Rooms 2, 3, 6, 10) Discussion centered on Amy’s report that Newly Restored cannot do rooms 2& 3 in the condition that they are in. Newly Restored’s recommended company said that all asbestos would need to be removed, before they would put a floor down. The cost for the 2 rooms after we have the rooms removed of all asbestos would be \$13,000. Other work in additional rooms would incur further costs by Newly Restored.
 - b. It was clarified that Hursh Painting is a subcontractor with Horst Construction – the current estimate for their services is(Lower Level and Second Floor)\$55,323.00. Barry and Kurt recently walked through the areas. They will follow up with Horst/Hursh to clarify what is included in their contracted services.
6. The Commission accepted The Hess Agency’s proposal for Workmen’s Compensation Insurance at \$1,154.00.
Estimated Payroll = Gross - \$390,00; Net - \$268,000

7. Tenants Contracts – 2024 (Rent increase)

Rent for all tenants will be increased by 8% in their respective contract years as follows:

ECCC	Jan. 2024 — Dec. 2024	\$4824.36
ECNS	Sept. 1, 2023 – May 31, 2024	\$1122.12
IU 13.	July 1, 2023 – June 30, 2024.	\$488.16

8. Other Building/Grounds Issues/Concerns –

- a. Spouting —After a lengthy discussion of the repair needed to downspouts, Don agreed to follow up by contacting companies who might offer solutions.
- b. Landscaping — Kurt will coordinate a church work day to manage weeding, mulching. He will also work with Amy to level and seed near drainage work done recently.
- c. Excavating Repairs — Kurt is following up with a paving company a mason to repair concrete, paving and stone work that was disrupted.
- d. Flooring in unrestored rooms and hallways
- e. Line painting of parking lot — Kurt will follow up with local company for a price estimate. Commission members expressed concern that the college parking allowance be clarified. Carroll and Barry will seek answers from the Elizabethtown College Administration.
- f. The Commission approved \$1000 for Pastor Jason to replace his laptop computer.

There will not be regularly scheduled meeting in July. The commission will respond to Resources needs and actions electronically as necessary.

Next scheduled Meeting

August 1, 2022

Respectfully Submitted,
Barbara S. Ellis
June 9, 2022