

ELIZABETHTOWN CHURCH OF THE BRETHREN  
RESOURCES COMMISSION  
MINUTES OF MEETING - TUESDAY APRIL 3, 2018 Room 101 @ 7:00 P.M.

Present were Duane Hernley, Dick Keeseey, Pam Reist and Tim Duncan, Facility Manager

- 1. The minutes of the March 6, 2018 meeting were reviewed and no changes were noted.**
  
- 2. FACILITY MANAGER REPORT**
  - a. Ames Janitorial Services is now cleaning the building. Tim has resolved some start-up issues with them and we have received some positive feedback indicating that the building is now cleaner than it was when our own staff was being used.
  - b. Tim reported on the LED light fixtures he ordered to replace some old ones and brought one to the meeting for us to look at. The ones that have been installed as replacements provide better lighting than the original fixtures and are much more energy efficient.
  
- 3. MAINTENANCE ISSUES**
  - a. There was nothing new to report on the continuing problem with the lights blinking and burning out in the Sanctuary.
  - b. There was nothing new to report on any progress on developing a policy on how we effectively communicate, handle and resolve non-routine maintenance issues so that they are handled with all affected knowing what is going on and putting together a listing of service vendors and systems they are responsible for. This could become a part of a Resources Manual which would include a monthly calendar of things that need to be done and a list of pending/ in-progress projects. Consideration of using some type of work order software to manage current maintenance issues and develop a history of maintenance activities would be a part of this. A "Call" list for specific problems that develop on a regular basis should also be a part of this. Barb Ellis and Dick Keeseey are working on this project.
  
- 4 Year-to-date Resources Expenditures were reviewed and noted as being well within the total budget. There is currently approximately \$48,000 available in the Facilities Fund that could be withdrawn if needed.**
  
- 5. OLD BUSINESS**
  - a. On Friday March 9, 2018 there was a "walk through" of the church building with a borough police representative (E-town School District Resource Officer). Tim and Dick

attended. Emphasis was on “readiness and response’ in addition to securing the building. The Safety Committee is looking into some areas where we can make some changes and may be bringing some recommendations to our commission. Our service contract for the security system with Siemens has been renewed and Matt is looking into options for using some of the funds in the current contract which have not been used to make improvements to the system.

b. Brad Longenecker has done clean-up and some edging of the beds around the church and expects to complete the mulching work early in April. ( Work was completed on April 6.)

**c. Spring Work Day – It was decided to hold the Spring Work Day on Saturday April 28.**

**Specific projects may include:**

- 1. Kitchen and Fellowship Hall cleaning**
- 2. Putting in Window Air Conditioners**
- 3. Reseeding damaged spots on the lawn**
- 4. Cleaning out storage areas and the shed.**

**Sign-up sheets will be on a bulletin board by Sunday 4/15 and announcements will be in the bulletin on 4/15 and 4/22.**

d. There currently seems to be limited interest in purchasing bowls for use in serving meals like the pork and sauerkraut dinner we will not pursue that further at this time.. There is interest in purchasing 20 additional settings of silverware (knife, fork, spoon and soup spoon). Tim will check with a restaurant supply house to determine cost and how close we can come to matching our current silverware.

e. Dick discussed strategy for the arrangement of tables and chairs in room 101 for Sunday School classes and the Money Counters with the Money Counters and reviewed several alternatives with them. They are not interested in changing their location and are willing to set up the tables and chairs if necessary. The Discovery Class is willing to take care of setting chairs up as they need them for Sunday morning.

f. The Susquehanna Chorale has committed to using our church for their December concert. They will make full payment in December.

## **7. NEW BUSINESS**

a. The Northwest EMS Membership will be renewed with a contribution of \$500.

- b. Rectangular Lights outside the church sanctuary and office may which may not have been going on and off properly appear to be working fine right now.
- c. Thyssen Krupp, our elevator servicer contractor, will be shutting down the elevator from 6:00 am to 10:00 am on April 12, 2018 for repair work.
- d. The most recent sketches for building improvements were reviewed and discussed. One of the topics discussed was that of filling in the Fellowship Hall level to bring it up to the lower level of the Christian Ed wing. Measurements were made to confirm that this was a viable option and Dick agreed to bring this idea up with the Building Improvements Committee.

Next Church Board Meeting - April 9,, 2018 Dick and Duane will attend.

Next Resources Meeting – Dick will not be available for the regular meeting on May . The next regularly scheduled meeting will be on June 5. We will try to handle anything that requires Commission action prior to June 5 by email vote.

**May Church Board Meeting – May 7, 2018 Dick will not be available. Updated Building Sketches will be discussed at this meeting. All Resources Commission Members are encouraged to attend.**

**Dick Keesey 4/9/2018**