

# ST. PAUL'S EPISCOPAL CHURCH

310 Elizabeth Street, Maumee, Ohio 43537 | 419.893.3381 | www.stpaulsmaumee.org

## Vestry Minutes June 21, 2022

In-Person: Paul Board, Jennifer Hoelzer, Deno Music, Kelly Trame, Michele Alexander, Carter Adams, Glenous Favata, Carol Sachs

Remote via Zoom: Mark Christophono, Will Finnegan, Tom Mercer, Jonathan Ashton, Marty Baker

Paul opened with prayer at 7:00 PM followed by informal dialogue.

The May 2022 vestry minutes were reviewed, and corrections were suggested.

**Motion to accept the June minutes with the agreed edits was made by Will Finnegan and seconded by Deno Music. No further discussion. Passed unanimously.**

- I. Rector's Report
  - A. Rector's Vacation
    - i. Paul will be on vacation in July.
    - ii. July 10 and July 17 will be Morning Prayer services. One will be led by Brad Cresswell and the other by Todd Deye.
  - B. Mission Trip
    - i. The Mission Trip was a success. A lot of drywalling was completed, even though only four youth were able to participate.
  - C. Door Security
    - i. The building is locked during the day while preschool is in session. It is unlocked for the Wednesday service and then relocked.
    - ii. The doors will not be locked during the Sunday services.
  - D. Gun violence
  - E. Next Vestry Meeting Date
    - i. Paul mentioned that Vestry would need to meet next week to review and approve the bids for the boiler replacement. The bids are due by June 29. Tom Mercer believes the bids will not be ready for approval by next week—they need to be reviewed by Energility first. Paul stated the Vestry must meet on July 19.
- II. Senior Warden's Report – No Report
- III. Junior Warden's Report – No Report
- IV. Treasurer's Report – Mark Christophono
  - A. Finance Report
    - i. Mark mentioned that he had asked for the Balance Sheet to include prior year and quarter. He received the report, but it was formatted in Excel rather than produced from the ACS system. Mark will work with the bookkeeper to produce the report from ACS.
    - ii. Mark stated that there is a different version of the ACS system that is easier to use and less expensive to operate. The upgrade question is deferred, Paul and Vestry request that there be no upgrades until the current books are cleaned up, in balance, and closed.
    - iii. The auditor will be at St. Paul's on Thursday, June 23, to help get the books closed for 2021.

**Motion to accept the Finance report as given was made by Jen Hoelzer and seconded by Michele Alexander. No further discussion. Passed unanimously.**

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### V. Committee Reports

#### A. Vestry

##### i. Communications – Marty Baker

1. Marty is writing Vestry Corner about once a month. An email was setup to communicate with Vestry. The first email was received today, June 21!

##### ii. Stewardship – No report

- iii. Insurance – Vestry wonders if we should file a claim on the basement flood. Marty will talk with Art Smith.

##### iv. Human Resources – Paul Board

1. There have been no nibbles yet on the Christian Education position, but Paul has not put the ad into the diocesan email yet and has not spent any money posting on Indeed, etc. Paul will resume the effort after his vacation.

##### v. Building and Grounds

##### 1. Basement Flood

- A. Another basement flood occurred. The cleanup cost is almost \$5000 this time. The windows on the north wall, playground side, leaked. In addition, a potentially deteriorated drain in the window well is causing “weeping” of the floor and walls.

**Motion to approve the \$4884 invoice from Accurate Carpet Cleaning Services for the basement flood cleanup was made by Glenous Favata and seconded by Michele Alexander. No further discussion. Passed unanimously.**

- B. Tom Mercer suggests that a plumber look at the window wells to determine if they can be cleaned. There is potential for a mold issue with the “weeping”. Tom will speak with Todd Deye about getting someone to look at the window wells.

##### 2. Glass Block Windows

- A. A quote has been received for the replacement of the basement windows with glass block windows. The full quote, to replace all the windows, is more than \$21,000. It is possible to split up the project and only replace certain windows now and the rest later.
- B. If all the basement windows are replaced, the window air conditioners will be lost, thus the window replacement is tied to the decision on boilers.
- C. Vestry recognizes that the glass block windows on the North, playground side of the building that were involved with the flooding, need to be replaced. The Building and Grounds Committee will be asked to gather more quotes from other vendors, and for the reducing the scope to the windows that need to be replaced to prevent flooding, so that Vestry can act at the next vestry meeting.
- D. Funding-It is possible that the Preschool may be able to contribute toward the cost of the glass block windows.

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### 3. Tower Chimes

- A. The Deagan Tower Chime System needs refurbishing. A quote has been received from Top Rung Tower Chime of more than \$22,000 for the restoration work. In addition, the wiring would need to be replaced too. The cost of the wiring upgrade is not in the Tower Chime quote.
- B. Funding-The Preservation Committee is going through the process of evaluation what they would pay for.

### 4. Door Lock

- A. The door from the Choir room to the Playground is used quite frequently by the Preschool. It has been requested that we put a card reader on the door so the Preschool can go in and out using their existing security badges. This will increase door security and allow faster access to the building in the case of a threat.
- B. No ports on the existing door security system are available to add another door. Two more ports would be added to the system.
- C. Funding-It is possible that the Preschool may be able to contribute toward the cost of the door lock.

**Motion to accept the bid from Comte construction for \$11,950 to repair the playground access door and add the card reader system was made by Marty Baker and seconded by Mark Christophono. No further discussion. Passed unanimously.**

### 5. Rectory Door

- A. The rectory garage "man" door frame needs to be replaced. It has rusted. The door can be reused, only the frame needs repair.

**Motion to accept the bid from Comte construction for \$1,840 for the repair of the Rectory garage person-access door was made by Jen Hoelzer and seconded by Michele Alexander. No further discussion. Passed unanimously.**

### vi. Energy Audit

- 1. The Boiler bids close at the end of June. Energility needs to review the quotes and give their recommendations. Tom Mercer suggests that Paul and the Buildings and Grounds committee have a meeting with the low bidder to discuss the bid before presenting it to Vestry for approval.

### B. Formation

- i. Christian Education – No report
- ii. Inreach – Michele Alexander
  - 1. The committee met this month and sent out cards.
- iii. Outreach – Kelly Trame
  - 1. The first meeting was at 9am Saturday. There were three or four people in attendance.

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- A. The charter was reviewed
- B. The Immigration Resolution was presented to the committee and Fran Board suggested that the committee backs the resolution.
- C. Vestry is asked by the Outreach Committee to endorse the resolution to help the Ohio delegates know how to vote at the National Convention.

**Motion to adopt the Immigration Resolution (as provided in the Vestry packet) and to share the approval with the Ohio delegates to the National Convention, was made by Kelly Trame and seconded by Glenous Favata. Discussion continued, with some members of vestry expressing that opening our borders were putting others at risk; proposing that the legal process to enter the country should be used instead. A vote was called, and the resolution passed, with two opposed.**

- C. Under One Roof – Deno Music
  - i. Marty Baker, along with Vestry, extended a thank you to the members of the UOR committee, especially Deno and Jane Music. Vestry is grateful for their dedication.
  - ii. Revisions to the Under One Roof Charter were presented to Vestry. One change was requested, the “Date Approved” on the Charter needs to be updated from December 2021 to June 2022.

**Motion to accept the Under One Roof Charter revisions, with the one date change, was made by Marty Baker and seconded by Jonathan Ashton. No further discussion. Passed unanimously.**

- iii. Perrysburg Rotary gave a \$950 check to UOR to buy meat.
- iv. A group from St. Vincent DePaul will shop every month to benefit UOR.
- v. The pantry is serving more families every month.
- vi. The Committee is writing grants for meat purchases.

- D. Preschool
  - i. The Preschool is having problems hiring teachers. The hourly rate is in competition with retail jobs. Christy Seely is using grant money to give bonuses; that money expires in December. Then, will need to decide what to do to retain and hire teachers.
  - ii. Per Paul, the Preschool Board will discuss staffing at their next meeting, in August.

### VI. Other Business

- A. The Church Secretary, Shayla, will move to Japan in October.

A special summer Vestry meeting may be called on July 19. The purpose would be to decide on the Boilers. The next regular Vestry meeting will be held on August 16, 2022.

**Motion to adjourn was made by Carol Sachs at 8:37 pm.**

Respectfully submitted by \_\_\_\_\_

Carol A. Sachs, Clerk

