

St. Andrew's Vestry Minutes 6/8/2021

Members Present: Fr. Jeff Packard, Andrea deCarle, Barb Downs, Tom Hall, Paul Hochreiter, Paul Humphreys, Michele Marini, Kitty Mussett, Jason McCloskey, Amy Pritchett, Connie Puckett, JudithAnn Rule, Scott Strouse

Members Absent:

Guests: Julie Kwasnica

Clerk: Kevin Lowe

Call to Order: 7:03 p.m.

I. Opening Prayer - Fr. Jeff

II. Minutes

Motion: Barb Downs; 2nd JudithAnn Rule – Accept the minutes of the May vestry meeting as distributed. Motion carried with no abstention or dissension.

III. Reports

A. Rector's Report - see Attachment I

- 15: 12-step meeting size: plan to ask them to use their own best judgment for size of groups in Parish Life Center rooms; ask unvaccinated people to remain masked
 - Canterbury Hall remains off-limits for other groups' usage, due to Community Cafe needs and use

B. Wardens:

- Senior Warden: none
- Junior Warden: list of phone number assignments for check-in calls is coming soon
 - Wardens would like to have an ice cream social after the 5:00 service on 6/13? Vestry is uncertain of the benefit of doing something so quickly
 - Wardens would like to jump-start the fellowship aspect of the church gatherings
 - Looking toward a church picnic, possibly on 8/1 – refer to Parish Life Committee for further planning

C. Treasurer - distributed electronically prior to meeting: Income for May exceeded expenses, which is excellent for May

D. Committees and other ministries

- Finance Committee:
 - FC is concerned about high utility costs and sexton maintenance costs that are already exceeding amounts budgeted for the year
 - Trinity House renovation costs are high and FC wants to be able to account for those costs more directly in our savings account; FC does not recommend taking additional funds from the Breneman endowment at this time
 - **Motion (FC): (1) Create a second savings account line for Trinity House Capital Improvements; (2) Determine the amount for the work required for obtaining a rental permit, either from the contract or the final statement; (3) Charge the amount for the required work to Trinity House Rental; (4) Charge the remainder, supposedly for replacing the knob and tube wiring, to the new line, Trinity House Capital Improvements. Motion carried with no abstention or dissension.**

IV. Discussion (none)

V. Unfinished Business

- Property Committee Proposals for Trinity House work – see Attachment II
 - TH requires electrical upgrades in order for us to obtain a rental permit on the property
 - Optionally we can also choose to replace all of the knob and tube wiring in the house
 - Miller Electric has quoted us \$20K for a combined cost; it is unclear whether this is an “up to but not to exceed” quote or a flat absolute fee
 - **Email vote: Motion (Property): Approve the Miller Electric contract to perform the required wiring and replace the knob and tube. Motion carried with no abstention or dissension**
 - **Motion (Property): Accept Miller's \$20K proposal to both the required wiring and the replacement of the knob and tube. Motion carried with no abstention or dissension.**

VI. New Business

A. Trinity House lease

- TH committee and Property Committee have developed a lease and supporting documents (house rules, security deposit procedure, etc) for the vestry's review
- **Motion: Tom Hall; 2nd Amy Pritchett: Approve the lease and supporting documents pending legal review. Motion carried with one abstention (due to a potential conflict of interest) and no dissension.**

Meeting adjourned, 8:22 pm

Minutes submitted by Kevin M. Lowe, clerk

Attachment I

Rector's Report to the Vestry
St. Andrew's Episcopal Church
Tuesday, June 8, 2021

- I. Pastoral: Confirmation/Reception/Reaffirmation, 5/12; 1 funeral (Reed 5/15); 1 wedding, 5/22; 3 baptisms, 5/23; 3 weddings on hold; 3 funerals on hold; 1 wedding prep just started
- II. Average Sunday Attendance: 76
- III. Trinity House: we've had a couple more meetings with the property committee. Presenting the lease for your approval this evening and the electrical proposal for your approval too. Once we contact the electrical contractor, they should be able to start the work within two weeks. It will be complete in about two weeks.
- IV. Since our last meeting we had one more outdoor 5:00 service at Millbrook Marsh on May 16. We then had the 10:00 service at Scott Strouse's place on Pentecost Sunday, May 23. Our first in-person, indoor service was at 5:00 on May 30. We've now had two indoor services, the first one had 36 attendees, the second 30. At this point, I am planning on reopening the 8:00 service on June 27, and the 10:00 service on July 18.
- V. Kistler Trust: nothing new to report
- VI. We had a lovely confirmation service in the barn at Millbrook Marsh. I challenged the youth to come up with an idea for ministry and I would fund it with \$1,000 (from the Kathy Palmer endowment income from last year). Immediately, the bishop doubled my offer. I then challenged the adults to the same thing, and the bishop was also willing to double that too! As I understand it, the youth are kicking around ideas.
- VII. Sacred Ground: This curriculum from the Episcopal Church for confronting and dismantling racism continues with 12 people. We will continue to meet via Zoom and complete the program by the end of the summer. We have people joining us from Texas.
- VIII. Poetry Contest: We had 68 adult submissions and 47 youth, for a total of 115. Winners have been selected and notified. We are in the process of sending them their cash prizes. We have selected the poems that will be included in our published contest anthology, and they have been placed in order. We are now working on the layout of that book. The in-person reading, that will include a panel discussion, will take place at 4:00 p.m. on Saturday, July 10 in the church. On the panel will be Bishop Audrey Scanlan—one of the judges—and Julia Kasdorf—a well-known poet and member of our committee who also contributed an unpublished poem to our anthology, and probably one other person. We've had pledges to cover all expenses except for the up-front costs of publishing, but we hope to cover those costs with book sales. Any uncovered expenses associated with the poetry contest I will cover out of the discretionary fund.
- IX. Work continues on scanning all of our old parish registers—records of baptisms, confirmations, weddings, and funerals. Thanks to Beth Jones, our volunteer who is doing the grunt work.
- X. We have received the votive candle stand and a few samples of the little glass cups that hold the candles. The donor will decide which style of cups she likes (wants to pay for). It shouldn't take long to get the cups once they are ordered.
- XI. We are working on another convocation wide education series. The one we had during Lent was quite successful. Using Zoom allowed people from 5 different parishes to participate. This summer we will be presenting a series on the book *Sermon on the Mount* by Amy-Jill Levine. Convocation clergy are meeting this Friday to work out details.
- XII. Attended the first Friday Film session—which was simply a discussion of a film we were to

- watch on our own, 5/14
- XIII. We presented our first worship service at The Village at Penn State since the beginning of the pandemic on 5/19. We will go back to offering this service once a month.
 - XIV. Met with the bishop's Task Force on Church Operations, 5/19. We revised recommendations to match current guidelines from the CDC with regards to masking if one if not fully vaccinated. **Does anyone object if I lift the group size restrictions on the 12-step meetings in our building?** I figure we can give them the expectation about masking and let them work out how many people they can safely fit. To date, no 12-step groups have returned. They seem to be put off by our limitations on the numbers.
 - XV. Baptismal prep with three families, 5/20
 - XVI. The Rev. Kevin Barron was our deacon and preacher on May 30, Trinity Sunday
 - XVII. Standing Committee, 6/1
 - XVIII. Clergy Council with the bishop, 6/3
 - XIX. Convocation Meeting, 6/3
 - XX. Attended a webinar on 6/5 on Prepare and Enrich, a system for helping couple preparing for marriage, or as a supplement to marital counseling. I am now a certified facilitator. The process gives the couple an online assessment that identifies areas of strength and growth areas in their relationship. That information is then used to help shape the pre-wedding counseling sessions.
 - XXI. I am working on a proposal for next month's vestry meeting to a one-time purchase of technology. I will share a scope of this proposal with you this month. See page 3 of this report.
 - XXII. Ongoing: Diocesan Standing Committee, vicechair; bimonthly Clergy Council Meetings with the bishop; bimonthly local ecumenical/interfaith leaders meetings; monthly meeting of downtown pastors; monthly spiritual direction; serving on bishop's Task Force for Operations (related to COVID response)
 - XXIII. Upcoming: I am attending a webinar tomorrow about Hybrid Church; Poetry Reading, 7/10

Scope of Upcoming Proposal to Vestry for Technology Upgrades

Rationale:

Before the pandemic I would not have dared come to the vestry with some hair-brained idea about live streaming our Sunday services. But here we are. One consistent thing from my discussions with staff and with vestry about what we have learned from the pandemic and what we want to continue afterwards, is the need to continue offering a high quality online experience for worship, adult formation, and other programs. I am preparing to propose a once-in-a-generation investment in technology to capitalize on the opportunity that the pandemic forced us into. Be aware that the other opportunity I see that was created by the pandemic is the PPP loan we received—and had forgiven—last year of \$62,700.

I am consulting with Bill Wallace, a parishioner who is a recently retired videographer who worked in TV news. I have also met with George Powell of GP Sound, who was one of three people who gave us a proposal for a new sound system in the church three years ago.

Overview: I want to 1) upgrade the sound system in the church and make it compatible with our live streaming equipment, 2) Improve the quality and flexibility of our live stream capabilities, and 3) Upgrade the audio and video equipment in Canterbury Hall.

Particulars:

- 1) Church Sound System: 4 new podium mics—pulpit, lectern, both prayer desks; 1 new wireless headset mic; a suspended choir mic; new central speaker; new amplifier with digital signal processor; power sequencer; remote switch; plus installation
rough estimate \$6-7K
- 2) Live Stream: 1 camera that interfaces with Facebook directly; second camera; microphones to go with the cameras; laptop computer to control multiple video and audio inputs; tripod, and maybe a monopod equipment and cables to put it all together
rough estimate \$4-5.5K
- 3) Digital projector; speakers w/ subwoofer; amplifier; connectors, etc.
rough estimate \$2-3K

Attachment II
Property Committee Proposals to Vestry

The Rev. Jeffrey A. Packard <rector@standrewsc.org>

Tue, May 25, 2021 at 2:11 PM

Dear Vestry Folk,

Attached are two proposals from the Property Committee, both regarding electrical work on Trinity House.

1. The first proposal, Trinity House: Electrical Upgrades for Rental Housing Permit, is for work required to receive the rental permit. The Property Committee recommends moving forward with the Miller Electric quote of \$3,450. This is part of our plan to rent the house starting in the fall, and a necessary step to achieving that goal. Funding for this should be part of our up-front costs and be charged to the Trinity House Rental savings account. The amount is more than we originally estimated because the electricians discovered other code required changes that seemed prudent to address. The Property Committee would like approval of this proposal as soon as possible to ensure the property gets inspected and approved for a rental permit in plenty of time.

Please 'reply all' with any questions or comments, and with your vote--Yes, to approve the Miller Electric contract, or No.

2. The second proposal, Trinity House: Replace all Knob & Tube Wiring, is a project we have discussed but is not required for us to obtain a rental permit. The electricians who bid on these projects affirmed what the code inspector told us when he did his preliminary inspection, that there is nothing wrong with knob and tube wiring. It is considered safe and effective. Therefore, there is no pressure to replace all of the old wiring now. However, if we fill the walls with insulation any time in the future, we will first need to replace the knob and tube wiring. The Property Committee recommends going ahead with this project before we rent the property. It would be up to the vestry, with the Finance Committee's help, to figure out how to finance this project.

What is your pleasure? Do you want to vote on this by email? We do not have a firm quote from Miller Electric (the lower of the two bids). Do you want to wait until we have a full quote from Miller? Would you prefer to discuss this proposal in person at our next meeting? Financing of this project is a big question. Linda Mace, feel free to chime in on this subject.

Hochreiter, Paul L <

Tue, May 25, 2021 at 4:05 PM

Hi Everybody

I vote "yes" for Miller Electric to do both projects and I would get both projects done at once - especially if they are timely and already know the inner workings of the house. Ultimately, the wiring is going to have to be replaced, so it makes sense to do it now while the house is vacant. Then as time goes on, the walls can have insulation blown into them.

If the wiring is all being replaced, I'd also have all of the light switches and wall sockets replaced (if they have not already been done already). Many of the older homes have the older two-pronged

sockets and not the three-pronged, grounded sockets.

Hope this helps,
-Paul

Thomas Hall <

Tue, May 25, 2021 at 4:19 PM

>> I think both projects should be done at the same time, with the addition of upgraded switches and receptacles (good call, Paul). It will ALWAYS be less expensive to do this work when the property is vacant and BEFORE any painting or finish work is undertaken and it will most likely be less expensive for this to be one job by the same contractor instead of two jobs at different times with different crews. Lastly, I have had good experiences with time-and-materials jobs with Miller and have found them to be fair, clean and friendly.
~ Thomas Hall (AKA Other Tom).

JudithAnn Rule <

Tue, May 25, 2021 at 5:18 PM

I believe that Tom Hall is right on! So, yes let's do it together!
JudithAnn
P.S. I could not have said it better.

Connie Puckett <

Tue, May 25, 2021 at 5:34 PM

Yes for both projects.
Connie

Paul Humphreys

Tue, May 25, 2021 at 6:01
PM

Hi, everyone! I vote "yes"!

Mussett, Kathryn Ann

Tue, May 25, 2021 at 6:06 PM

I vote YES, wholeheartedly!
Kitty

Jason McCloskey <

Tue, May 25, 2021 at 6:25 PM

Yes to both projects as soon as possible.

Jason

Andrea de Carle

Tue, May 25, 2021 at 6:51 PM

I vote yes to both projects.

Andrea

barb downs

Tue, May 25, 2021 at 7:10 PM

I vote yes on both projects and the one quote seems very fair. No point in doing any of this without the insulation. Upgrading all outlets should go with the project but it's sure important to have it understood. Hi to all, Barb

Amy R Pritchett

Wed, May 26, 2021 at 5:43 AM

I am going with the crowd and voting yes to both!

Amy

Michele Marini

Wed, May 26, 2021 at 8:38 AM

I vote yes to both projects, with the added tasks that Paul mentioned.

Michele Marini

Scott Strouse <

Wed, May 26, 2021 at 8:40 AM

Yes on both