

St. Andrew's Vestry Minutes

07/13/21

Members Present: Fr. Jeff Packard, Andrea deCarle, Barb Downs, Tom Hall, Paul Hochreiter, Paul Humphreys, Michele Marini, Kitty Mussett, Jason McCloskey, Amy Pritchett
Members Absent: Connie Puckett, JudithAnn Rule, Scott Strouse
Guests:
Clerk: Kevin Lowe
Call to Order: 7:06 pm; 7:37pm quorum interrupted due to weather; 7:49pm quorum restored

I. Opening Prayer - Fr. Jeff

II. Minutes

Motion: Jason McCloskey; 2nd Amy Pritchett – Accept the minutes of the June vestry meeting as distributed. Motion carried with no abstention or dissension.

III. Reports

A. Rector's Report - see Attachment I

- A service honoring Ray Cromie is in the works
- Trinity House rental code inspection took place 7/13: additional barriers are needed for safety on the stairway banister, and the code administration recommends locking off the third floor and not allowing tenants to use it

B. Wardens

- Senior Warden – OOTC wants St. Andrew's to do 3 weeks this winter (Nov 29-Dec 19); it is unclear whether they will need the same level of overnight volunteers as in previous years
- Junior Warden - Planning continues for a parish picnic, Aug 29
 - Planning to reserve Sidney Friedman park so that the picnic can be moved into Canterbury Hall if necessary
 - Church will buy food, Parish Life will cook and serve

C. Treasurer - distributed electronically prior to meeting

- Savings account: "Arts Fund" line shows poetry contest income/expenses
- June expenses exceeded income but we are still in a positive YTD position; we are behind last year's income as of June, but pledging income is right on expected track

D. Committees and other ministries

- Adult Formation: Friday Films and Book Club are both meeting again as previously
- Finance Committee: Made recommendation with regard to purchase of technology upgrades; see New Business
- Parish Life: A funeral reception is being provided on Saturday

IV. Discussion (none)

V. Unfinished Business (none)

VI. New Business

1. Technology upgrade proposal (see Attachment II)

- Includes cameras, sound system, Wi-Fi, upgrades to Canterbury Hall
- The total quote (installed) is \$20,981.80.
- **Motion: Amy Pritchett; 2nd Barb Downs: Proceed with the proposed technology upgrades and take the funds from the 2020 Surplus Account in**

Savings. Motion carried with no abstention or dissension.

2. Radon mitigation system for Trinity House (see Attachment III): Property Committee is requesting funds to install a radon mitigation system in Trinity House. Given the cost and time required for accurate testing, and the high likelihood of radon in the house, PC recommends forgoing testing and simply installing a system.
 - **Motion: Paul Hochreiter; 2nd Michele Marini: Accept Raid-On Radon's proposal for installing a radon mitigation system, and ask Finance Committee for a determination of the source of the funds. Motion carried with no abstention or dissension.**

Meeting adjourned, 8:20 pm

Minutes submitted by Kevin M. Lowe, clerk

Attachment I

Rector's Report to the Vestry

St. Andrew's Episcopal Church

July 13, 2021

- I. Pastoral: 1 wedding prep ongoing; 1 of my 3 weddings on hold has been canceled, 1 is scheduled for August, the other I await to hear any plan—all three couples are married; 1 funeral this Saturday, 7/17; still 3 funerals on hold, 1 has been scheduled for November;
- II. Average Sunday Attendance: 83
- III. Attended 2-part webinar "Being a Top Notch Hybrid Church", 6/9 & 6/16 –not much help at all
- IV. Sacred Ground -continue to participate with a group of about 10 in the anti-racism program from the national church. We're on track to be complete by end of summer.
- V. Attended downtown pastors group, Zoom, 6/10
- VI. Led service at The Village at Penn State, 6/16
- VII. Attended Shaped by Faith meeting on Zoom 6/17
- VIII. Attended a clergy gathering with the renewal of ordination vows on 6/22 in Harrisburg. The first in-person thing the diocese has done with clergy since pandemic.
- IX. Started 8:00 services, 6/27
- X. Clergy Council w/ bishop, 7/1
- XI. Standing Committee, 7/6
- XII. Started "Sermon on the Mount" class with convocation on Zoom, 7/7
- XIII. I have appointed a new director of our acolytes. Julie Wunz and her family are moving back to Texas. Robin Bastress is taking over leadership of the acolytes. The three of us met on 7/8 for the hand-over. We have a bunch of kids who are ready to become acolytes. Deacon Joe and I will schedule a training for the new acolytes with Robin. We will also have a refresher for the continuing acolytes since it has been so long.
- XIV. Ecumenical/Interfaith local group, via Zoom, 7/8 -had a program presented by the retired United Methodist bishop of South Africa, who joined us from Capetown (the power of Zoom!). He told his story and talked about working to dismantle apartheid, including working closely with Bishop Tutu.
- XV. Poetry Reading and Panel Discussion, 7/10 -had a good turnout, about 60 people. Books are available for \$10.
- XVI. We have a new dossal! What's a dossal, you ask? It's the hanging on the wall behind the side altar in the church. Gloria Meder's family contributed to honor her on her 90th birthday for a commissioned dossal. Melody Chisholm created it with input from Gloria. It now hangs in the church. Gloria is coming with her family today to see it for the first time.
- XVII. We have received the \$5,000 undesignated bequest from the estate of Martin Grieco (Carolyn Holt's Martin) who died in January. The gift is reflected in this month's treasurer's report. According to our practice, the bequest was placed in the General Endowment.
- XVIII. Trinity House: The electrical work is now complete, except for 2 small, required pieces of safety equipment (arc preventers) which are not currently available. They will install them as soon as they can get them. I am still waiting for the attorney to get back to us about the lease. I've called and emailed with no response. I am calling again on Tuesday. There are plans to do a final cleaning and touch-up painting before the students move in. Older youth

are helping with this effort. Inspection for our rental permit is happening on Tuesday (same day as vestry meeting).

- XIX. The Altar Guild needs new members and we need new ushers! Any vestry members want to volunteer?
- XX. Reopening (Re-Membering): I have adopted the image of a highway entrance ramp for how we are opening back up. By September 12 we will be up to cruising speed.
 - A. As of Sunday, all three services will be in person. We will continue to live stream the 10:00.
 - B. In August, I'm thinking that we can start having some refreshments outside after the 10:00 service. The 8:00ers want to start up their breakfast after their service too. I may allow that in August.
 - C. We have three 12-step meetings happening per week in the building. The building is now open all day as it was before the pandemic every day. No meetings are happening in Canterbury Hall yet. I am negotiating with the Café to regain full use of that room soon.
 - D. Community Café board meets on Thursday this week. They will discuss returning to in-person dining. I expect it will happen in August, or early September. Last I heard, the plan will be to stop any takeout meals at that point.
 - E. Our "Back to Church" Sunday will be September 12
 - i. "Pajama Sunday"-wear your pajamas to church, bring throw pillows for the pew
 - ii. Sunday School starts
 - iii. Children's sermon
 - iv. Coffee Hour back to the *new* normal
 - F. The following Sunday, September 19, at the 10:00 I will do my grief and loss service (to be designed) which will feature the new votive candle stand and lighting of candles... for parishioners who have died, for parishioners who have moved away, for those who have died of COVID, for those still suffering long-term effects, economy, racial justice, etc.
- XXI. 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)
- XXII. Upcoming: Funeral and burial this Friday and Saturday; wedding Aug. 7; Ramping up Church Operations...

Attachment II

Proposal to Vestry for Technology Upgrade

The pandemic has forced us into the internet age. In addition to live streaming of worship services, we have spent a lot of time and energy creating content for our web page and social media. With this new venue now open to us, I intend to continue live streaming our worship services from now on. Other events, such as education/formation classes, funerals, annual meetings, or things unimagined at this point will be easy for us to make available online.

Cameras, etc.

My cell phone has sufficed to do a single static camera presentation with no one inside the church. However, adding worshipers complicates things. I hope to be able to present a high-quality online experience without being too obtrusive to in-person worshipers. That desire necessitates the new camera equipment, etc.

Sound System in Church

Three years ago, we looked into upgrading the sound system in the church and improving the audio video equipment in Canterbury Hall. The quotes we received at the time were confusing and conflicting, and we weren't sure where to get the money. Other priorities took precedence. These projects have languished until now. The sound quality in the church system is poor and the equipment is outdated, dating from the 1990s. The proposed speaker system will produce clear sound from anywhere in the church. And this sound system will produce an output that is compatible with live streaming.

Audio Video in Canterbury Hall

Our Friday Film series presents movies that are both entertaining and provocative. They have struggled with a painted-on screen that is crumbling in the corner, spotty connections between output and projector, moderate quality sound, and an unreliable projector. The proposed system would not only provide a top-quality movie experience, it will be useful for presentations. If we have an event in the church that requires overflow seating, we can project what's happening in the church onto the screen for folks sitting in Canterbury Hall.

Wi-Fi

Currently there is no equipment on the upper floors of the Parish Life Center providing Wi-Fi. One can pick up the Wi-Fi upstairs, if one is lucky. And then, it is quite spotty. The 12 step meetings are coming back to our space for in-person meetings. They want to offer a hybrid option, with folks joining through Zoom or in person. The Wi-Fi upstairs is not sufficient for that. The proposal also would put Wi-Fi (both our public and private networks) into the church space. Currently, I have a consumer grade Wi-Fi extender connected to a wire that is taped to the floor. The proposed system would be installed permanently and would be the same equipment we use elsewhere in the building.

Attachment III

PROPERTY COMMITTEE PROJECT FORM

This form is to be filled out and included with the Finance Committee request for funds if the project is over \$500. This information will then be sent to the Vestry by the Finance Committee for Vestry consideration of approval.

Request Date	7/13/2021
Project Title	Trinity House: Install Radon Mitigation System
Amount Requested	\$1,650
Lead Prop. Comm. Rep	Sarah Klinetob Lowe

PROJECT PURPOSE

The purpose of this project is to reduce radon-related risks for occupants at Trinity House. Radon is the leading cause of lung cancer for non-smokers, and most of Pennsylvania is in the highest risk zone for radon.

The Property Committee Chair recommends moving forward on this measure without testing for radon levels first. The primary reason is because radon levels are seasonal, therefore it may take more than one test over several months to confirm if levels are too high. Since we are in Zone 1 for radon, the chances are higher than Zone 2 or Zone 3 areas that Trinity House will have higher than recommended radon levels.

An alternate path is to do 2-3 radon level tests over the next few months to officially confirm radon levels before considering moving forward on this project.

References

EPA Radon Map: www.epa.gov/sites/production/files/2014-08/documents/pennsylvania.pdf

EPA Radon Guide: www.epa.gov/sites/production/files/2015-05/documents/hmbuygud.pdf

PROJECT DESCRIPTION / WORK SPECIFICATIONS

1) Drill 2-suction points and routing 3" Schedule 40 pipe from 2- suction points to a Radonaway RP145 radon fan located on the outside of the home.

2) Route the exhaust above the roof line. Will communicate to the contractor that the exhaust pipe must be on the back and/or on the campus side of the house (i.e. not on the exposed side next to the open lot).

3) Install Drainjers in all floor drains (without water traps), seal floor cracks with polyurethane sealant and or spray foam, & seal sump pumps.

4) Install an electrical outlet for the radon fan (weatherproof when mounted on the outside). A monitoring device will be installed on one of the radon pipes in the basement for the homeowner to see that the system is operating properly.

5) Post Test (included in the price). A post test should be performed after the system is installed and running for at least 48 hrs to 30 days. The EPA recommends an independent tester perform this test. Independent Radon tester performing post test.

ADDITIONAL COMMENTS

These two organizations are the top two companies doing this work in this area.

LIST OF QUOTES RECEIVED

	<i>Vendor Name</i>	<i>Quoted Amount</i>
Chosen Vendor	Raid-On Radon	\$1,650
Quote #2	Appalachian Environmental Group	\$1,840
Quote #3		

REASON(S) FOR CHOOSING VENDOR

Lowest price