

Episcopal Church of the Good Shepherd
Vestry Meeting
March 18, 2025

Members present: Lance Robbins, Kathy Stokes, John Trompeter, Tom Yourch, Mary Randall, Brenda Pierce, Tom Nairn, Pam Meyris, Clerk

Members absent:

Barbara Fornalik – Deacon Emeritus
Carol Wawrzycki,
Annie Bishop
Bruce Dunn
Dick Robinson
Kris Murray

Agenda

1. Opening Prayer
2. Approval of February minutes
3. Financial Report
4. Sexton Report
- Approval of Doyle Contract
- Approval of Knock Box
5. GS Library – Pam
6. Safe Church Training info
7. Closing prayer

The vestry meeting opened with prayer given by Father Lance.

Old Business

Minutes

The minutes from the February meeting were revised to update the attendance of members who were present or absent. And the delectation of the sentence in the Finance Report that describes the raises for staff for 2025. Mary R. made a motion to accept the minutes as revised. John T. seconded the motion. The motion was voted on and passed.

Finance Report

Bruce was not present at the vestry meeting. The Finance Report and Budget Sheet were both reviewed by the members. It was noted that several members have submitted their annual pledge in one lump sum. This is noted in the YTD Pledge income. There was a question as to where in the budget the funds will come from for the Knock Box. The Capital Campaign? Mary R. moved to accept the Finance Report as presented pending the treasurer's review. Tom Y. seconded the motion. The motion was voted and passed.

Sexton Report

February 2025 Activities:

- Town & Country applied additional salt service to the parking lot at a cost of \$216.75. The invoice has been submitted and paid already.
- I have returned the signed proposal to Strassner Contracting for replacement of the sanctuary roof. They will be scheduling the work as soon as the weather allows in the Spring.
- AirQuip will be quoting for the replacement of our AC and heating systems to provide a competing proposal to that received from Crossfield. This will happen in March.
- Doyle Security has quoted a cellular phone link as the primary communications line for our fire alarm system. Quote is attached. There is a one-time fee of \$401.25 for the equipment and installation and a \$61.72 reoccurring monthly fee for the cellular service and inspections. To offset the ongoing expense, I recommend we cancel our Spectrum phone lines except for the main office number. The phone enhancement will eliminate the Spectrum primary phone line to the alarm box and the corresponding false alarms that occur now on a weekly basis when the Spectrum line fails. So far, I have been able to cancel the false alarms before the fire department is dispatched. However, if I cannot be reached the fire department will show up and have to gain entry to check the building.
- I am still waiting for Colonial Fire Systems to present us with an annual contract to inspect and service the sprinkler system going forward. I will present this to Vestry when I receive it.

- The quote for the knock box is still open (\$562). Please let me know the disposition after the March meeting. Tom Yourch has experience installing the knock box so we will do this in-house at no additional charge.
- Materials for the safety handrail along the walkway from the parking lot to the office steps have been received. I will install this as soon as we get a favorable break in the weather. Costs are being contributed by a parishioner.
- The source of the odor that emanates from the basement has yet to be identified. It seems to only occur when the weather is above freezing, and water is flowing through the drainage system. It has not been an issue since the weather has turned colder. I will continue to work on this the next time the smell returns.
- Just a heads up that the month of March is the time we have our elevator inspected and certified. We can expect to see an invoice for approximately \$800-1,000 to be paid in April. FYI - due to recent changes in NYS law, these certifications now need to be performed by two different agencies that are specified by the state. Hence the ridiculous charges were incurred. Inspection and certifications of our alarm and sprinkler systems will also occur as outlined above.

Let me know if you have any questions or need additional information. Thank you! Chris N.

The members discussed the purchase and installation of a new security system per quote from Doyle Security. Tom Y. explained why a new system is needed and how the system will need a separate phone line. The cancellation of 2 phone lines that we currently have will occur. This will update the system with less opportunity for a false alarm to occur. Tom Y. moved to accept the estimate from Doyle Security, pending the treasurer's review. Brenda P. seconded the motion.

The members reviewed the estimate from Great Lakes Building Systems for purchase of a Knock Box. The device allows the fire department access to the building in case of fire when no one is present in the building. Discussion followed. It was brought to the members' attention that the company is charging sales tax. We are tax exempt, and this will have to be reviewed and discussed with this company. Tom N. made a motion to accept the estimate from Great Lakes Building Systems pending review by the treasurer. John T. seconded the motion. The motion was voted on and passed.

New Business

Pam M. reviewed the changes to the church library. She also asked the members if they would like to see any new materials included in the collection. Also, did they want updated posters purchased for the walls. She suggested that it would be nice to include some of the church history here. This was for discussion only.

Safe Church

The Safe Church presentation will occur in the conference room on Saturday from 9-1. There will be a pot blessing breakfast available.

Vestry Hosted Coffee Hour

The vestry will host coffee hour on the following dates: April 13 and June 8 (wear red).

Open discussion

Lance talked about Dick L. and when his memorial service may be (April 26 is a tentative date as of this meeting).

Do we have any activities planned for this year? Let's bring back some fun things. Ideas mentioned: Food Truck Rodeo, have a Good Shepherd float in a parade (Memorial Day, Firemen's Parade). May 4 – yard cleanup after church with shed demo with food.

The meeting ended with prayer given by Father Lance.

Submitted by Pamela Meyris, vestry clerk