



The Episcopal Church of St. John the Baptist
Post Office Box 441 / 307 Federal Street
Milton, Delaware 19968

www.stjohnthebaptistmilton.org



Vestry Minutes for The Episcopal Church of St. John the Baptist
February 16, 2021 – Zoom Meeting

Present: Jill Malloy, Sharon Lamando, Fr. Tom White, Scott Kresge, Clara Escobar, Jean Skocypec, Bel Gwiazdowski, Ed Stout, & Rob Konnyu.

Absent: Tom Sombar

Meeting was called to order by Senior Warden Jill Malloy at 7:00 pm.

Opening Prayer was given by Father Tom.

Acceptance of December Meeting Minutes:

A motion was made by Sharon to accept the January meeting minutes and it was seconded by Jean. All were in favor.

Treasurer's Report –

Ed reported he sent out the packet of financial information and asked if anyone had any questions. He sent out the investment reports from December and stated that we have not received the ones for January yet.

Sharon made a motion to accept the Treasurer's Report subject to audit, Clara seconded it, and all were in favor.

Priest Comments –

Fr. Tom reported the passing of Jenny Hoch. He conducted her gaveside service on January 28th with burial at the old St Anne's Church in Delaware. They moved the service into the funeral home because it was so frigid. The family was appreciative. Jenny's daughter knits prayer shawls and has sent some to us.

It is time to prepare the parochial report, and it is due March 1st. Ed, Fr. Tom and Scott met via zoom and assigned various parts of the report to be completed. We have to address question #12 on page 3 that the vestry needed to respond to. This question is regarding if the vestry is committed to working for racial justice and reconciliation. The vote will be under the new business portion of the meeting.

Fr. Tom stated that we will be conducting Lenten morning prayer services at 10 a.m. every Wednesday during Lent and the homilies will be based on the Jesus 'I Am' passages from Gospel of John. These 30-minute services will be live-streamed like our Sunday Mass to the website, YouTube and Facebook simultaneously.

Committee Reports

Property –

Sharon gave the property report. There are two new members of the property committee, Roland Simms and Theo Leithmann. They bring their knowledge of property administration and local business to the committee. On Thursday Sabr's is coming to check the HVAC unit they installed in the church. They are also replacing a

part in the HVAC unit of the rental. She received a call from the tenant about a plumbing problem in the master bath. Jenkins plumbing will repair it on Thursday morning. The paint and repair project of the rental unit is finished. The shingles on the roof are loose and still need to be reattached.

Future projects to be dealt with include the windowsills and bricks on the other side of the church sanctuary which have green mold and need to be cleaned or pressure washed. She is calling Wilkens for an estimate in the spring. Theo volunteered to rake the catalpa leaves this spring and get rid of the debris.

She emailed the tenant about dog waste in the rental yard and the area around the shed and was told it was cleaned and it wasn't. Sharon contacted her again and she has now hired Tootie's Poop Patrol to clean the yard on a weekly basis. This will be monitored going forward.

Ed informed Sharon that the tenant has not paid the rent, or the water and trash bill. Sharon will follow up.

Parish Administration

Administration –

Scott reported he has compiled the totals for the 2020 parochial report to include the attendance for the live streaming as well as the number of communing members for both in person worship during January and February 2020 and the drive-by communion after the streamed services.

He attended a One License Webinar regarding the proper use of copyrights and reporting to them as the agent. This allows us to reprint and stream copyrighted information. This webinar enlightened him on what we need to do to be compliant. We are supposed to document the copyright information both where it is being reproduced in print and on the live stream as well.

Live-Stream – Ash Wednesday – Scott moved all the streaming equipment to the organ. This is the first time we will be streaming the new system with OBS Studio from the organ area. The transitions will be a little slow. This is because it is a daytime Service and Elizabeth has to work and is unable stream the Service.

Lighting – going forward we need to think about replacing the second row of spotlights in the sanctuary to match the first row of bright LED lights. The canisters that hold the new lights are not large enough. Jerry cut the ends off of the canisters of the track lighting to accommodate the new lights. Scott asked if we should consider getting an estimate on larger cans to hold the new lights. Everyone agreed we should get an estimate on what it would cost to replace.

Outreach

Clara reported that we have our soup sale this weekend. They have a lot of pledges for soup. They hope to sell all that they have. Everything is covered, and Fr. Tom will be there for the entire sale.

Youth Ministry

Jill reported she continues to do Sunday School lessons. They are doing a zoom lesson this Sunday. Parents stopped by and picked up the upcoming craft packets, Eric delivered some as well, and the rest of them were mailed out. Scott continues to shoot and edit the videos and upload them to the website for the student to participate.

Music/Worship

Fr. Tom already reported about the Ash Wednesday Service.

Old Business

Swearing in of Vestry –

Fr. Tom conducted a swearing in ceremony of the entire vestry via the zoom meeting as he would have done during a Service in the sanctuary.

Annex Parking Lot (Brian Gustafson Parking) –

Fr. Tom reported that he had a nice conversation with Brian Gustafson the neighbor to our Wharton Street parking lot. He agreed to our terms, he sent the letter releasing us of any liability, agreeing to no more than two cars on the lot, and Jill reviewed it and accepted it. He also sent in the check for the twelve months in the amount of \$300. It was brought up that we need to know what two cars he will be parking there. Fr. Tom will be the one to communicate with him regarding restrictive times of parking when we begin to regather.

Narrative of Pandemic –

Bel Gwiazdowski reported that she forwarded the narrative to Scott. Scott will send it out to the vestry. If the vestry agrees to it, Fr. Tom wants it on the website and a copy of this narrative in the safe for future generations to read.

Sidewalk –

The town lawyer knows how to find common ground. The Mayor of Milton did not speak well of the church and that was not appreciated by Fr. Tom and Jill.

The town council voted and gave us till the end of August to make the repairs.

Fr. Tom would like to speak to Ted, the mayor, and talk to him about saving the bricks. He hates that we have to cover that section with asphalt and get rid of it. Jean raised the question that in the past we have talked about it being of historical significance and Fr. Tom said he would mention that when he speaks to Ted about it. Jill thinks we need to possibly go before the historical preservation committee.

It was agreed that Greg Wingo, Jerry, and Fr. Tom would be meeting to come to an agreement of what the town is asking us to do prior to us getting quotes so that will can complete it and not be approached again.

New Business

2019 Audit, Real Estate Taxes, 2020 Audit Cost –

Ed reported that the 2019 audit is basically done. He sent out a letter to the vestry from the accountant where the vestry discloses that we are certifying that the information we gave to them is all accurate and truthful. Jill asked that all the vestry members review the letter and get back to her via email in a day or two telling her if they agree to it or not. As soon as the letter is signed by Jill as the Sr. Warden, and Scott as the Clerk the audit will be released to us. The estimate for the 2019 is \$4,000-\$4,500.

The Accountant also says that she is ready to start on the 2020 Audit as soon as we sign the engagement letter. Jill and Scott will have to sign that as well. The estimate for the complete 2020 Audit which the

Diocese is requiring that we do is \$7,000-\$7,500. Ed asked if the vestry was approving this. Fr. Tom asked what the budget was for this year and Ed stated that it was \$3,500. It was proposed that if we are required to pay for a complete Audit for 2020 by the Diocese that since it was not in our budget, if needed we would have to decrease the amount going to our Diocesan Acceptance because of the shortfall. The vestry was in agreement to that. Clara made a motion that we go forward with the 2020 Audit, Scott Seconded it and all were in favor.

Fr. Tom asked Jill to find out from Tom Sombar where the 2016 audit was located, and she will follow up on that. He stated that all the others are in the safe and we needed to have this one with them.

The vestry previously had a question if we pay property taxes on the three lots, and Ed did ask the Diocese and they stated that Churches are exempt. Right after the inquiry, he received a letter from the town of Milton with three tax letters for the properties and they were all \$0.

Bylaws Sub-Committee –

Scott reported that he will be doing a Bylaws Sub-Committee to review wording and inaccuracies in the current set. He is proposing a sub-committee where we could do a zoom meeting, review the document in real time with mark-ups, discuss it and then we will bring it back to the vestry for approval. Sharon and Bel agreed to be part of the sub-committee.

Camp Arrowhead –

Jill reported that Walt from Camp Arrowhead is looking for someone to be a liaison with Camp Arrowhead to give information to the parish on a regular basis. She recommended that Scott be the person as the information will be sent out via the newsletter or posted on the website.

Fr. Tom brought up the vote on Question #12 on the parochial report. The vestry voted to mark *agree* for the question on being committed to working on racial injustice and reconciliation.

At 8:22 p.m. a motion was made by Sharon to adjourn the meeting, Clara seconded it, all were in agreement.

Next Vestry Meeting – Wednesday, March 17, 2021, 7:00 via zoom

Respectfully submitted by Scott Kresge, Clerk of the Vestry.