



The Episcopal Church of St. John the Baptist
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Vestry Minutes for The Episcopal Church of St. John the Baptist September 16, 2020 – Zoom Meeting

Present: Jill Malloy, Sharon Lamando, Fr. Tom White, Scott Kresge, Clara Escobar, Jean Skocypec, and Ed Stout.

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

Opening Prayer was given by Father Tom.

Executive Session – The meeting was paused as the vestry went into an executive session.

Acceptance of June and Three Special Meeting Minutes: A motion was made by Sharon to accept the June and the three special summer meeting minutes (June 3rd, July 13th, and July 20th and it was seconded by Clara. All were in favor.

Treasurer's Report –

Ed reported on the treasurer's report. The paperwork to dissolve the trust with M&T needs to be dealt with. Jill will meet Ed at the bank in Milton on Monday to sign and send the packet in.

Fr. Tom asked how our audit was doing with the diocese. Ed said that Judy suggested that they accepted the 2018. For the 2019 year, the Bishop has designated that it needs to be a complete audit, not just a review like was submitted in 2018. Ed stated we can have an audit committee consisting of parishioners and it cannot include the treasurers or vestry members. It needs to be a minimum of 2 people. Ed will send out the guidelines for the committee to the vestry and the vestry will determine if we have 2 people to do it. This would take place of the audit from an accounting firm and could save the parish \$3,500 to \$4,000.

Ed got a paid and cancelled note from Judy Gregory of the old note that was held by the diocese. We are still waiting for her to confirm that we have sent a copy of the signed and sealed new note.

Motion was made by Sharon to accept treasurer's report and seconded by Clara. All were in favor.

Priest Comments –

Fr. Tom wanted to give kudos to Ed Stout for stepping up with the work on treasurer duties for the parish. He spends lots of time at the office and is working hard to keep up the financial affairs of the church during this time of suspended in-person gathering. The vestry agreed with Fr. Tom.

Committees –

Jill is encouraging all committees to set up zoom meetings. They need to contact Scott to set up the meetings for them.

Fr. Tom stated that he wants to set up Zoom Bible Study meetings and will be contacting several people to try to get it organized and off the ground. Fr. Tom asked Scott to list that Zoom meetings are available for all committees in the newsletter.

Committee Reports

Landscape –

Tom Waite submitted his committee report to Jill, and she presented it on his behalf. It was as follows.

- Ideas for the Memorial Garden were reviewed, and the team will submit some ideas and concepts that seem to be focused on moving the boxwoods to the space around the memorial stone, removing most of the current plantings, and planting annuals in the area.
- Ideas for the end benches were reviewed and included possibly erecting lattice that would create a room-like feel and could host ivy-like plantings. Scott's concern, as related to symmetry, is that one of the spaces is more shade while the other is more sun.
- Fr. Tom would like to see the liriop removed because it is not visually pleasing in off-seasons.
- Team members were invited to share concepts of the spaces. Eric submitted a couple and Rob K shared some lattice options.
- Tom is communicating with Theo regarding the dogwood on the Prettyman Street side as well as some trees on the other side that may need trimming or removal.
- Mary Moubray is ready to join the committee, the Frankums have stepped back and we are also seeking new members to replace the Swago's.
- We'd like to identify a date for a fall church-wide planting and clean-up. Perhaps 9/26 or 10/3? We'd like the vestry's input and would work to ensure a fun, social, and safe day for attendees.
- Tom has assumed the responsibility of setting out trash, recycle.

The vestry felt that the date was too close to get the word out for the fall church clean-up, and Jill stated she would talk to Tom about that.

Jill feels the landscape committee should recommend a solution about the memorial garden and present it to the Vestry. We have to encourage and maintain the active role of the committee. She will be in touch with Tom Waite and suggest he schedule a zoom meeting.

Property –

Rental –

Sharon reported the rental house has been pressure washed, painted, and the final bill has not been issued. She wants to walk around the perimeter with the owner of the company. She and Mike have several areas of

concern and they will be doing it this Friday. The rental wall and brick walk were pressure washed and cleaned at that time.

Jill, Jerry and Sharon toured the rental house. 5 Doorknobs were broken, there were tears in the screen, the storm latch, as it was basically the smaller stuff. In the future we have to look at purchasing new appliances. The stove, washer, dryer, and dishwasher have needed repair in the past and she believes in the next 12 months it would be advantageous to replace them. There are several areas where the siding and gutters need attention. The basement window needs a dome on it. They are contacting Dean to look at some of the smaller projects. The front steps will need to be done next year at some point.

The Church –

The front of the church has been pressure washed, and the lower peak has been painted. The HVAC units need to be inspected. Jeff from SABRS is waiting for a part needed for the rental HVAC system to come in and then will inspect all of the units for both the rental and church.

Parish Administration

Administration –

Scott reported that the web site is being kept up to date, the weekly newsletter is going out with all the announcements for the congregation. Since going to the paid subscription of MailChimp, we have gone from about 30% open rate to about 50%. People are responding positively to the newsletter and social media posts.

Streaming –

The new system has been tested and all camera's and sound seem to be working fine. This Sunday Scott will cross train Liz and we will run a complete test of the service to FaceBook and see how it works. Hopefully in a couple weeks it will replace the current system.

Outreach

Clara reported they had received a letter from Church in TX thanking us for the funds sent to them for the Asylum Seekers Project. This will be put on the website and the congregation will be notified this week in the newsletter.

Sandwich Thursday Program –

- Lunches given out: 20-25 on average, with 41 one Thursday.
- Cost of \$813 for supplies for Sandwich Thursday this year.
- \$360 in donations to offset the cost.
- Cape Henlopen School District is providing meals to kids even at home, so this program is done for the year.

Angel Tree –

Clara reported that the angel tree project will be a little different this year. She is suggesting that parishioners buy a gift card for each child.

Clara will also try to do food baskets for the families receiving gifts. It will cost us a lot more this year, because the sales just aren't there at the grocery stores like in the past.

Youth Ministry

- Jill reported that she has 3 new kids this year for a total of 14.
- We did a Facebook Commercial and we attracted one of those new kids because of that commercial.

- We are now video producing our new classes and they are being put on the website and Jill is sending out the crafts prior
- to each session like she did last spring.
- Rob has started to contribute segments, both with the puppets and music segments for each Sunday School lesson.
- Kelly Fusco has submitted pictures of her daughter, Summer, doing Sunday School crafts for the weekly lessons. She has given us permission to use these pictures on social media and the web site and we have it in writing.

Music/Worship

Fr. Tom had nothing to report.

Old Business

Stained Glass Lighting –

Jill reported the spot lighting on the Rose window that faces Federal Street still needs to be fixed. Mark was going to take care of that. Jill is now thinking that she and Jerry will address this issue. Fr. Tom asked when they were there doing it, if they could redirect the lighting from the spots in the front of the church to help light the chancel better which is needed for the live stream. Scott will be present assist.

Locks –

Sharon reported that on August 3rd, she got an email from the lock smith and he gave her a list and it will cost \$441. The foot bolt is going to match the others on the front door. The factory was closed, due to COVID-19, so the part was delayed. She asked if this was previously approved, and Scott said yes it was, and we actually approved about \$580 already, so a vote not is needed. Jerry will change the lock to the sacristy.

Thermostat Locks –

Jill updated that they have been installed and the keys have been distributed. There is an extra in the safe in the sacristy. Ed reported the electric bill is still down and Scott reported that the temperatures have been kept in check.

New Business

Convention –

We need to certify the delegates for this convention by Monday, September 21, 2020. Ray and Ann Jung were our delegates and they stepped down after last convention. Scott and Mark were our alternates, Scott has agreed to be a delegate and Jill asked Eric Valentine, who has been an alternate in the past, during the meeting if he was willing to be a delegate this year and he responded yes. Since the convention will be conducted via zoom, the vestry decided that we would not have an alternate this year.

There was a motion to accept Scott and Eric to be our delegates by Sharon, Clara seconded it, and all were in favor.

There will be a Diocesan wide Sunday service on November 22, 2020, by Bishop Brown, to close out the convention. Fr. Tom said the Bishop has been in touch with all the clergy and is strongly encouraging that they do not have service on that day and encourage their parishioners to attend together as a Diocese that Sunday, which is Christ the King Sunday.

Acceptance -

Ed is recommending that we pledge \$9,000 as our acceptance for 2021. We make these payments in two installments, usually around June/July and at the end of the year. This is an increase of \$500 over the current year's acceptance. There was a motion made by Scott to approve it, Sharon seconded it, and all were in favor. Ed needs Jill's and Fr. Tom's signature on the form along with his prior to submitting to the Diocese. They were both planning on being at the church to do taping for videos on Thursday and Friday and agreed to sign it then.

Update on property meeting –

Fr. Tom reported on the Property Committee zoom meeting with Diocese he attended with the chair of a certain committee. This was the first time in the six years he has been here that he knew of such a meeting. The Diocese owns our sanctuary. He asked them why we have to take out loans on properties we do not own. Judy explained that we get these 'dream loans' and very low interest rates from them because we are using their property that they own. Part of the reason for the meeting was to ask would it be beneficial for us to outright own the buildings and the property. We do own the rental house and parking lot, and we own the Wharton Street property with the Diocese. There were minutes sent out on the meeting and Jill will forward to the members of the Vestry.

Regathering –

Fr. Tom, Jill and Sharon meet via zoom under the leadership of Jeff Ross with the coastal churches group on regathering which included; St Peters Lewes, All Saints, Rehoboth beach, and St. George's, Harbeson. It has been decided that we would all open together. They decided that it would be at least stage 3 or beyond.

We need to start answering the questions of the Bishop's Task Force and that becomes our plan for regathering. We need certification and we can get this prior to opening the doors to the congregation. We need to set up a time to start working on those questions. He is suggesting that it be Fr. Tom, Jill, Sharon, & Scott as the administrator.

We were going to send out a survey. Scott mentioned that Christ Church Dover sent a survey out and Fr. Tom asked if Scott could contact Jon Rania and get a copy of what they did.

Fr. Tom asked each member of the Vestry how they felt about regathering at this point and our meeting via zoom and should we consider meeting safely in person. On the topic of regathering, the vestry unanimously agreed we should wait until after stage 3 like the coastal church group has discussed. Scott reported that the number one feedback given to the Diocesan Task Force for churches that have regathered is they are very disappointed because the service is nothing like it was before. With the no singing, and all the other restrictions, expectations are not met. Fr. Tom feels that our congregation is getting a more 'normal' service by what we are streaming than if we regathered, with two things missing, the Eucharist and the lack of community. Clara mentioned that we have a lot of seniors in the congregation and we have to plan for them.

We had a lengthy discussion regarding the Vestry meeting safely in person or to continue via zoom. Each member spoke and there were several issues raised. The parish hall would have to be deep cleaned after the meeting, as directed by the Diocese. We could safely meet in the space, recording it with everyone wearing masks and placed all over the hall would make it difficult to hear each other. It was suggested if we met then other committees and groups would want to as well, and the vestry felt we would be good role models right now by meeting via zoom. This is not ideal, but it is best to be safe. A vote was taken and it was unanimously agreed upon that we will continue to meet via zoom.

Sidewalk Repairs -

Jill and Ed met with Greg Wingo from the Town of Milton. We got a notice in the mail, that our sidewalks were in disrepair. This is in front of the parking lot. He said our first problem was the brick sidewalk next to the wall next to the rental house. Jill told him they are original Milton bricks, he said he knew, and they have to be fixed, or replaced. He also said the creeping juniper has to be trimmed back. Near the corner there are a lot of little cracks. It is not a hazard now, but he suggested we fix it before it becomes a hazard and a 'fall' issue.

They told Greg this is not a great time to be addressing this expense, and he agreed. We would have to get a permit from the town. We have to get a quote and we can send a letter requesting that they waive the fee, and he couldn't tell us how much because the permit cost is based on the estimate. He will take care of the state permit for us. There is a chunk of the curb missing in front of the rental house near the water pipe and Greg said that the town will fix that.

Jill discussed the meeting with Jerry, and he asked her how do we appeal this. Jerry is willing to go to the town meetings and appeal it on our behalf. We are in a historic district, and we could possibly be violating the historic code. Jill asked if we have a copy of the deed to the rental property, because if we do and the brick walk is part of the plot, it is private property and the town of Milton can't tell us what to do with it. She asked Ed and Scott to see if they could locate it. Fr. Tom says we need to find out if we own it or not, and he thinks if we don't, we still need to appeal this issue to the town.

Jill asked Greg if we could use caulk to fix the cracks, and he strongly recommended we not do it. Jerry is willing to get the materials and fill the cracks. Jerry has stated others in the town have fixed theirs this way and they have been accepted by the town.

Jill stated that she walks the streets and there are others in town that are serious fall risks. Clara stated the brick sidewalk at Irish Eyes are a fall risk and asked how they are getting away with it.

Jill recommended if the repair of the two sidewalk sections was beyond his scope of Jerry fixing them, that we get a single contractor to give us an estimate on the sidewalk work as well as the front steps to the rental unit and have it done at the same time. Everyone on the vestry was in agreement.

Rental Property -

Jill brought up the food truck. Sharon checked with the town, and there was an ordinance that a commercial vehicle over 10,000 lbs. was not allowed in the residential area. Fr. Tom says it doesn't matter what the town says, we have control over what is parked on our property. Jill addressed that they park on the apron and there is a stain where they let stuff drain down into the street. The apron doesn't belong to the rental unit for parking. They also block access between Prettyman and the parking lot. There is also an extension cord running between the truck and the house and that is a safety issue for anyone going between the parking lot and church.

Last year the boyfriends name was Steve and the new guy that lives there is named Jamie Parsons. They are supposed to notify us of any changes in residents, which Nicole never does.

Jill is going to draft up a new lease. We can state that there are no commercial vehicles allowed on the property. Fr. Tom says we need to specify that if there is any change in residents throughout the year, the lease is to be renegotiated. Fr. Tom thinks that if the house is in good shape, we need to keep her in the house for the time being. All were in agreement to keep her for another year with the discussed restrictions.

Nominating committee –

There are two members whose terms are up the end of the year and are eligible to serve for another term. Jill asked Clara and Scott if they were willing to continue to serve and they both said yes. So, no nominating committee is needed for this year prior to the annual meeting.

Gutter replacement on the Sanctuary –

Two estimates were presented to the vestry on fixing the gutter that has become detached from the building and is twisted. The one from *The Gutter Guys* had two figures, \$7,327 and \$1,724. The \$7,327 quote is to include a guard on top. The other quote was from *Gutters for Less* for \$465. Scott asked what the difference was between the \$1,724 and the \$465. What does that give us going with the more expensive quote? Sharon said they would only seal the holes for that extra amount. *Gutters for Less* asked to have the electric lines booted and Sharon called the electric company and there is no extra cost for that. *Gutters for Less* also said we can reuse the downspout, and that is more reasonable than *The Gutter Guys*. Scott made a motion to go with the *Gutters for Less* quote for \$465, Jill seconded it, all were in favor.

Fr. Tom commented that the Gary and Margot Lawrik corresponded with us via email and complimented how well we get the message out and communicate via video's and YouTube. Fr. Tom asked that Scott forward that email to the members of the Vestry.

At 10:00 p.m., Sharon made a motion to adjourn the meeting, it was seconded by Clara, and all were in favor.

The next meeting is scheduled for Wednesday October 21, 2020, 7:00 p.m.

Respectfully submitted by Scott Kresge, Clerk of the Vestry.