

Minutes

Church Council Meeting Minutes

The regular monthly meeting of the Zion Church Council was held on Monday, May 12th, at 6:30 P.M. in Zion's Conference room the President being in the chair and the Secretary being present. The following people were present for all or part of the meeting: Mr. Bruce McIntosh, Mrs. Linda Kinna-Engel, Mr. Jeff Derr, Mr. Bob Rockwell, Mr. Clinton Appleby, Mrs. Carolyn Milauskas, Mr. Jack Newkirk, Mrs. Sharon Finley, Ms. Addison Shupe, Mrs. Lori Odell, Mrs. Deb Reichelt (Treasurer), Pastor Matt Day, Pastor Diane Day. A quorum was met with 12 of 14 members present at the meeting. The minutes of the last meeting were read and approved.

Agenda items were distributed to council members electronically prior to the meeting. The president asked that several items of new business be presented out of order to accommodate guest speakers. A motion was made to amend the agenda. There being no discussion, the chair called for the vote. The motion was adopted.

VOTED:

2025-05-1 To adopt the agenda as amended (moved and seconded)

Devotions: Pastor Diane

A motion was made and seconded to accept the minutes. A voice vote was taken, the vote was unanimous.

VOTED:

2025-05-2 To accept the minutes as amended.

The reports of the Treasurer, Executive Committee and Co-Pastors were received and placed on file. The President called for a motion to accept the consent agenda with the exception of several items mentioned in Pastor Matt's report which would be discussed in the Open Forum. The items on the consent agenda were adopted.

VOTED:

2025-05-3 To adopt the amended consent agenda.

Under Reports of Special Committees and Ministry Teams the Council received an update on the actions of the special committee designated to evaluate the furniture proposal and the special committee appointed to explore the possibility of an in-house pictorial directory. The committees will continue to meet and discuss potential recommendations.

Both items under unfinished business were addressed by the Vice President, liaison to the Finance Committee. He relayed a request from the Chair, Mr. Ken Basler, to table both items until the June meeting.

Under New Business, the first item of business was an update from the Personnel Committee on their review of the Personnel Manual (SOP #3). The update was presented by committee member Mr. Bruce McIntosh in the absence of the Chair.

The next item of New Business was a review of the draft SOP #9 (Archive Guide). Mrs. Mary Ann Marcantonio discussed the guide and answered questions about the Archive. A motion was made to approve the SOP with minor corrections noted during the review. The motion was approved.

VOTED:

2025-05-4 To adopt the Archive Guide (SOP #9) as corrected.

The next item of New Business i.e. Review of SOP #8, Appendix H: Reserve Policy: Operating Reserves was Tabled until the June meeting while awaiting the Finance Committee's review of the entire SOP.

The president identified all applications for confirmed membership and submitted their names for the approval of the Congregation Council as required in C8.03 of Zion's constitution. The Confirmands are: Leah Gordon and Eryn Kline. A motion was made and seconded to receive the confirmands into membership. The vote was unanimous.

2025-5-5 To receive confirmands Leah Gordon and Eryn Kline into membership.

The Chair of the Property Committee, Mr. Larry Schaffert was asked to provide the Council with an update regarding the sanctuary heating options as per the May 2nd meeting with RTM Engineering Consultants, LLC. RTM submitted a fee proposal for the performance of mechanical, electrical, plumbing, and fire protection engineering services for Zion. Their scope of work would include: A complete analysis of the heating system and recommendations for replacement.

1. Site Review

- Visit the church to inspect the existing heating systems.
- Review drawings, energy data, and interview the staff.

2. System Evaluation

- Assess the condition, efficiency, and code compliance.
 - Review the controls and system integration.
3. Feasibility & Options
- Identify and evaluate 2–3 upgrade or replacement options.
 - Compare costs, savings, compatibility, and incentives.
4. Recommendations
- Provide the recommended solution with justification.
 - Outline the implementation steps and estimated costs.
6. Deliverables
- Draft and final reports with findings, options, and recommendations.
- TOTAL BASE FEE: \$ 4,800

Mr. Schaffert noted that RTM does not install heating systems. If this proposal is approved by the Council, the next step would be to hire a company to install the proposed system. A motion was made to accept RTM's proposed engineering services with clarification of specific issues in the contract identified by Mr. Bob Rockwell. The vote was unanimous.

2025-5-6 to accept RTM Engineering Consultants' proposed engineering services with clarification of specific issues in the contract

Larry also presented a proposal from Steeples Plus for the sanctuary roof washing and painting (\$10,800.00); Porch roof wash and painting (\$3,200.00); Rear gable work (\$3,200.00); and Belfry pilaster base-trim touch up (\$4,800.00). A motion was made and seconded to accept the proposal from Steeples Plus using funds received from Zion's recent Golf Tournament and grant funds if available. The vote was unanimous.

2025-5-7 to accept a proposal from Steeples Plus for the sanctuary roof washing and painting (\$10,800.00); Porch roof wash and painting (\$3,200.00); Rear gable work (\$3,200.00); and Belfry pilaster base-trim touch up (\$4,800.00).

Several names were submitted to the Council President as possible candidates for the Child Protection Policy Team (CPPT). Linda will contact these individuals to determine their willingness to serve on the CPPT.

The last item of New Business was the approval of renaming the recently renovated nursery in memory of Marc Gunsallus. The vote was unanimous.

During the Open Forum there were discussions regarding:

- the possibility of Zion applying to be a sponsor of the Middletown Heritage Day Festival or perhaps building a float.
- the installation of a hearing aid system in the church.

- the Council's instructions to the Nomination committee concerning its tasks which begins in June.
- A Letter to the Council from Sheri Huckleberry.
- Thank you to council members for serving Maundy Thursday dinner
- Synod Assembly: any additional representatives from council or congregation at large.
- Work Day at Zion
- *Take 5* designees.

The Council President selected Council members to present the *Take 5* items at the next worship services on Sat. May 17th, 2025. and the Sunday services on May 18th, 2025.

The May 2025 meeting of the Church Council adjourned at 8:53 P.M. on May 12th, 2025, following announcements and prayer.

Bruce McIntosh, Secretary