

Swansboro United Methodist Church
Trustees' Meeting Minutes
April 8, 2021

PRESENT: Pastor Adam Barth, Jeff Conaway, Barry Fetzer, Jim Gamble, Mel Guss, Patti Heller, Elizabeth Holtz, Tom Scholl, Alan Tate, Paul Williams

ABSENT: Pastor Kevin Baker, Becky Doris, Roger Fulp, Sanders Hall, Carl Mullins,

Enclosures: (1) Trustees' Task List dated April 9, 2021

Tom Scholl called the meeting to order at 5:30 PM and Pastor Adam Barth opened the meeting with a prayer.

1. Tom welcomed everyone and lit a candle to represent Jesus' presence. Tom also asked and several members shared their personal joys and concerns.
2. Barry Fetzer investigated and presented multiple solution options to repair the inoperable fluorescent lights on the large lighted cross mounted on the east side of building 1. Barry ultimately recommended Newton Sign Company be hired to replace the existing fluorescent tubes with 2 rows of LED lights for \$1,462.69.

CONSENSUS: The trustees provided consensus to hire Newton Sign Company to implement Barry's recommendation.

3. Tom Scholl shared the quote Roger Fulp obtained from Atlantic Glass & Mirror to replace about 25 panes of glass in windows that have either fogged or are holding standing water between the existing panes of glass for \$6,378.

CONSENSUS: The trustees provided consensus to hire Atlantic Glass & Mirror to make these repairs.

4. Mel Guss provided an update on the parking lot light in the upper parking lot between building 1 and Marine Federal Credit Union. This area of the parking lot is dark at night and Mel believes this has not always been the case. The light in question is currently angled towards the credit union. Through discussions with Duke Power to date, Mel has not been able to determine if this light belongs to SUMC or Marine Federal Credit Union. Mel will continue investigating.

5. Paul Williams provided an update on the telephone conversion from the current analog phone system to a Voice Over Internet Protocol (VOIP) telephone system. Paul has analyzed the phones, elevator phones, fire panels, emergency phones in building 3 and the Fax machine to determine which of these can or can't use VOIP and if not, what are the most effective solutions for these devices. Existing service contracts with multiple companies are involved and may be affected by the decisions made. Paul presented preliminary cost comparisons, but plans to walk the campus with Pastor Kevin to determine the actual number of phones needed and is obtaining another VOIP provider quote. Preliminary results indicate implementing a VOIP system will be less expensive than the current analog system. VOIP systems have more capabilities and perform as well as long as the internet infrastructure is in place. Paul hopes to have the final options and a recommendation at the next meeting.

6. Tom shared 2 quotes to replace the 18-year-old 2 ton and 2.5 ton HVAC units at the parsonage. The Piedmont Services Group, our existing HVAC service contractor, quote is \$11,174. The other quote is \$11,500. Before making any recommendation to the trustees, Tom plans to talk to Kevin. Paul asked to discuss the priority of this proposal versus the priority of the Piedmont proposals made at the last meeting. At the last meeting, Piedmont proposed replacing 2 21-year-old HVAC units and 1 21-year-old HVAC unit in building 2 for \$45,770. Even though these units are older than the 18-year-old parsonage unit, Tom thought a proactive replacement of the parsonage unit might be a higher priority since the impact would be lower. These 3 units in building 2 provide conditioned air to the Narthex and downstairs Sunday School classrooms and a failure in any of these would have less impact than a failure of the parsonage HVAC where the pastor's family resides. Also, Tom said the proposal to upgrade to automated controls for \$57,000 was excessive when compared to the trustees' annual 2021 budget of \$60,000. Paul said he spoke with Colton Lane from Piedmont and discovered Piedmont could upgrade the controls in buildings 1 and 2 only for \$28,000 and most of the \$8,000/year energy savings estimated in Piedmont's proposal would be gained since these 2 buildings are older and less energy efficient than building 3. Paul stated he believes the \$8,000 estimate was likely ambitious.

7. Tom said the church is in need of power washing. The church is typically power washed about every 4 years. Tom took action to obtain quotes from Chris Sewell, who pressure washed the church last time, and from Jeff Thomas.

8. Paul said the 2-year HVAC maintenance contract with Piedmont Services Group expired on April 13, 2021. Tom said the company has done a very good job during the past 2 years. Tom said the trustees requested multiple local HVAC companies to provide service contract quotes 2 years ago and no other companies made competing proposals. Tom also said the previous process of not having a service contract and calling an HVAC contractor every time an HVAC problem is detected did not work well due to the high number of HVAC units on the church campus and parsonage.

CONSESUS: The trustees provided consensus to renew the Piedmont Services Group HVAC service contract.

9. Tom read a draft agreement between Crystal Coast Engineering and SUMC to renew our expired storm water permit. SUMC's current permit expired in March 2021. SUMC has not completed work required by the current permit. John Freshwater, from Crystal Coast Engineering, proposes decreasing the scope of the current requirements, but still maintaining the environmental stewardship that SUMC originally agreed to and proposes addressing deviations that occurred during or after construction of building 3. John agreed to do this work for reimbursement of costs incurred by Crystal Coast Engineering and stated the NC Department of Environmental Quality permit fees will be \$1010.

CONSESUS: The trustees provided consensus to enter the agreement with Crystal Coast Engineering to renew SUMC's storm water permit. Tom signed the agreement and Jeff will file in the office.

10. Paul addressed and the group discussed every item on the enclosed task list. Paul updated the list based on the discussion and latest task status.

11. Pastor Adam Barth said a church member voice trip hazard concerns over the carpet wrinkling in the building 2 sanctuary. Tom took action to investigate.

12. Mel stated the ladders stored outside building 1 next to the kitchen are not locked down. Tom took action to call Carl Mullins.

13. Mel stated the building 1 downstairs men's bathroom has an automatic light switch that is stuck in the "On" position. Tom took action to call Carl.

14. Patti Heller stated UMW asked where shoes could be stored through the end of August. Tom said they can store the shoes behind the partition in the building 1 fellowship hall.

15. Tom stated our next meeting will be May 6th at 5:30 P.M. Tom said he would not be present for this meeting and Jeff agreed to hold the meeting.

Tom adjourned the meeting at 7:00 P.M. and closed the meeting with a prayer.

Respectfully submitted,

Paul Williams, Secretary