**Board of Trustee Regular Meeting Minutes**

**United Church of Christ (Congregational)**

**Strongsville, OH 44136**

**October 12, 2021**

Greg Dickson called the meeting to order at 7:00 p.m.

Those present were: Greg Dickson, Dale Hawk, Sandy Pogozelski, Pastor Heidi, Sally Herzog, Myron Costin, Ed Sobek and Rob Stepan

**Approval of September 2021 minutes**: Dale moved to accept the minutes and Myron seconded. The motion passed.

**Treasurers/Financial Secretary Report:** The Church finances are in good shape. The checking account balance is $24,379.98. The saving account balance is $36,675.30. The Royalton Road checking account balance is $13,405.75.

Sally filed for forgiveness on the PPP loan and has not yet heard a status.

It was motioned and seconded to approve the Treasurer notes and the motion passed.

Property tax documents were received – no tax increase on the Pearl Rd. property. There was an increase of 22% on the Royalton Road property. Sally reviewed the tax website, and it listed a $186 annual increase (plus any tax levy increases).

Sally and Mike’s laptops are quite old, and Mike’s operating system is 2009. Due to risk of financial data retention. Motion was made by Dale Hawk to approve up to $2500 for the replacement of 2 laptops, Myron seconded, and the motion passed.

Dale mentioned we had been down $10,000 and now we are no longer down.

**Memorial/Endowment:**

Committee voted to donate $200 to Wednesday free lunch and $200 to the City Mission of Cleveland. Memorials received in the 3rd quarter were in the memory of Betty Babics, William Fraunfelder, Jr., and Arieson Newborn.

The Endowment Fund is solid, and all policies are being followed.

Sally made the motion to accept the Memorial and Endowment reports. Ed seconded and the motion passed.

**Minister’s Update:**

New members were accepted into the Church and Irene Joyce was recognized for all that she does for the Church.

The Free lunch starts up tomorrow (2nd and 4th Wednesdays). Although walk-ins may be accepted, reservations are highly encouraged, and carry-outs are also available.

**Buildings and Grounds:**

Open Projects list was reviewed:

* Mr. Level coming out for an estimate to level the uneven sidewalk between the Pomeroy and the kitchen door.
* Electrical updates in process.
* Installation of the washer and dryer in process for the Thrift Shop
* Repair of cracks in tiled wall near the dishwasher in the kitchen will be filled by Rob Stepan
* Clean carpet in gathering area
* The electrician is adding a light by the Thrift Shop entry door, installing the emergency lighting in the kitchen, one outside of the kitchen door and a few other lights. Dale made a motion to approve this electrical work, which will be funded by the Thrift Shop up to $1500. Motion seconded by Ed and the motion passed.

**New Business:**

There is a Grant available for religious institutions, nonprofits, preschools, and non-public school for safety and security enhancements. The Application is due by November 12, 2021. Myron will look at the requirements.

Motion made to allow Jim Heinrich to borrow microphones for the Community Band event and motion passed.

Greg will contact George Love to see if he is available for a snow removal contract for 2022.

Dale was contacted relating to the Lighting of the Square. Our Church will be participating; however, it will be all outdoors this year. There was discussion about some additional decorations for the front of the Church and possibly live music on the front steps.

Dale Hawk indicated he will be speaking to the Official Board about purchasing a camel as an addition to the Church nativity scene.

 **Safety Audit:** Refer to Open Projects list

**Administration Items/Old Business:**

Royalton Road Rental – Lease renewed for 1 year (October 1, 2021 – October 1, 2022) at $1300 per month (no increase). A small section of fencing will be repaired.

Pearl Road Rental – Lease renewed for 5-years (January 1, 2022 – January 1, 2027) with another 5-year extension clause. Rent increased from $850 to $925 per month for the first 5 years. The second 5-year extension allows for a raise up to 12% ($111.00 per month).

The existing Custodian has resigned, and applicants are in review. In the interim a local company (Payless Cleaning) will be cleaning the Church once a week (on Monday’s) for $500 per month. In the interim while the new cleaning service is being evaluated, Irene Joyce will receive an extra $50 per week for the extra cleaning she is doing in the Church. The motion was made by all Trustees and approved by all Trustees.

**Organ Preservation Committee:** A $5,000 special donation was previously made for the parking lot and special holidays. It has subsequently been agreed to cover organ repair from the electrical surge that recently occurred.

**Long Range Planning Committee:** No report.

**October email items:**

Greg asked Eric Stough for a bid and he attached a proposal up to $150 for the work.

Please vote "yes" or "no" and reply to all. Motion passed.

Regarding the custodian, Greg made the following motions:

Motion A) If Gwen is available, we hire her short term within reasonable rates and fees, until we find a replacement.

If Gwen is not available I will find a cleaning service to fill in until we find a replacement.

Please vote "yes" or "no" and reply to all.

Motion B) Emma's rate of pay was $9.50 per hour, which has been the same rate of pay for awhile.  During our last Trustee meeting we did talk about offering Emma somewhere between $11 and $12 as an incentive to stay on and work more hours. At this point is when she turned in her two week notice. I understand, she is in high school and that should take priority. With today's job market and shortage of workers, I would like to make a motion to offer a new person $11.00 (eleven)  per hour working somewhere between 12 or 15 hours per week.

Both motions passed.

While our search continues for a church custodian we might need to hire a cleaning service in the meantime. Please find a proposal from Payless Cleaners, a local commercial cleaning company.

This proposal also includes cleaning Pilgrim Hall. $500.00 per month for a once per week visit where they would clean the whole church. The cleaning day would be later in the week to ensure the church is clean for Sunday Service In addition, Irene Joyce has stated for two to four hours pay per week she is willing to clean as needed in between visits from Payless Cleaners.

Greg made a motion to accept the Proposal from Payless Cleaners on a one month basis. If we are pleased with the results and we still haven't found a suitable permanent custodian, we can renew the contract for additional months if necessary. I would also like to include in the motion, to pay Irene Joyce and additional two to four hours pay at her current pay rate while we are using Payless Cleaners. Irene Joyce will keep a record her hours worked and tasks each week.

Greg made the motion, Pastor Heidi seconded. Motion passed.

**8:40 p.m. meeting adjourned** Next meeting November 9,2021.

Respectfully submitted,

Judy Gaumer, Clerk