

Cemetery Board Meeting
June 12, 2024
Minutes

Attendance: Mary Friend, Marilyn Pearson, Jim Lutz, Susan Irwin, Mary Jean Raab and Shannon O'Reilly.
Absent: Jamie Dylenski

Meeting called to order at 9:30 am

Devotions led by Mary Jean with a reading from the Upper Room booklet.

Brad's Update: Brad was not at our meeting this morning, so Susan reported on items she has discussed with Brad. Susan cleaned out the office and the furniture has been rearranged. The garage still needs to be cleaned out and organized. Cremains were found in the garage that are now in the drawer in the office. The check with the cremains is from 2016. Brad said he would do the burial at no charge.

Trees – Brad never went to get the trees. Susan saw Kevin Elminger at church, and they agreed that it is getting late in the season to plant. Susan made an executive decision to hold off this season. Kevin said they could plant in the fall (the beginning of October) and he would come out and help us decide where and what kind of trees. Brad will plant the trees at \$100 per tree. At the board meeting held on October 11, 2023, a motion was made and approved to spend \$500.00 to purchase trees but did not reflect Brad's cost for planting the trees.

Updates and Officers for the Next Fiscal Year: Mary Jean, Chairperson, Mary Friend, Vice President and Shannon O'Reilly, Secretary are willing to continue in their positions. Jamie Dylenski will be the new Treasurer. *Susan made a motion to accept this slate of officers. The motion was seconded by Marilyn and passed unanimously.*

Website Update: The site has launched. The database is not included yet. The address is Bethlehemcemeteryaa.com

Approval of May 2024 minutes: There was a sentence in the section about green burials that says, "Vaults are used to keep the ground from sinking". This is incorrect and will be removed from the final minutes. *Mary Friend made a motion to approve minutes with this change, and it passed unanimously.*

Approval of Apr 2024 Financials: Shannon reported on her conversation with Gwen about cemetery donations that come in through the church. Gwen does not do the transfers, but rather it was Betty who initiated these transfers when she was doing the accounting. Shannon will reach out to Gwen to set up a process to get the numbers on a quarterly basis and get the breakdown if there are any specific designations.

- We had a healthy month with sales and burials, so our checking account is in good shape for upcoming project payments (website balance and millings for roads).
- Moving money from checking to association investment account will be done quarterly so we will look at this at the July meeting for the 2nd quarter transfer.
- Annual report from Betty – Mary Jean asked if Shannon can you recreate 2023 and 2024 reports? The newest report has the same numbers as the end as the 2023 report. Shannon does not have the prior year's financials and will need to do some research at the church.

- *Marilyn moved to approve the May financials as presented and the motion passed unanimously.*

DTE Light Pole Proposal: The cost was approximately \$1,072.39 but we have credits available that would bring the cost down to around \$400. Do we need this light for security purposes? We have had people sleeping in the cemetery and hanging plants have been stolen. Will this raise our rates? *Susan made a motion that we add the light pole and the motion passed unanimously.*

Roads Update and Vote on Contracts: Milling on the roads - It's been 5 years since any millings were done on the roads and they need to be done again. The proposal is for \$4,350.00 for all the dirt roads. We have money in the roads acct we can use. *Mary Friend made a motion to go ahead with the millings at this cost and it passed unanimously.* The second part is the sealcoating of the asphalt roads. New asphalt should be sealed the first year and then every 2 years after that. There is a section that did not get done correctly, and Susan tried to get them to come back last year but this did not happen. There are alligator cracks in the asphalt and weeds growing up through them. Tom Burke thought it should be replaced. He directed Susan to Grant, Burke's sealcoat guy. Grant thinks he can fix this with crack filler and hot asphalt then sealing and save us the \$50,000 to replace the asphalt. The quote from Grant was going to be \$6,800. Susan questioned why the price was more than a comparable area that was done before. Grant reduced the quote to \$6,000. Every year there will be road repairs of some kind. *Shannon made a motion to accept the quote from Grant and it passed*

Discussion of Wendy Fry Proposal and Action: Susan asked if we had any information from funeral homes about how many green burials they have requests for and what the cost is to do a green burial. Mary Jean thought the cost of \$11,000 in Wendy's proposal was reasonable. Approving the proposal does not mean we have to do any more than go through the planning process, but we are not necessarily obligated to go through with the creation of the green burial space. Marilyn thinks if we let it be known that green burials were available at Bethlehem, people will be interested and reach out to us. Cremations are not environmentally friendly as it takes a lot of energy to cremate a body. Green burials are better for the environment as the body is not embalmed and it is placed in a wicker/bamboo basket and buried in the ground. No caskets or vaults. We need to get our exact property lines so we can decide which of the proposed areas to develop into the green burial area. We need a copy of the property deed. *Marilyn made a motion to go ahead with the proposal from Wendy Fry at the quoted cost of \$11K. Mary Friend seconded the motion and it passed unanimously.* Mary Jean will reach out to Wendy to schedule the first stakeholder meeting.

Visitor article due in 3 days.

Meeting adjourned at 11:30

Respectfully submitted,
Shannon O'Reilly Treasurer

FACILITIES MINISTRY TEAM – BUCC
Meeting Minutes of June 18, 2024

Present: Steve Darr, Randy Schneider, Jim Rowan LC, Gwen Mayes, John Irwin IG, Michelle Loukotka IG
Absent: Dani Webb

The meeting was called to order at 3:35 pm.

Minutes of 05/21/2024 were approved as printed and distributed by email.

FINANCIAL REPORTS: We spent 95% of our budget for 06/01/2023-05/31/2024.

BUILDING CO-ORDINATOR:

- a. Bill is continuing to buff floors as time allows.
- b. Much of his time during the summer is spent mowing at the church and at the Hewett parsonage.
- c. One wall of the office hallway was overlooked when the office was painted. He is correcting that now.

OLD BUSINESS:

- a. The new AC unit has been installed in the offices. Koch & White had to put in a new 220 line for the unit. It was not included in their quote but they added it with no charge. The city inspection will be done in early July.
- b. Ram Construction submitted a bid to repair the tuckpointing that was about \$1,900.00 less than the Grunwell Cashero bid. This was put on hold until we receive the bid to repair the roof.
- c. Duke Roofing completed their inspection but have not yet submitted bid to repair the damaged slate they found. Hopefully this will arrive shortly.
- d. We passed the boiler backflow test by Hutzel's without any issues.
- e. The VOIP phone lines are working well. Making this change will result in a significant decrease in our phone bill.
- f. There has been no response from the State regarding our request for a variance on the elevator upgrade.
- g. The parking permit rate increase will be effective in October.
- h. A new handrail will be installed at the 4th Avenue canopy entrance to the 1933 addition on Saturday. It is the same as that installed on the 4th Avenue north sanctuary entrance.

NEW BUSINESS:

- a. Our new gas rate has been locked in at \$0.349 per Therm effective 08/01/2024 to 07/31/2025.
- b. The new boiler valves are supposed to arrive at Precision July 24th. When that occurs, Lance will start setting up the equipment necessary for installation.
- c. Our property insurance rates will increase significantly on the effective date of the new policy. We will continue to investigate alternative possibilities.
- d. Jim Rowan reported that the paper towel dispenser in the men's room across from the choir room does not work. The dispenser in the men's room in the basement is no longer stocked with towels following repeated sewer problems because they were being flushed down the toilet. Bill will move that dispenser to the second floor men's room.

HEWETT PARSONAGE:

ESSENTIAL MAINTENANCE TASK LIST

- a. Wash AC filters in the chapel and the lounge-Bill
- b. Monitor the drain on the flat roof through the fall
- c. Change office AC filters every month-Bill

The meeting adjourned at 4:05 pm.

NEXT MEETING: Tuesday, 07/16/2024 at 3:30 pm.

Respectfully submitted,
Michelle Loukotka

Bethlehem United Church of Christ
Member Care Ministry Team Meeting
Wednesday June 5, 2024, at 3 PM

Present: Pastor Diane White, Jenny Foster, Nan Lefton, Mary Jean Raab, Jacquie Katz

Devotional: Prayer by Pastor Diane

Team Updates:

- Dindy: Leadership Council At the last Leadership Council meeting, building rentals were discussed. There is a new church who has signed a contract to rent the fellowship hall and a couple of other rooms each Sunday afternoon for a year. Dindy would like to stay on Member Care but will no longer be on Council.
- Nan: card ministry
- Mary Jean: Grief series
- Pastor Diane: Homebound

Coffee hour:

- Our next coffee hour will be 6/9, between the service and the annual meeting in the sanctuary. Assignments were made and cake will also be provided

Father's Day:

- We will provide Hersey chocolate kisses and hugs, packaged in small gift bags with a note, well wishes for men on June 16.

Membership Review:

- Gave individual reports on phone calls made to members as assigned at the May meeting. The process will continue at the July meeting, identifying more members to call and splitting up the call list.

Visitor Articles

- Jenny asked whether any team members would like to take the lead on writing Member Care articles for the Visitor. No one stepped forward. We will revisit the idea at the next meeting.

Future Meeting Dates and Miscellaneous:

- Member Care will send out notes of thanks to the elected members whose terms are ending following the Annal Meeting.
- Future meeting dates are as follows: July 10, 4 PM; August 7, 4 PM; Sept 1, 4 PM; Oct 9, 4PM; Nov 20, 4 PM. At the July meeting we will discuss moving the meeting time to 3pm for future meetings.

Meeting was adjourned at 4:15. Our next meeting will be Wednesday, July 10 at 4 PM in the Lounge.

Ongoing/Future Agenda Items:

1. Church Membership review

2. Mentoring new members
3. Welcoming visitors
4. Coffee hour
5. Prayer Requests - review process and make changes?
6. Time and Talent form
7. Mealtrain: Identify a Coordinator
8. Identifying potential team members
9. Who wants to write article for the Visitor for MCM?

Respectfully submitted,

Mary Jean Raab

Cc: Gwenda Mayes, parishadministrator@bethlehem-ucc.org