

St. Paul’s Episcopal Church – Syracuse, NY
Vestry Meeting Minutes, October 14, 2025
DRAFT #3 FINAL
Brewster Room

Attendees:	The Rev. Philip Major – Rector	Barbara Bell (2025)
	Joe Moorman – Sr. Warden	Tim Cassavaw (2026)
	Ieva Doyle – Jr. Warden	Jeanne Chu (2026)
	Doug Mouncey – Treasurer	Willson Cummer (2027)
	Sandi Yingling – Assistant Treasurer	DJ Igelsrud (2026)
	Anita Wagner – Clerk	Joe Russo (2027)
		Tim Simmons (2027)

Excused: Matthieu van der Meer (2025)

Guests: Bill Pitcher, Chair, Building and Grounds Committee
Terry Horst, Landscape Architect (via ZOOM, for Parking Lot Repaving discussion)

Call to Order and Compline

After calling the meeting to order at 5:02 pm, and with a quorum established, Fr. Philip led us in Compline.

Approval of Minutes of September 9th Vestry Meeting

In the packet emailed in advance of the meeting, minutes from the September 9, 2025 Vestry meeting were included as Draft #3. With no further changes needed, Joe Moorman entered a motion to accept Draft #3 as the final version. Following a second by DJ Igelsrud, the motion passed unanimously, with no one opposed or abstaining.

Rector’s Report

Options for Repaving the Parking Lot: Resolution 25.10.14.01.

Prior to Landscape Architect Terry Horst connecting to the meeting via ZOOM, Fr. Philip asked Barbara Bell to explain her concern about the ramp at the new entrance from the parking lot into the Sargent Foyer. There is unevenness where the ramp meets the parking lot. Could a line of paint be applied to draw attention to this? Bill Pitcher, chair of the Building and Grounds Committee, will investigate possible remedies prior to repaving the parking lot.

Fr. Philip then reviewed the four options for repairing and repaving the parking lot, indicating that, with asphalt companies closing down in November, this will be a 2026 project. He then asked for a show of hands to indicate which option, based on the information currently available to us, is preferred going into this discussion with Terry.

Option	Description	Cost	Tally *
A	Excavate the parking lot to 8 feet in depth. Backfill with gravel, compact the materials, and then pave.	\$224,550	0
B	Excavate the parking lot to 18 inches in depth. Compact the remaining subsurface material. Lay fabric to reduce movement between the layers. Install and compact 14 inches of ROC subbase, then pave.	\$136,155	7
C	Remove asphalt and 9 inches subgrade. Lay fabric to reduce movement between the layers. Install and compact 9 inches of ROC subbase, then pave.	\$ 92,437	1
D	Includes all steps described in Option A and uses the parking lot as a stormwater basin to receive water from the church roof.	\$305,651	0

* Clerk's clarification on tally: Not all those eligible to vote had yet arrived.

While Option B is currently favored by the Vestry, Fr. Philip indicated that it should not be regarded as the final selection. We will learn more about the options from Terry Horst and contractors who respond to the RFP and submit bids. As these options are investigated further, we may learn, for example, that Option A, which is preferred by the Building & Grounds Committee, is more beneficial for us.

At this point, Terry Horst joined the meeting via ZOOM to address questions and concerns the Vestry had about the four options.

- *Regarding hazardous material:* Terry indicated that the geotechnical bore report indicated that the first four feet are basic fill. No evidence of hazardous material was detected. She commented that if you dig deeper, it is possible you'd likely find "something," but it is not necessarily hazardous.
- *Regarding timeframe:* Putting aside the time to obtain city permits, Terry indicated that Option A is likely an 8-week project, and Option B is likely a 6-week project.
- *Regarding estimated life expectancy of Options A and B:* Terry will check with a few contractors.
- *Regarding whether Terry had identified any potential contractors for Option B:* Not yet, since they are very busy finishing projects before the onset of cold weather.
- *Regarding the likelihood of completing the work by mid-May 2026 (in advance of major St. Paul's bicentennial events):* Terry felt this is very doable if drawings were completed and RFPs were issued and responses evaluated over the winter, and if city permits are obtained in a timely manner. It should then be feasible for the contractor selected to schedule the St. Paul's project as their first project, or among their first, in the new year.
- *Regarding the percentages at the end of each of the four cost estimates – General Conditions 20% and General Contractor's Overhead and Profit 15%:* Willson Cummer expressed concern that these percentages seemed high. Terry explained that, at this early stage, the General Conditions amount should be regarded as "buffer contingencies" to

cover such matters as encountering utility lines and contaminated soil. It also anticipates fluctuations in the cost of asphalt, which is tied to oil pricing. The actual contract quotes would be more specific. As to the Overhead and Profit percentage, Terry commented that this is a standard rate. Fr. Philip noted that this percentage is consistent with what we have experienced in the *Open Doors* project.

After Terry signed out of the ZOOM session, the following points were raised:

- From the perspective of project duration, Doug Mouncey commented that there are income implications. St. Paul's derives income from the rental of reserved parking spaces at a rate of \$100 per month per space.
- Several people noted that outlining the parking spaces (i.e., striping) was not part of the project estimates Terry had prepared. Striping will be included in the RFP.
- Fr. Philip commented that the idea of designing a one-way traffic flow (by removing a portion of the stone wall and adding a new exit onto East Fayette Street) will likely be deferred, due to financial concerns.
- Regarding the matter of lifespan expectancy, Bill Pitcher concurred with Terry's comments that Option A has a likely estimate of 25 years and Option B 15 years. Willson Cummer commented that on that basis, the cost per year for Options A and B is comparable, at approximately \$9,000 per year. Because longevity is a chief concern, Bill Pitcher indicated the geotechnical consultant could provide more insight.
- Noting that the options varied significantly regarding depth of excavation, Joe Russo wondered why there wasn't an "in-between" depth, such as 4 feet. Bill Pitcher will ask Terry to clarify.

Fr. Philip brought the discussion to a close by referring everyone to *Resolution 25.10.14.01: The Vestry requests the chair of the Building & Grounds Committee to seek estimates from at least three (3) contractors for repaving the parking lot and related construction activities in accordance with the specifications outlined under 'Option B' in the report submitted by Terry Horst dated September 4, 2025.*

Willson Cummer entered a motion to move forward with the Resolution, seconded by Ieva Doyle. The motion passed unanimously, with no one opposed or abstaining.

Spectrum Internet Service and Easement

Fr. Philip invited Bill Pitcher to present an additional topic for the Vestry to be aware of – the fact that we need to anticipate increased demand on internet service, due to usage by the residents of St. Paul's two rental apartments as well as the ATHFG apartments. Bill has met with Spectrum, which advises installing fiber optic service. It is not a straight-forward upgrade. Due to the Marriott hotel construction, the Warren Street parking garage will be demolished. This is where our current cable service emanates, and service to other buildings on the block is impacted as well. There is also the matter of easement along the Lafayette Building and St. Paul's parking lot, extending to the alley behind the YMCA and Commonsplace Montgomery for Syracuse Fire

Department access. Bill has drafted letters to the Marriott Hotels corporation and the Mayor's Office to jumpstart the conversations needed to address all parties' concerns and requirements.

Open Doors Ribbon Cutting (10/17) and Open Doors Gala (11/8)

Fr. Philip described two upcoming events to celebrate the completion of the *Open Doors* project:

- the ribbon cutting on October 17, exactly two years to the day from the start of the project, for the community to see what all the construction has been about
- and a gala dinner on November 8 for the St. Paul's congregation to have fun and acknowledge those who have championed and led the project for 10 years

He encouraged everyone to attend both events, and especially to invite friends and neighbors to the October 17th ribbon cutting.

Announcements following Worship

To keep the length and format of announcements after the worship service more concise and consistent in structure, Fr. Philip will draft a form for those making the announcements to follow. This change will be announced in November, and implemented in December.

Treasurer's Report

After referring the Vestry to the Treasurer's Report compiled through October 1 (attached), Treasurer Doug Mouncey highlighted two actions by the Finance Committee:

- Due to the large Market Value balance in the Endowment Fund at the end of September (~\$7.6M), a request was made to the managers at Key Bank to maintain a balance of \$700K in the Money Market portion of the account. This will serve as a buffer due to potential fluctuations in market conditions while earning interest (4+%), and have cash available for capital projects such as Open Doors.
- As of the Finance Committee's October 13th meeting, the 2026 budget process is underway. Doug expects to have preliminary information ready for the Vestry meeting on November 11.

Doug then turned to *Resolution 25.10.14.03: Nan Dorr Grants for 2024 Earnings: The Vestry approves the following grant recommendations submitted by Marion Greenhalgh, on behalf of the Committee (Joan Sammons, Chair; Marion Greenhalgh, Correspondent; and Sandi Yingling), based on the 2024 earnings in the Nan Dorr investments, and approved by the Finance Committee on 10/13/2025:*

- *Submitted by Fr. Philip and Jim Potts: \$3,926 for the purchase of twelve 60-inch round tables, 35 stacking banquet chairs, and six chair carts*
- *Submitted by Sandi Yingling: \$330 for the purchase of twelve white round 90" tablecloths and six burgundy (or other similar color) round 90" tablecloths; heavy-duty, poly-stain, and wrinkle-resistant with folded hems*

- *Submitted by Jeanne Avery: \$152 for the purchase of eight children's Bibles and eight first-reader Bibles*
- *Submitted by the St. Paul's Church Bicentennial Events Task Force (Jim Potts, Jessica King, Barbara Bell, and Joe Moorman): \$2,050 in support of the performance fee of a Bicentennial concert at St. Paul's Church by the Hohenfels Trombone Quartet*

After Joe Moorman and Barbara Bell offered a brief clarification of the fourth item, Fr. Philip called for a motion. Tim Cassavaw entered a motion to proceed with Resolution 25.10.14.03, seconded by Willson Cummer. The motion passed unanimously, with no one opposed or abstaining.

Warden's Report

Nominations Committee: Resolution 25.10.14.02

Junior Warden Ieva Doyle explained it is time to form a Nominations Committee to gather recommendations to fill vacancies on the Vestry and among the Wardens. It is chaired by the Junior Warden and composed of two members of the congregation and two members of the Vestry.

With no comments raised, Joe Moorman entered the following motion: *Resolved, the Vestry of St. Paul's approves the following members of St. Paul's to serve one-year terms on the Nominations Committee, effective immediately: Tom Cantwell (member), Willson Cummer (Vestry member), Marion Greenhalgh (member), and DJ Igelsrud (Vestry member).* Following a second by Barbara Bell, the motion passed unanimously, with no one opposed or abstaining.

Photos of Open Doors Donor Wall

Photos of segments of the *Open Doors* donor wall, provided by Joe Moorman, were projected to show the intricacy of this stunning work-of-art. Due to staffing changes at Margie Hughto's studio, the donor wall will not be ready for the ribbon cutting event on October 17th. Rather, multiple samples will be on display. The donor wall will be ready for installation sometime after the middle of November.

Bill Pitcher commented that after the installation, the Building and Grounds Committee will research lighting options to best spotlight the donor wall.

Any Other Topics?

Fr. Philip opened the floor for additional topics, and two were raised.

- Willson Cummer asked for clarification of usher coverage at Sunday worship services for the two entrance doors. Fr. Philip explained that people entering from the parking lot would head toward the sanctuary, where ushers typically stand to welcome and hand out worship leaflets. Derek Lane will lock the Sargent Foyer entrance doors about 10 minutes after the service is underway. Eventually, a sign will be posted at the parking lot entrance, informing late arrivals to go around to the East Fayette Street door. In a few

weeks, these procedures will be reviewed and possibly revised, once we see how it's going.

- Bill Pitcher described a U.S. Postal Service called "Every Door Direct Mail," where you can send mailings to commercial and/or residential addresses in targeted zip codes. He felt EDDM would be an effective method for sending a postcard in the downtown zip codes to promote a calendar of our bicentennial events.

Calendar and Closing Prayer

Fr. Philip added Sunday, November 9 to the calendar to indicate that there will be a single worship service at 10:00 am, due to the *Open Doors* Gala the evening before.

With no further clarifications needed, Fr. Philip closed the meeting with prayer at 6:40 pm.

Respectfully submitted,
Anita Wagner, Clerk of the Vestry