

Meeting Minutes: St. Matthew's Vestry – SPECIAL MEETING

May 13, 2026 | Location: Virtual (Zoom)

NOTE: To view this as a scrolling document online, visit [Vestry 2026 - St. Matthew's Episcopal Church](#). The password is **Vestry2026**.

Present: Fr. Tim, Kenny Adkins, Mindy Barringer, Kim Beasley, Diane Eberhart, Scott Fisher, Dave Lott, Carol Podeszwa, Ted Sawyer, Wilhelmina Wilson

Absent: Sarah Koriath, Amanda Livermont, Jan Nabors, Bernie Waller (note, Sarah and Amanda had given their approval of the proposed motion via email since they would not be able to attend the meeting,)

Start Time: 7:30 PM

Scott led the discussion.

Overview:

- The HVAC system in the library is over 25 years old, well past the average lifespan. The system has completely failed. The fan comes on but does not cool. The Building and Grounds committee recommends Wall Heating and Air to complete the work installing a 2.5 ton heat pump with additional ductwork at a cost of \$10,830.
 - We will receive a discount for our having a maintenance contract in place with this company.
- The library unit currently does not have a return duct in place to the adjacent counting room and neither a supply or return duct the old narthex. The recommendation is to add this duct work as part of the project, as the air in both of these adjacent rooms is very stagnant, especially in the warmer months.
- We are utilizing our emergency policy to proceed with a single source (not receiving multiple bids).
- This job will take a couple of weeks to complete.
- The Finance Committee has already approved pending the approval of vestry.
- Funding will come from Capital Campaign funds.
- We will also need to create a larger access in the old narthex ceiling for workers to get through to run the ductwork and any necessary equipment. This will involve cutting a square hole, trimming it out, and adding drywall to close up. Scott, Bruce Bowden, and Clay Olbon will complete this.

Questions:

- **Why is this considered an emergency?** Because of the approaching warm weather and upcoming heavy usage (VBS, preschool camps), this work needs to be completed as soon as possible.
- **It was noted that the invoice is good for 10 days, will this be an issue?** No, this should not be an issue.
- **Is there a warranty?** Yes, the install warranty is typically a year, and there is a 5-year warranty for parts.
- **Is this work covered under our existing maintenance contract?** No, funds will come from the Capital Campaign.
- **Why is there such an increase/difference in cost?** If we did a 1/1 switch out to a 1.5 ton unit, the cost would potentially be \$8000, but we are upsizing the unit and adding ventilation/ductwork. Ventilation adds about \$1000K+, and the increased size of system is necessary because of additional space being cooled.

Motion: Approve Library HVAC replacement and ductwork expenditure of \$10,830 to Wall Heating and Air for installation of AC unit as specified, along with additional access and duct work.

Moved by: Ted

Seconded by: Wilhelmena

Outcome: Approved unanimously

Closing Prayer

Father Tim

Adjournment

Meeting adjourned 7:50 PM

Submitted by Mindy Barringer, Vestry Secretary, May 28, 2026