Cemetery Commission Meeting
Wednesday, March 21, 2007

PRESENT:

Gerald Monger	Betty McGahey	Lillian Nicholson	Joyce Stevens
Albert (Bill) Davis	Chairman		
Lee Dearing	(Council Representative)		
Charlotte Shifflett	Town personnel		

Absent:
Cathy Morrison Scott Baugher
Guest:
Gene Kite

Chair Davis called the meeting to order. Charlotte Shifflett led the group in prayer.

- **Complaints:**
  Several members noted complaints they had received regarding the cemetery:
  - A resident who lives by the cemetery was concerned about too much night traffic.
  - Another person felt that people using the cemetery as a shortcut to Newtown road has become an issue.
- **Cemetery Commission By-Laws:**
  Charlotte was requested to mail each Commissioner a set of By-Laws dated 1997.
- **Report:**
  Bill Davis reviewed the 2006 year end report that was forwarded to Council.
- **Names:**
  Streets and roads that lie within the Elk Run Cemetery need to be identified. This would allow for simpler directions to be given to visitors. The members agreed to name the roads after individuals who had a major role in the cemetery reaching the point we know today. There would also be several names added that contributed to the citizens of Elkton by locating their professions here and served the townspeople well! Charlotte will obtain a quote.
- **Discussion:**
  - No burial shall occur in Elk Run Cemetery without being placed in a vault.
  - Cremations will be limited to (2) per single space.
  - (1) cremation and (1) vault may be placed per single space.

Guest Speaker:
Gene Kite attended to present advice regarding future burials so no one would repeat the experience his family endured. The Executor/Executrix of an estate should be the contact when permission is needed. When possible, paperwork should be presented to the Funeral Director and/or the Cemetery Director in an attempt to eliminate mistakes. The Interment Permit should be signed by the Town representative who marks the grave space. If an error is made during burial the mistake should be made known and corrected by officials and parties involved discretely and in a professional approach.

- **Grave Space:**
  When sales are made the Purchaser should be informed that they will own the hole placed in the ground but the Town owns the ground on top. This advice may save some conflict when rules need to be adhered too.

- **Program:**
  Charlotte reported the new program is nearing the point where the data may be placed on the internet for inquiry. Some confirmation needs to done to be sure the spaces match the locations on the program. The program is connected to the town server for backup so information entered must be done from the terminals located in the office.
- **Burial Spaces for the Needy:**
  Occasionally, a family will purchase extra spaces which their heirs decide not to use for various reasons. Several letters are on file stating that the graves are being returned to the Town but they specify (*would like these to be used by a person who cannot afford to purchase a grave*). One such incident occurred last week but this issue had not been discussed. In the future one of these spaces may be given if needed but the Funeral Director should make it known if the individual is unable to pay.
- **Fence:**
  A new fence has been installed around the front of the cemetery. It was noted that the last Council had redirected some funds so this fence will be purchased from Capitol funds.
  - Citizens were given an opportunity to purchase a section of fence for a $200.00 donation. The response has been positive with 11 donors for a total of $2,200.00 as of March 21, 2007. More donations are pending.
  - In the future the town would like to be able to extend the fence up the side of the cemetery.
  - The fence sits about 4 inches off of the ground. We will need to keep a keen eye out for grass growth since we want to keep it beautified.
  - The subject regarding future installation of gates was presented. The members felt like we should install gates when the new fence goes up.
- **Plaques:**
  - Original correspondence suggested that the plaques be attached to the back of the fence posts. Cemetery Commission Members were opposed to these plaques being placed on the posts. They prefer to see a larger wooden plaque with the small plaques placed on it for exhibition. Spaces would be provided for future donors. This project shall remain on-going until all fence and gates have been installed.
    Lee Dearing made a motion to purchase (1) large plaque; seconded by Mrs. Nicholson.

  Motion carried: 6-0 vote
- **Flowers etc:**
  - Mowing season has arrived! Mr. Merica will be advised he may move any flower/bouquet and other objects which prevent him from mowing. An advertisement will be placed in the Valley Banner advising all lot owners that the rules will be enforced and offer them an opportunity to pick up any flowers they plan to keep.
- **Trees:**
  - Marty Shifflett "Junior's Tree Service" has been contracted to remove the dead pine trees and do toppings on selected trees.
- **Property Line:**
  - Installation of fence implemented issues regarding the property line between the cemetery and the adjoining property. The surveying line markers were found and the observation was made that a portion of existing building and flower beds are over the line and are sitting partially on town property.
- **Budget Meeting:**
  - A meeting to establish next fiscal year's budget will be set in the near future.

- **Commission Meetings:**
  The members agreed to meet on a quarterly basis and established Wednesday as their meeting day.

With no further business, the meeting was adjourned. The next meeting date will be Wednesday, June 6th at 6:00pm.

Submitted by:
Charlotte Shifflett

Charlotte L Shifflett

Cemetery Commission Meeting
Wednesday, June 6, 2007

PRESENT:

Betty McGahey	Lillian Nicholson	Joyce Stevens
Albert (Bill) Davis	Chairman	Cathy Morrison
Charlotte Shifflett	Town personnel	

Absent:

Scott Baugher	Gerald Monger	Lee Dearing (Council Representative)

Guest:
Ted Hayes

Chair Davis called the meeting to order.

Review of March meeting minutes:

- Street names were suggested as follows:
  1- *Berry*
  2- *Brill*
  3- *Frey*
  4- *Flick*
  5- *McGahey*
  6- *Miller*
  7- *Monger*
  8- *Nicholson*
  9- *Greene*

Mrs Nicholson made a motion to accept the list of names as presented with a second by Betty McGahey.
Motion carried: Voice Vote (5-0)

Brief discussion regarding Section 14

- Insert a statement that makes the placement of a vault mandatory.
  - No burial shall occur in Elk Run Cemetery without being placed in a vault.
  - Cremations will be limited to (2) per single space.
  - (1) cremation and (1) vault may be placed per single space.

Cathy Morrison made a motion to add this statement to the by-laws which were last revised in 1997. The motion was seconded by Betty McGahey.
Motion carried: Voice Vote (5-0)

Headstones:

- Several complaints have been submitted noting that the mower may have run into stones. This aroused concerns.
  - Some lot owners do their own mowing.
  - Some really old stones were repaired in the Hammer lot but have been knocked down again (possibly by the mower?) This issue needs to be resolved to the satisfaction of Hammer heirs. A member felt that pouring a cement slab and setting the stones in it may prevent the reoccurrence of damage.

Posts:
The Commissioner's decided they would like posts to match the fence to mount the street signs in Elk Run Cemetery. They plan to use standard street signs which set in far enough to prevent accidents.

Trees:
The trees have been topped and the dead ones have been cut and ground up. The trees have been removed from the Meadows lot at the front entrance.

An issue came up about the invoice presented for work completed in the Sullivan lot. The family requested that these trees be removed in order to protect tombstones. Lee Dearing had informed them it would be performed at their expense. .Bill will check this out and report back.

Town of Elkton :

- Does the town receive money when a grave space is opened?
- Mowing:
  - What is the cost of a mowing contract?
  - Who pays for purchase and equipment repair?
  - Charlotte will gather information relative to these items and Cathy Morrison will assist in the investigation.

Baby Graves:

- Is there a fool proof procedure to identify an infant grave?
  - As many entries have been recorded as we have identified. It is the understanding that records were not kept on infants by the Funeral Director (especially stillborns). Some families have contacted me and updated information on newborn relatives buried in cemetery.

Veterans Stones:

- This issue is ongoing.

Sign:

- The Rules and Regulations sign which stands at the entrance is in need of a facelift. In addition it was noted that a 2nd sign should be placed at the last entrance going up Newtown Rd. headed East.

A motioin was made by Cathy Morrison to accept the minutes as read, seconded by Betty McGahey
Motion carried: Voice Vote (5-0)

New Business:

Meetings will be held on the 3rd Wednesday, last month of each quarter. The next meeting date will be September 19, 2007 @ 6:00pm.

With no further business to discuss the meeting was adjourned.

Submitted by:
Charlotte Shifflett
Acting Cemetery Director

Pathforward:

A. Revise existing By Laws to insert statement relative to vaults. Charlotte
B. Obtain a quote for posts from L & O Fence Co in addition to a quote from Letter Perfect about the purchase of (9) signs.
C. Check with owners of the Sullivan lot regarding invoice and payment.
D. Cathy Morrison and Charlotte will compile information before the next meeting in September.
E. Bill Davis will check with Letter Perfect and obtain a quote for new sign text.

Bill Davis/Chairperson

Charlotte Shifflett/Admin. Secretary

Cemetery Commission Meeting

July 16, 2007

PRESENT:

Albert (Bill) Davis	Chairman	Cathy Morrison
Charlotte Shifflett	Town personnel	Gerald Monger
Lee Dearing	(Council Representative)	
Absent:		
Scott Baugher	Lillian Nicholson	Betty McGahey

A special meeting was called to order by Chair Davis at 5:00pm.
The following issues were discussed:

1) Members came to make a decision on Mr. Glendon Hensley's request to construct a mausoleum in Elk Run Cemetery.
2) Mr. Hensley needs to submit a plan to the Cemetery Commission. Charlotte will confirm if Rockingham County needs to be involved with any permits.
3) The Commission proposes this construction be done in Section 11 to the right side.
4) Mr. Hensley will be required to purchase adequate space at the current rates.

After the above requirements were decided, Cathy Morrison made a motion to designate the right side of Section 11 as an area for mausoleums. Gerald Monger seconded the motion.
Motion carried: Voice Vote (4-0)
Mrs. Nicholson and Mrs. McGahey gave a "Yes" vote by phone making the decision unanimous.

Final Vote (6-0)

Submitted By:
Charlotte Shifflett

Bill Davis/ Chairperson

Charlotte Shifflett/Admin. Secretary

Cemetery Commission Meeting
Wednesday, September 19, 2007

PRESENT:

Betty McGahey	Cathy Morrison	Gerald Monger
Charlotte Shifflett		Town Personnel
Lee Dearing		(Council Representative)
Albert (Bill) Davis		Chairman

Absent:

Scott Baugher Lillian Nicholson Joyce Stevens

Chair Davis called the meeting to order. Charlotte Shifflett opened with a brief prayer.

Old Business:

- Street names are back from the printers and ready to be located. Bill Davis and Gerald will resolve this issue.
- **Brief discussion regarding Section 14**
  - Insert a statement that makes the placement of a vault mandatory. No burial shall occur in Elk Run Cemetery without being placed in a vault.
  - Cremations will be limited to (2) per single space.
  - (1) cremation and (1) vault may be placed per single space.
  - Only (1) head stone per space.

Pathforward:

- Lauri Sigler will be looking at these codes and getting them written into the by-laws.

Headstones:

- Several complaints have been submitted noting that the mower may have run into stones. This aroused concerns.
  - Some really old stones were repaired in the Hammer lot but have been knocked down again (possibly by the mower?) This issue needs to be resolved to the satisfaction of Hammer heirs. A member felt that pouring a cement slab and setting the stones in it may prevent the re-occurrence of damage.

Pathforward:

The items recorded above have not been resolved. Lee will attempt to contact Hazel Hammer Simmons

Mowing Contract:

- **Currently, no contract exists.**
  - How much does the person receive for opening a grave?
    a. Average 50 openings per year
  - What is the cost of a mowing contract annually?
    a. 6 month contract from May to October.
  - Who pays for purchase and equipment repair?
    a. Town furnishes mower, gas, weed eater string and repair costs for trimmers and a mower.
  - Who is responsible for removal of flowers after committal?
    a. Not in old contract
  - Who is responsible for snow removal in winter season?
    a. Not in old contract.
  - Who is responsible for re-seeding burial space?

Veterans Stones:

- This issue is ongoing.

Review of June meeting minutes prompted one name change.
Betty McGahey made a motion to accept the minutes; seconded by Lee Dearing.
Motion carried: Voice Vote (5-0)

Review of July minutes
Lee Dearing made a motion to accept the minutes; seconded by Cathy Morrison.
Motion carried: Voice Vote (5-0)

New Business:

Missing Items:

- Vandalism or coincidence?
  - Missing flowers and artifacts from spaces
  - Broken flags (snapped into)
  - Several missing lights

Reports:

Pathforward:

Charlotte will obtain the report from the Treasurer's Office and mail the information to members before the next scheduled meeting.

Meetings will be held on the 3rd Wednesday, last month of each quarter. The next meeting date will be December 19, 2007. The meeting date may be subject to change due to approaching Holiday Season. With no further business to discuss the meeting was adjourned.

Submitted by:
Charlotte Shifflett
Acting Cemetery Director

Bill Davis
Bill Davis/Chairperson

Charlotte L Shifflett
Charlotte Shifflett/Admin. Secretary

Cemetery Commission Meeting
Wednesday, December 19, 2007

Notes

PRESENT:

Betty McGahey	Cathy Morrison
Charlotte Shifflett	Town Personnel
Albert (Bill) Davis	Chairman

Absent:

Scott Baugher	Lillian Nicholson	Joyce Stevens
Lee Dearing	(Council Representative)	

Chair Davis called the meeting to order. Charlotte Shifflett opened with a brief prayer. There were not enough members present for a quorum but those in attendance did hold some discussion.

Old Business:

- Street names are back from the printers and ready to be located. Bill Davis and Timmy Turner will establish a time and start erecting signs.

Code Updates:

Pathforward:

- Lauri Sigler will be looking at these codes and getting them written into the by-laws.
  A, Need to check with Attorney.

Headstones:

Pathforward:

The items recorded above have not been resolved. Bill will attempt to contact Hazel Hammer Simmons.

Mowing Contract:

- **Currently, no contract exists.**
  - How much does the person receive for opening a grave?
    a. Average 50 openings per year
  - What is the cost of a mowing contract annually?
    a. 6 month contract from May to October.
  - Who pays for purchase and equipment repair?
    a. Town furnishes mower, gas, weed eater string and repair costs for trimmers and a mower.
  - Who is responsible for removal of flowers after committal?
    a. Not in old contract
  - Who is responsible for snow removal in winter season?
    a. Not in old contract.
  - Who is responsible for re-seeding burial space (s)?

Members discussed the possibility of this issue being brought to the attention of Council. If Mr. Merica continues to work without a contract it is against town codes. Bill Davis will be calling an emergency meeting and urge all members to attend so we have some recommendations for Council.

Trees:

A family submitted a request to have the Walnut tree, located in Section 12 removed. If a decision is made to remove this tree and other existing Walnut trees a quote should be obtained from at least two vendors.

The meeting adjourned after discussions were held. Members will be notified of the next meeting. Please call Charlotte at 713-4062 to place an item on the agenda.

Submitted by:
Charlotte Shifflett
Acting Cemetery Director

Bill Davis/Chairperson

Charlotte Shifflett/Admin. Secretary