Cemetery Commission Meeting

DRAFT **January 14, 2009**

PRESENT:

Charlotte Shifflett
Raymond Mowbray
Cathy Morrison
Betty McGahey
Albert (Bill) Davis
Lillian Nicholson
Joyce Stevens
Lee Dearing/Council Representative

EXCUSED:

Gerald Monger

The meeting was called to order by Bill Davis/Chairman. Charlotte Shifflett led the group in prayer.

The December minutes were reviewed and Raymond Mowbray made a motion to accept them as written, seconded by Cathy Morrison.

Old Business:

□ **Ruthie Kibler Issue**

Suggested Revision

Section 14: Rules Concerning Cemetery

C.

(1)

If the owner of a lot (s) would like to mow and care for their lot (s), this request should be placed in writing to the Cemetery Director along with a phone number and address where you may be contacted in a case of neglect to your lot (s). The parties involved should understand that the lots are still under the control of the Cemetery Commission. If at any time the lot (s) become overgrown, unsightly, or the main character and beauty of the grounds have been compromised, the lot owner will be notified and given two (2) weeks to correct the situation. The Commission will have the power to remove any and all items on the lot (s) to mow and trim to return the lot to the beauty and symmetry of the grounds.

Cathy Morison made a motion to revise the Cemetery By-Laws dated 1997 to insert the following revision. The motion was seconded by Joyce Stevens.

Voice Vote = 7-0

Motion Carried

Pathforward;

Charlotte Shifflett will accept responsibility to forward the changes to Lauri Sigler, Town Attorney.

□ **Street Name:**

An additional name is needed since Elk Run Way was named to Elk Run Dr and became a public street. ***"Kite Way"*** has been suggested in honor of the Kite family, early settlers in this area. A second suggestion was to name it after the Veterans but we decided to use a founding father's name and remain uniform in our selection. Joyce Stevens made a motion to name the vacant street "Kite Way" , seconded by Betty McGahey.

Voice Vote = 7-0

Motion Carried

□ **Vault**

The vault has been buried and will be exhumed in 25 years (2033).

□ **Old Driveway**

A member recommended that we leave the road in its current state and consider using it in the future. The Commissioner's entertained the idea of placing a paved road to run up the East side and make a loop that joins the last street (Miller Way) where it exits onto Newtown Rd. If this project were to be implemented in the future, members would name the road linking it to honor Veterans.

□ **Contract**

Members expressed unanimously not to wait until mowing season to make decisions about the renewal of the mowing contract. It must be addressed now instead of waiting until the grass begins to grow.

Council Representative, Lee Dearing noted that he would like to use a part time employee, who is currently on the payroll, to take over the mowing responsibilities. He went a step further to state he would like Town personnel to be in charge of the grave digging.

All prior contracts required the Town to furnish equipment, gas and repair expenses in addition to $210.00/per week in labor costs. This contract runs from April through October of each year.

Considering the revenue generated each year by the digging of graves it can be justified that It would be in the Town's best interest to assume responsibility for this issue. This would allow person's who pre-pay for funeral expenses to pay in advance for the opening of the grave, if they wish.

a. The Town may need to hire part time help, when necessary, to assist with the trimming.
b. Detainees may be used to fill the trimmer positions.
c. All cemetery personnel will be instructed regarding the following:
   1- safety procedures
   2- height to leave grass after mowing
   3- care of stones/markers
   4- care of equipment

The 60" cut Snapper mower is not in great condition. It should work fine in mowing the new section where the area is open. It may also be used for training purposes. A new mower will possibly be placed in the next budget.

Charlotte will accept responsibility for judging time for flower removal. It probably will be between 7-10 days depending on the weather. When arrangements are being made by family she will advise them of the time frame for flower removal.

Vice Mayor Dearing thanked the Commissioner's for their dedication and reminded them that they are the body that runs the cemetery. This rule was established when the Town took over the Cemetery.

At this point the discussion reverted back to the part time employee. He would be working under Charlotte's direction at approximately 36 hours per week. He would complete the Work Orders submitted by her department. Some duties for this winter would include:

a. gather flowers and dispose of them within the time frame established.
b. keep trash picked up (especially after storms)
c. assist Charlotte with laying off the graves.
d. He will be flexible –may be used when work schedule permits in Maintenance Dept.

Cathy Morrison made a motion to put a part time employee in Charlotte's control to complete Work Orders for 36 hours per week. Raymond Mowbray seconded the motion.
Voice Vote = 7-0
Motion Carried

□ **Grave Digging**

Lee Dearing is the Council Representative to the Cemetery Commission appointed by the Town. During the review of reports he discussed the possibility of digging the graves with the Public Works Director, who feels like he has personnel qualified to perform this procedure. The fact that an employee may have to come in on a weekend does not present a problem. Mr. Dearing reiterated that the monies paid out for mowing and the amount collected for grave digging average approximately $24,000.00 per year which will compensate the salary for a part time employee. The Town needs to benefit financially when operating the

cemetery. The local funeral homes need to know the established rate for our cemetery when implementing pre-needs for a customer. Allowing our Cemetery Director to be involved in the costs and collection of a grave opening with the Funeral Director seems like an ideal arrangement.

Chair Person, Bill Davis did not want to move too hastily in making a decision. However, members expressed their feelings and assured the Chair Person they are ready to handle this issue immediately.

Cathy Morrison made a motion that the Town takes over opening of graves and the motion was seconded by Joyce Stevens.
Voice Vote = 7-0
Motion Carried

Lee Dearing will take the Commission's recommendation to the next scheduled council meeting which is scheduled for February 16, 2008.

Cathy Morrison made a motion to adjourn with Mrs. Nicholson as second.
Voice Vote= 7-0
Motion Carried

The next meeting will be held February 18, 2009 @ the Elkton Area Community Center.

Submitted by:
Charlotte Shifflett

Bill Davis/Chairperson

Charlotte Shifflett/Admin. Secretary