

Village of South Amherst

Cemetery Board Meeting

3/09/2022

Rosemary Leshinski called the meeting to order at 5:57pm

Board Members present: Rosemary Leshinski, Marilyn Makruski, Andrew Johnson

Village Council Liaison: None

Visitors: Mayor Leshinski, Emil Ruth of GoGreen Landscaping, 461 E. Lorain St., Oberlin, OH

Agenda

Rosemary Leshinski asked if there were any additions to the agenda. Paula Knodel asked to move three items from New Business to Financial Review as they related to that section. Dave Leshinski asked that the drainage issues be discussed with Emil Ruth during the Visitor section. Andrew Johnson moved to accept the agenda with the additions. Marilyn Makruski seconded. The roll was called in favor.

Visitors

The board thanked Emil for his services in removing the trash from the cemetery. The 2022 mowing schedule presented by Emil Ruth was reviewed and accepted. Emil said he and Tyler are working on pricing for installing footers in 2022. Rosemary asked if he would be willing to move three footers that had been installed in the wrong location. Emil will look at them but should have no problem with it.

The drainage issues at the Evergreen Cemetery were discussed. Emil was asked to review the situation and help us prepare a Scope of Service for the project. He will be bidding on it after that is completed.

Meeting Minutes

Andrew Johnson moved to accept the minutes from the February 9, 2022 meeting. Marilyn Makruski seconded. The roll was called in favor.

Reporting – Financial and Other

UAN Financial Reports for February 28, 2022 were presented for review. Ref. Exhibit A. Paula Knodel presented the current list of burials and lot sales for 2022. Ref Exhibit B. Marilyn Makruski moved to accept the presentation of these reports. Andrew Johnson seconded. The roll was called in favor.

The Final Appropriations Report for 2022 is due to the state on April 1, 2022. The board reviewed the balances given as of July 1, 2021. Ref Exhibit C. Adjustments were made for fixing drainage issues, planting trees, installing a new fence at Pioneer Cemetery, along with smaller items. Andrew Johnson voted to accept the edited appropriation balances for presentation to the state. Marilyn Makruski seconded. The roll was called in favor.

Prepaid Opening/Closing Update - The Board voted at the last meeting to increase the amount of Prepaid Opening/Closing Fund balance by \$652.50 to hold a total of \$2,000 (4 burials costing \$500 each) in the fund for unidentified prepaid payments. When requesting this transfer from the Fiscal Clerk, Paula Knodel was told it couldn't be done without a name assigned. Therefore, the board will be leaving the

audited, unidentified balance of \$1,347.50 in the fund to cover any unidentified prepayments that may come up in the future.

Use of Perpetual Funds - The Board asked Paula Knodel to research what legally can be expended from the Perpetual Fund balances. Research of prior ordinances (some codified) resulted in confusion on this issue. The Law Director is looking into the matter for us.

Future Use of Perpetual Funds - Paula provided maps to two alternative sections of land that could be used for repositioning the main entrance to the cemetery. The current driveway has a steep and uneven drop in it, right next to woods and open water. The board decided it does not want to consider repositioning the current entranceway.

24 Month Payment Plan - Edward Wilson purchased two lots this year when his wife passed away. He would like to purchase an additional 7 lots for family members. He can only afford to do this under a 24 month payment plan. The board discussed this. Mr. Wilson will need to understand that no one can be buried until he has provided enough funds to purchase a lot. Rosemary Leshinski made a motion to approve the sale. Andrew Johnson seconded. The roll was called in favor.

Old Business

Paula's ongoing work report was reviewed. The cemetery's open work item report was reviewed. Paula was asked to email the board a list of graves that need probed.

Business Cards – Paula reported that the council just approved a standardized business card template. Any village employee will be able to order their own soon.

Progress on cemetery software research – Paula has reviewed CemSite software and found it out of our price range. She followed up on the UAN reporting module. It is free since we use the accounting software package already. She isn't sure it will meet the needs. They do not provide training or support. Andrew Johnson asked that she order the installation disc and he will look at it more closely. Other providers will be investigated.

NSF check –The Law Director's office sent a follow-up letter on 2/4/2022 to the Michael Healy requesting that the funds be paid for the funeral of Phyllis Healy. Paula Knodel had conversations with Phyllis Healy's niece, Emily Casper, who informed that funds would be settling from the estate of Wilma Mayfield to Michael Healy. She estimated the settlement date to be in March 2022 and that there should be funds to cover the NSF check at that time.

New contractor - No progress has been made to find a new contractor to engrave Memorial Garden bricks. Research will continue for this. Rosemary suggested contacting Traditional Marble and Granite in Milan.

Board Member Job Description – The current version of this document was reviewed. Rosemary Leshinski made a motion to approve. Andrew Johnson seconded. The roll was called in favor. Ref. Exhibit D.

Wreaths Across America – Andrew Johnson reviewed the program. He feels it would not be good fit for our small cemetery. It would require fund raising and result in more maintenance and clean-up for us. Andrew Johnson voted to table this item. Rosemary Leshinski seconded. The roll was called in favor.

New Business

Use of village truck – Rosemary asked Paula Knodel to find out if the cemetery can make use of the village truck.

Planting Trees in Section L – Emil Ruth suggested getting a professional opinion on the best type of trees to be planted. Rosemary Leshinski asked Paula Knodel to provide detailed maps of Section L.

Columbarium – David Leshinski passed out information to the board members. It was decided to discuss this at the next meeting.

Andrew Johnson moved to adjourn. Marylin Makruski seconded. The roll was called with all in favor

Respectfully Submitted
Paula S Knodel, Cemetery Clerk