

Village of South Amherst

8/10/2022

Rosemary Leshinski called the meeting to order at 6:00 pm

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

Village Council: Not present

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. Rosemary requested an executive session at the end of the agenda. Paula asked to add an item about the backflow check that was due in June. Paula asked to add reappropriation item for opening/closing fees through end of year. Rosemary asked to move the Financial Reporting to the end of the meeting prior to the executive session. Andrew Johnson moved to accept the agenda with the addition. Rosemary Leshinski seconded. The roll was called in favor.

Meeting Minutes

Rosemary Leshinski moved to accept the minutes from the July 13, 2022 meeting. Andrew Johnson seconded. The roll was called in favor.

Visitors

Emil Ruth was present to discuss the storm water drainage project (ref Old Business notes).

Reporting – Financial and Other

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

Open Work Items – Footers will be poured, and Military Markers will be set into place in September. Paula will forward Emil the list that she has so far. Refer to new business for appropriation items discussed and voted on.

Old Business

Cemetery Storm Water Drainage Project – Paula Knodel represented the Cemetery Board at the July 21, 2022 Finance Committee Meeting. She presented the report that Andrew Johnson had created and requested that \$35,000 in ARPA (American Rescue Plan Act) be approved for use on this project. She was told that all of the funds received under this act are to be used by the SAPBA for the unexpected water main breaks that have occurred this year. Jeanne Maschari said the Board should plan to use the funds in the cemetery accounts.

Paula exchanged emails with the board regarding the project. New, varied and unclear advice was given on the project and how it should proceed. Paula attended the Village Council meeting on August 8, 2022. She addressed the council at the beginning of the meeting. Later when Scott Jones gave his report on the cemetery, a great deal of discussion happened between council members regarding the Cemetery Board and this project. Paula made notes and asked how the board should proceed. No clear procedure was outlined. Paula recapped all of this for the board members and Emil Ruth. Much discussion then occurred.

Emil Ruth is a certified drainage contractor who has done a lot of work in Lorain County. He is aware of the Village Council's concerns regarding the storm water discharge points. It was decided that he will turn the project into one contract for Section B drainage and one for the remaining areas in Section L. They will individually total much less than the \$50,000 which triggers more statutory paperwork regulations to be followed. Emil will meet with Ron Romancak, Lorain County Storm Water and Community Development Coordinator, to discuss the project. Once approved, the contracts will be presented the Village Attorney and the Village Council. Rosemary Leshinski made a motion to approve the plan of action. Andrew Johnson seconded and the roll was called in favor.

Methodist Church – Rosemary Leshinski and Paula Knodel met with the members of the Methodist Church in June. They discussed with members the possibly of granting access to their parking lot from a second entrance the board wants to construct at the end of Section L. The entrance would be gated and opened only on an as needed basis. One of the main needs for this access is to allow departures from funerals held in Section L.

The members were also told of a walkway entrance the cemetery wants to construct at this same site. Currently there is only one roadway entrance into the cemetery with no sidewalk for safety for those who enter on foot.

The church members indicated that we could go ahead with our plans for a walking entrance. They asked for a written proposal from the Cemetery Board on the gated roadway entrance. Rosemary presented a preliminary email. Paula will work via email with Board Members to approve a final document. Further discussion with the village attorney regarding an easement to their property is needed. Andrew motioned to table further discussion until the next meeting. Rosemary seconded. The roll was called in favor.

Cemetery Bylaws – The Board began editing on June 29th. After discussion, it was decided to plan to complete work on the bylaws by October to present to council in time for a January 1, 2023 effective date. Paula Knodel is making a list of additional work items that the Board may want to consider charging clients such as resetting Memorial Stones.

Columbarium – The Board received an email from Kevin Hipp of Franklin Monument saying that he is working on a contract and final design. He will contact the board when he is ready to meet again.

Cameras for Cemetery - Andrew Johnson installed the three cameras at the cemetery. He will download the data prior to each month's meeting. Depending on file size, the data will be kept on the cemetery computer or on thumb drives.

Use of Information Board at Evergreen – Andrew Johnson found a couple of inexpensive options for printing a sign for the information board at the cemetery. He will be printing a QR code that folk can scan to get to the village website along with including the clerk phone number for information. The Historical Society may be putting something together for the other side of the board.

New Business

Village Worker: David Valentine has started his position as the Village Worker. All work orders are to be processed through councilman Scott Jones. Paula Knodel will coordinate between the board and Scott on what work is to be done. Rosemary is asking for two whole days per month for graves to be smoothed out and ready for seeding in the fall.

The mayor is getting him a set of keys for both the tool storage shed at Evergreen and the "Gator". If any machinery, including the Gator, is taken off cemetery property for use in the village, a text must be sent to the cemetery clerk's phone number prior to taking it. There may be funerals where the equipment is needed. Once removed, the clerk needs a second text when the equipment is returned.

Reappropriations: Board members discussed three different expense areas where budget reappropriations for 2022 are need. The results are as follows:

- **Personal Services:** Rosemary Leshinski motioned to reappropriate an additional \$3,000 for Personal Services for use in paying the Village Worker and the Cemetery Clerk for hours not originally budgeted for. Andrew Johnson seconded. The roll was called in favor.
- **Other – Professional and Technical Services –** Andrew Johnson motioned to reappropriate \$7,500 to cover unanticipated increase in the number of burials this year. The sum will cover standard expense of opening/closing graves for 15 additional funerals in 2023.
- **Land and Improvements –** The Board will need to reappropriate funds for the final expense to be incurred for the Storm Water Drainage Project. The vote will be taken once the final numbers are in.

Cemetery Main Entrance Road Repair: There is a large pothole in the road just beyond the main entrance sign. It started with the sign being put up in the May and has gotten worse. It needs filled prior to winter. Mayor Leshinski and Andrew Johnson are discussed “cold patching” it themselves. They will look into it further.

Printer: The clerk’s new desk space requires her to go through two doors (one locked with a code) to get to the copier where all cemetery documents are printed. To save the clerk time and effort, Paula requested a small color office printer to be purchased and placed at her desk site. The Board decided, as the cemetery already pays standard expenses of the copier, that it was not a necessary expense and denied the request.

Advertising: The Board is considering updating their portion of the village website. Will be asking Scott Jones about a potential FaceBook page along with other community outreach.

Water Backflow Check: In the Spring, the Board received notice from the SABPA that the backflow needed checked by June. Mayor Leshinski said that it had been done at the same time as others were done in June.

Executive Session at 8:20: Rosemary Leshinski motioned for an executive session. Andrew Johnson seconded. Personnel issues were discussed.

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

Respectfully Submitted
Paula S Knodel, Cemetery Clerk