

Village of South Amherst

Board of Cemetery Trustees Meeting

10/12/2022

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

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

Village Council Liaison: Not present

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

Agenda

Rosemary Leshinski asked if there were any additions to the agenda. Rosemary added snow plowing under new business along with tree that has gone down at Evergreen. Paula added her task list review along with new current events. Andrew Johnson moved to accept the agenda with the additions. Marylin Makruski seconded. The roll was called in favor.

Meeting Minutes

Rosemary Leshinski moved to accept the minutes from the September 14, 2022. Andrew Johnson seconded. The roll was called in favor.

Visitors

Emil Ruth – Presented GoGreen's estimate for the tree removal project at Pioneer Cemetery. He will be going over his contract for mowing prior to next month's meeting. He has been in place for two years now. We need a contract with specific pricing for foundations/footer installations, monument movements, military marker installations, etc.

Reporting – Financial and Other

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

Open Work Items – Paula Knodel gave a brief overview of what she has on her current work list.. Hempel Funeral home has ordered a replacement for Mr. Oetzel's military marker that was damaged. A letter was sent to the Harris family thanking for donating their lots. The water will be turned off at Evergreen Cemetery on November 1, 2022. Two lots were sold today. There is a funeral this Friday to be announced tomorrow.

Old Business

Cemetery Drainage Project – Andrew Johnson moved to table this item until the county has addressed the Ludwig Ditch project. Rosemary Leshinski seconded. The roll was called in favor.

Methodist Church – Paula followed up with Nita Swiers at the United Methodist Church regarding the letter that was sent. Nita said members had discussed it and have no problem with the development of the walkway along the back of their property. They do object to the building of a second roadway entrance leading into their driveway. Their parking lot is older and their septic system lies beneath it.

Walkway and Second Entrance Development – The Board will continue to design the walkway entrance for installation in the Spring. The Board has started with a new plan for the second entrance. It will be located on the Village owned property that leads from the group home to Section L at Evergreen.

Columbarium – The Board reviewed the first draft of the contract Kevin Hipp sent for the Columbarium project with Franklin Monument. Paula Knodel will facilitate an email to him regarding the changes and questions they have. Once the Board is satisfied, the contract will be sent to the village attorney for review.

Sign Designs – Andrew Johnson is working on designing signs for the information board and the new front walkway entrance.

Cemetery Bylaws – The Board reviewed the current updated version. The Board decided on price increases for January 1, 2023. The Board decided to increase the portion of fees being put into perpetual funds from the current 10% to 20% as of January 1, 2023. Andrew Johnson made a motion to accept these changes. Rosemary Leshinski seconded. The new Bylaws will be forwarded to the Village Council for approval.

Main Entrance Pothole Repair – The Board will be asking if David Valentine can possibly complete this repair by the end of the month.

Tree Removal at Pioneer Cemetery – Four bids were received in response to the RFP sent out earlier in October. Rosemary Leshinski made a motion to accept the bid from Bob's Tree Service totaling \$1,900.00 for the removal of eight trees. The remains of the trees will be placed in the woods and the stumps will be left to stay in place.

Cemetery Webpage Development - Rosemary Leshinski forwarded some ideas to Scott Jones earlier in the month. This project continues.

Cameras for Cemetery - There are currently three cameras in place at the cemetery. Andrew Johnson brought in the captured photos for September. Paula Knodel will download the photos to the cemetery's external drive each month. Statistics of visitors to the cemetery will be compiled.

The Board discussed adding a fourth camera at Evergreen. Andrew Johnson made a motion to purchase an additional camera with memory card not to exceed \$120. Marilyn Makruski seconded the motion. The roll was called in favor.

Grave Dressing and Seeding – Approximately 15 graves still need to be dressed and seeded. David Valentine will be asked if he can complete these by the end of October.

Snow Plowing Concerns- The Board discussed the new truck and nine foot snow plow blade purchased by the village. They are concerned that it is too large to handle snow removal at Evergreen without doing damage to landscape and monuments. Paula will add it to the list of items the Board wants to address with David Valentine through Scott Jones.

New Business

GoGreen Invoice Approval – The Board reviewed the GoGreen invoice for the September footer installations and monument movements. Rosemary Leshinski signed off on the total which was in line with what was quoted. A formal contract needs to be developed for this work. Ref. "Visitors" notes.

Footer Location Identification – Paula Knodel was asked by the monument companies for specific locations for the footers poured in September. Now that they are installed only twice a year, there are many monuments placed at one time. The Board discussed and will be using markers in identifying the locations for the Spring installations.

2023 Service Contracts – The GoGreen contract was discussed with Emil during the meeting. Paula Knodel has been asked to reach out to Diggers of Ohio for information on their contract that expires January 15, 2023.

2023 Holiday Dates – Recently additional holiday dates were approved for village employees. The Board discussed and decided to add these dates to those where no burials can occur. Rosemary Leshinski made the motion and Marilyn Makruski seconded the motion. The roll was called in favor.

Tree Removal – Evergreen – Rosemary identified a tree that has fallen at Evergreen. Paula Knodel will add this to the list of items that Scott Jones will be discussing with David Valentine.

Marylin Makruski moved to adjourn. Rosemary Leshinski seconded. The roll was called with all in favor

Respectfully Submitted

Paula S Knodel, Cemetery Clerk