

Village of South Amherst

Board of Cemetery Trustees Meeting

1/11/2023

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

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

Village Council Liaison: Scott Jones

Visitors: Mayor Leshinski, Sabrina Grigsby, 48360 Middle Ridge Road, Amherst, OH 44001

Agenda

Rosemary Leshinski asked if there were any additions to the agenda. Nothing was added. Andrew Johnson moved to accept the agenda. Marilyn Makruski seconded. The roll was called in favor.

Meeting Minutes

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

Election of Chairperson

Rosemary Leshinski moved to open the floor for nominations to 2023 Chairperson. Marilyn Makruski seconded.

Rosemary Leshinski nominated Andrew Johnson. Andrew Johnson accepted the nomination. Marilyn Makruski Seconded. Rosemary moved to close the floor for further nominations. Andrew Johnson seconded. The roll was called in favor.

Rosemary Leshinski moved to have Andrew Johnson accept the position of Chairperson for 2023. Marilyn Makruski seconded. The roll was called in favor.

Visitors

Sabrina Grigsby wanted a status update on the correction of the placement of the wrong monument on her father's grave. This was on the agenda under New Business and moved to this time for discussion.

After discussion, the mayor stated he will discuss with David Valentine moving the single monument into the storage shed until Spring. Meanwhile, Paula will call Milano Monument and ask what they would charge to move it temporarily. A new footer will be poured in the Spring in the correct space for Marshall/Harless. Paula will notify Marshall/Harless of the error and that it will be corrected.

Reporting – Financial and Other

UAN Financial Reports for December 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 moved to accept the presentation of these reports. Marilyn Makruski seconded. The roll was called in favor.

Final appropriations for 2023 need to be approved. The Board decided to add this item to the 1/24/23 special meeting agenda.

Old Business

2023 GoGreen Landscaping – The Village Council voted to accept the 2023 contracts. It will move forward for final signatures.

Columbarium Project – The board decided to have a special meeting on January 24, 2023, at 6pm to discuss this project.

Sign Designs – Bulletin Boards and Walkway Entrance - Will be decided on by Spring.

RFPs for 2023 Projects – GoGreen submitted a proposal for the new road construction totaling \$56,000.00. The proposal gave no specific details on the construction or individual line item pricing. The board asked Paula to reach out to GoGreen for this. The board may still need to employ Bramhall Engineering to put together a job description.

Cemetery Maps – Andrew Johnson asked how much it is to digitize the maps. He is in favor of digitizing them all. Paula will follow up on pricing.

Snow Shovel – Mayor Leshinski is in the process of purchasing this.

Laptop Purchase – Andrew Johnson will watch for a good deal on a small laptop for purchase. It needs to have Word and Excel.

Cemetery Photos – Andrew Johnson will be collecting the photos and giving them to Paula by the end of next week. When the weather gets warmer, he will show Paula where the cameras are and how to collect the photos.

New Business

Employee Handbook – The new employee handbook was distributed to the board via email today. Paula has a hard copy of it. Board Members and Paula signed the required document stating that they have received it. The documents will be turned in to the Fiscal Officer tomorrow.

Office Supplies - Paula requested the purchase of a combination cork board and white board for use in her office space. Paula was cautioned to keep privacy issues in mind when posting items on the board. Andrew made a motion to purchase the needed supplies. Andrew motioned to approve the purchase of the workboard. Rosemary seconded. The roll was called in favor.

Drainage Project Estimate - Reference Exhibit C. The county engineer estimated the cost of the drainage project at the cemetery at \$220,000. This estimate will be kept for reference when the Board discusses drainage issues at the cemetery. Mayor Leshinski will reach out to Matthew Arnold to ask for details on how he arrived at the \$220,00.00 and if he can refer businesses could possibly create an RFP for us, or who may want to bid on the project.

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

Respectfully Submitted
Paula S Knodel, Cemetery Clerk