

Village of South Amherst

Board of Cemetery Trustees Meeting

3/08/2023

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

Board Members present: Rosemary Leshinski, Marilyn Makruski

Village Council Liaison: Not Present

Visitors: Mayor Leshinski, Emil Ruth of GoGreen Landscaping

Agenda

Mayor asked if there were any additions to the agenda. These items were added: Gator replacement; missing cemetery sign on 113; Norton family gravesite location; Drainage project. Rosemary Leshinski 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 February 8, 2023, meeting. Marilyn Makruski seconded. The roll was called in favor.

Visitors

Emil Ruth of GoGreen Landscaping attended this meeting to discuss the road construction contract, the walkway entrance, and the Swinehart gravesite landscaping request (reference Old Business for detail).

Reporting – Financial and Other

UAN Financial Reports for February 2023 were presented for review. Ref. Exhibit A. Paula Knodel presented the current list of burials and lot sales for 2023. Ref Exhibit B. Rosemary moved to accept the presentation of these reports. Marilyn Makruski seconded. The roll was called in favor.

Old Business

New Road Construction – The contract approved by Board vote at the last meeting was rejected by the village council. They want drainage from the roadway to be addressed. Emil Ruth presented an updated proposal with four construction options. Exhibit C.

After discussion, the Board chose the second option listed on the proposal. The road will now be constructed with Limestone which will allow drainage to happen naturally. Excess water will drain over the hill by section G. Rosemary Leshinski moved to accept this proposal at a cost not to exceed \$48,495.98. Marilyn Makruski seconded the motion. The roll was called in favor.

Emil will forward final contract via email. Paula will then coordinate a Board meeting with the Buildings & Grounds Committee for review.

Once the project has been approved by the village council, the homeowners abutting the project area will be sent a letter notifying them of the project. Installation dates will be included in the notice.

New Walkway Construction – This is considered a separate project from road construction. Emil will provide a separate contract. The \$2,500 grant will be used towards this expense. The walkway entrance is included in the 2023 budget and does not need village council approval.

Paula to follow up with the Methodist Church on formal permission for walkers to use the church driveway. The goal to the walkway completed in time for the Memorial Day ceremony.

Columbarium Project – The Board reviewed the most current contract received by Franklin Monument. Paula Knodel needs to design a deed and an application form to accompany it. Kevin Hipp is working on a drawing for final presentation and vote by the Board. The Board needs to work on proposed advertising once the project has been approved. This item will be left open for next month's meeting.

Pioneer Cemetery Fencing – Banks Manufacturing still has eight sections of fencing. Once the painting is completed, Rosemary Leshinski will coordinate the movement and installation. She is waiting on a quote from "Josh the Handyman".

2023 Cemetery Mowing Schedule - The schedule was emailed by Emil Ruth of GoGreen earlier in the day. After review, it was determined that mayor will work with Emil on some needed adjustments to the schedule.

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

Clerk Vacation Coverage – No one has been identified to handle the clerk's duties while she is on vacation. Paula stated that she could cover remotely if she had a small laptop. One was approved for purchase last year however, the holiday sales passed with nothing purchased. Paula asked to purchase a small laptop with Microsoft Office software for cemetery use. Marilyn Makruski made the motion to purchase this for an amount not to exceed \$500. Rosemary Leshinski seconded. The roll was called in favor. The mayor suggested working with Officer Darnel, a parttime police officer for the village, on this purchase as he has experience with this.

Becker Monument – The Becker monument in Section G (located right above the Swinehart gravesite) is sitting crooked on its base. The gravesite is on a hill and gravity is keeping the monument from staying in place. The Board discussed and decided to table this until next month's meeting.

Swinehart Gravesite – Emil Ruth will talk directly to Keith Swinehart regarding the ground erosion around his parents' gravesite. Emil's recommendation to correct this issue, using a "dead man's support system", was approved by the Board. Emil will speak and work directly with Keith on this issue.

Drainage Project – The Board tabled this project in August 2022 and began working on the roadway and sidewalk projects. The Village Council has readdressed the drainage issues. Council is now asking for a meeting between the county, SABPA and the Cemetery Board regarding drainage issues. Any emails received on this will be forwarded to the Board by Paula.

Norton Burial Location - Russell Norton came into the office looking for information on where his twin baby girls were buried in the 1970's. There was no marker placed for them and he now wants one there. Paula can't find any information on their location. She will look through the old cards. The Board may approve having a marker placed somewhere in the baby section if nothing can be found on their exact location.

New Business

Silversmith Data Program – David Valentine introduced the program to Paula Knodel. The village purchased the software and licensing several years ago with the thought that cemetery would use it along with other village workers. Using this program would be more beneficial than the UAN Software previously talked about. It has more functions and can have files uploaded. Using Silversmith for the entire village is beneficial for backup and training needs. Paula was asked to get an annual licensing cost for next meeting's discussion.

Securement of Garbage Cans – David Valentine requested the purchase of posts and bungee cords to secure the garbage cans at Evergreen Cemetery. The recent high winds have moved them all around the cemetery. Rosemary asked to have him check out the posts that aren't being used at Pioneer Cemetery to see if he can use those. If they don't work he can purchase new. Marilyn Makruski moved to have David purchase what he needs with the cost not to exceed \$150.00. Rosemary Leshinski seconded. The roll was called in favor.

Lombard Memorial Engraving Request - An email was sent to the Board requesting that a father's name be added to an existing memorial. The father is not buried at Evergreen. The Board discussed and vetoed this request. Paula will notify the family.

Main Entrance Signs at Evergreen – The main archway sign is tilting back to the south. Diggers recently reinstalled it after repairing the damage that their equipment caused. The Board requested Paula to contact Digger's and have them fix it at their cost. The Board requests that this be immediately taken care before someone gets hurt. If Diggers cannot get to this quickly, they need to remove the sign until it can be put back properly.

The sign that hangs on the utility pole at on 113 blew down with the recent strong winds. The mayor suggested reinforcing the top of the sign with metal prior to it being reinstalled. The mayor will take charge of this.

Gator – The Gator has needed several repairs. It was not available for use when the Board last needed it. The Board will decide by the end of the year if it will be budgeted for replacement in 2024.

Marylin Makruski moved to adjourn the meeting. Rosemary Leshinski seconded. The meeting was adjourned.

Respectfully Submitted
Paula S Knodel, Cemetery Clerk