

Village of South Amherst

Board of Cemetery Trustees Meeting

4/12/2023

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

Board Members present: Rosemary Leshinski, Marilyn Makruski

Village Council Liaison: Not Present

Cemetery Clerk: Not present

Visitors: Mayor Leshinski, Emil Ruth of GoGreen Landscaping, Michael Menzing, 41563 Rambler Ave., Elyria, OH 44035-2429

Agenda: Mayor asked if there were any additions to the agenda : Motion to approve updated agenda made by Rosemary Leshinski and seconded by Marilyn Makruski. The roll was called in favor.

Meeting Minutes: Rosemary Leshinski moved to accept the minutes from the March 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 Walk-way Entrance. A new contract has been submitted and a meeting with Building and Grounds will be scheduled.

Mr. Mike Menzing: His wife Tamara was inurned last year on top of her father James Novak. Mike is asking permission to place a flat marker for Tamara in front of her father's James headstone. The board approved the placement of the marker. The marker will be placed in a gravel bed resulting in it being even with the ground. Mr. Menzing will contact Paula for further information. The bi-laws 4.4 states that Only one headstone Monument shall be erected within the Monument space on any lot. It has come to the attention of the board that this bylaw has not been enforced and shall be amended.

Reporting – Financial and Other

UAN Financial Reports for March 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 reports. Marilyn Makruski seconded. The roll was called in favor.

Old Business

New Road Construction – Emil Ruth has forwarded the final contract for the roadway project. The board continues to accept the proposal. The board is awaiting a meeting with Buildings and Grounds.

New Walkway Construction – A gravel pathway from the southwest corner of the church parking lot to the north turn around in Sec. L in the cemetery is included in the scope of work contracted for the roadway project. No easement will be necessary at this time.

Columbarium Project – Question from clerk regarding how full a columbarium must be before installing another. Board would like Paula to e-mail Kevin Hipp with this question and cc the board.

Pioneer Cemetery Fencing – The fencing has been refurbished, returned and is in storage Evergreen. June is the tentative installation date.

Sign Designs – Bulletin Boards and Walkway Entrance – Tabled: no updates at this time.

2023 Cemetery Mowing Schedule – The Mayor asked for approval for change in skip dates for the mowing season. Marilyn Makruski made a motion to approve new skip dates, Rosemary Leshinski seconded. The roll was called in

favor. Emil Ruth at meeting and aware of new skip dates. Skip date will be 7/27, 8/24, 9/21, 10/26 for Evergreen. No change in skip dates for Pioneer.

Drainage Project – Mayor reported that we are waiting for LCSW to obtain easements for the clearing of Ludwig's ditch.

Silversmith Data Program – Tabled with a motion from Marilyn Makruski and seconded by Rosemary Leshinski. The roll was called in favor.

Cemetery sign on 113 - The sign is secured in Mayor's office and will be re installed at the Mayor's availability.

Norton family gravesite - Russell Norton has requested the placement for a marker for twin girls that were buried in the baby section in the 1970's. No records have been found, due to poor record keeping during that period. A designated area has been located. Rosemary Leshinski made a motion to approve the placement of a marker, seconded by Marilyn Makruski. The roll was called in favor. Paula to contact Mr. Norton with information. A footer will need to be ordered. *Photo attachment.*

Cemetery Clerk Computer - The board requests the clerk to proceed with the approved laptop. Computer discussion tabled until next meeting.

Cemetery Entrance Sign - E-mail sent to Digger on March 9th requested removal and repair of damaged sign. Face to face visit to Dan Hyster on April 3rd requesting sign be removed/repared. Request has not been accomplished as of this date. Board is requesting e-mail/letter to be sent requesting it to be removed by April 30th and repaired/reinstalled by Memorial Day. Please cc the board.

New Business:

Closing cemetery entrance: A procedure has been written. *See attachment.*

Ruts in section H and section L: see next item.

Dressing and seeding graves: Board voted to approve 24 hours for village worker to seed and dress fresh graves. Any ruts that need to be filled may also be done at this time. Purchase requisition has been turned in for purchase of seed.

Preparation for Memorial Day Parade: Board is aware.

Purchase requisition status: Board thanks you for the update.

Spring Footer/list and date: Discussion with Emil to install footers. Plan installation weeks of May 1st or May 8th. Emil and Rosemary will need a complete footer list with names, sizes, lot numbers. Asking to have the list by sections.

Wreaths Across America: An e-mail was sent to Cemetery Clerk, J. Maschari Councilwoman, Rosemary Leshinski Cemetery Board member, from the Fiscal Officer. A voice message was received from Kathryn Kennedy asking for a contact person for this year. The Cemetery Board voted to decline the offer.

Respectfully Submitted

Rosemary Leshinski, Cemetery Board Member