

Wednesday January 25, 2023

## Cemetery Board Minutes

**CALL TO ORDER:** January 25, 2023 at 6:00 p.m.

**SWEARING IN:** Mayor Wheeler swore in Pat Buckner as a Cemetery Board Member, Pat was appointed for a 2-year term starting 2023 thru 2024.

### ROLL CALL:

- Jeff Stoppenhagen
- Pat Healey
- Bill Taylor
- Harold Scobie
- Pat Buckner

**GUESTS:** Mayor Wheeler, Stephanie Landry, Scott Waldemarson, Laura Toth (acting secretary)

### ELECTION OF OFFICERS:

- Chair-Bill Taylor nominated Jeff Stoppenhagen as chair Jeff would be happy to consider if no one else was interested. Vote taken-all Ayes.
- Vice Chair-Bill Taylor nominated Pat Healey as vice chair, Pat would be happy to do as long as no one else was interested. Vote taken- all Ayes.
- Secretary- Angel Skerl, Service Admin Assistant will take the minutes she is not on the board and will need a board member as acting secretary. Bill Taylor volunteered for the position as secretary. Vote taken-all Ayes.

Pat Healey will work with Angel to teach and bring her up to date with the cemetery items, minutes and corrections.

**APPROVAL OF MINUTES:** In previous meetings June, July, and August minutes had been previously approved, November 30<sup>th</sup> minutes can't be approved since they have not been distributed, September 26<sup>th</sup> no minutes-issue with recording equipment, November 10<sup>th</sup> not approved as of this date.

**MAYOR'S REPORT:** Welcome to the newest Cemetery board member Pat Buckner, and council approved the appointment of Lois Czekaj to the Human Services Commission for a 3 year term. Thankfully, the Cleveland Water Contractor put temporary paving in on Broadview Road from the intersection of 303 to Grant St. then paving Grant Street. They will pave 400 feet per day and hold for a period of 3 days before moving to the next 400-foot section. In addition, the Village installed two 20 mph work zone speed signs. All temporary paving should be completed by February 6<sup>th</sup> or sooner. The contractor is Febreze, that is the contractor that Cleveland Water chose. Adding

flock cameras to identify drivers, the cameras will record the license plates and retain information for 30 days.

## **OLD BUSINESS:**

- Updates on new spaces for graves in West Richfield Cemetery- Scott Waldemarson said there were no updates at this time, waiting for the snow to melt. Pat H. requested the quantity of on hold graves that were freed up and the graves freed up from GPR ground penetrating radar.
- Updates on change crypts to niches on the north side of the mausoleum in West Richfield Cemetery- The conversion kits have been ordered per Scott Waldemarson and the price was \$14,000 including freight and the time frame is 10 to 12 weeks. There were 12 kits ordered which is one row and 4 niches per vault/space, can put 2 urns in each niche.

Pat Healey brought up what would the pricing to charge be? Stephanie previously passed out comparative pricing with other communities. Discussion on pricing and how the pricing would be determined based on the actual locations-different locations warrant prime pricing, etc. Should the niches per charged the same prices in all locations? Discussed a one fee price, should include opening and closing as well as other costs, plaques, drilling, taking off & returning. Question came up about the framing of the niches, they will be aluminum powder coated framework on the inside for the urns. Scott mentioned the mausoleum we installed 25 years ago and we have not recouped the cost yet, how do we move forward.

Bill Taylor questioned the quantity of cremations, 48 cremations per row and 3 more rows of vaults. There are 12 vaults across with space for 4 niches per vault. Cold Springs indicated the second and third rows are the premium rows with high demand, and the bottom and top are less desirable.

The height is 7 ½ feet in the middle. Question came up – are we still considering the conversion kit on the top row? Pat H. answered Yes, Bill answered No. Mayor brought a point from a marketing standpoint we probably would not want on the top. Bill thought the third row should be the row for the conversion kit. The majority is cremations and we are getting away from caskets. Scott mentioned that the niches might take off and in the future there might be a second row of niches added. Mayor brought up the ossuarium where you put the bags in the top, should we use the top row for this purpose? Does not apply since there are only a handful of indigent burials. Scott asked again what row should the conversion kit be installed? Thought we already discussed in a previous meeting about the top (Nov 30<sup>th</sup> Mtg), need to check to see if it was already voted on. Bill mentioned maybe put niches in the top row thinking of the service department, Mayor agreed. Note that all pricing is the same for the rows, north or south top or bottom.

Homework: Look at mausoleum come up with your best scenario for each row, pricing, consider additional costs. Scott will get pricing for bronze plaques. Currently use 17 x 4” plaques, thinking of 11 x 3” plaque. Will this hold 2 names, what about symbols, use smaller font, just names and dates, can we put 2 dates birth and death, use just year. Scott will investigate what can be done, discuss with Dave from Cold Springs, Dave will be in the area stopping by.

- Any Other Old Business-  
Fairview Cemetery Section E. Discussed the part in the middle that council agreed to not sell. We

Pat Healey made a motion to ask the mayor to have Grever and Ward design where to have an area within E to be flush and an area that is raised or combo area (would not include landscape). Seconded by Jeff Stoppenhagen. Discussion: Bill- Why? Pat- to look better. Bill- what is the cost? Discussed the costs, \$7,000 last design and \$3,500 just to come out. Scott mentioned having a discussion with Dave from Cold Springs about this area before continuing with design. Pat Healey withdrew motion, saved to the next meeting after discussion.

Still keep center section on hold until we get ideas back.

CREMATION GARDEN- Jeff spoke with Brian Frantz about the current Fairview Cemetery cremation garden site and columbarium plan [See Exhibit A] and what we currently have is all Planning needs, they can work with that. He just needs some kind of plan for preliminary approval. Then we give him the sizes later, Scott does need the sizes and diameter for GPD.

Pat sent the price upgrade to the board, the style that most liked was Durham. Jeff mentioned in November the Durham was discussed. Noted the board liked the larger size in the middle with smaller units on each side. Quantity one- 144 in the middle and two- 120 on each side which is a total of 384 niches. Looked at the sizes of one-120 and two-96 is 312 niches which is 72 niches less. Some discussion as to the height, the bottom of the row is 7 feet, the middle unit height is 7' 10" without cap and base and the 2 units at the sides are 6 feet. Is this too tall?

Pat Healey made a motion to vote on the size of the columbarium, quantity one (1) 144 niche at 7' 10" and two (2) 120 niche at 6'1" plus a base and cap in the Durham style, no ossuarium. Verbal Vote taken-Pat H. Aye, Jeff S. Aye, Pat B. Aye, Harold Aye, Bill abstained. Bill thought the Durham style was a certain color, the Durham is available in multiple colors which color was not voted on. Once Bill heard that it was not determining a color he withdrew his abstention and voted Aye. All Ayes.

#### **NEW BUSINESS:**

- Potential revisions to the rules to be made in 2023- Mayor thought the 3 person subcommittee worked well previously to discuss the rules. Jeff Stoppenhagen appointed Pat Healey, Bill Taylor and Harold Scobie to the rules sub-committee and they agreed to serve willingly.
- OLD EMAIL- Pat found an old email from Renee Tuttle, she is located across from West Richfield Cemetery. Pat contacted Renee Tuttle to see if she would be interested in joining the Cemetery Board and Renee Tuttle declined. We currently have 2 open spots on the board.

**COMMENTS FROM THE FLOOR:** None

**ADJOURNMENT 7:18 pm**