

## **Richfield Village Cemetery Board**

### **Minutes of the Regular Meeting May 19, 2021**

Called to order at 6 p.m.

Roll Call: Paul Swan, Jeff Stoppenhagen, Pat Healey, Bill Taylor, Harold Scobie, Stephanie Landry and Jeff Ferrara.

Guests: Service Director Papp, Mayor Wheeler.

#### **New business**

##### **Grever and Ward fee estimate**

The mayor said the board has a columbarium subcommittee. It needs to gather information on Grever and Ward, Behnke and other companies. Then, the subcommittee can address the style and location of the columbarium. Swan said the subcommittee should have 90 days to complete its work.

Stoppenhagen said all of Grever and Ward's numbers came in below the capital budget. Healey asked if Cortes should be present for board meetings. Wheeler said he was just there for the discussion of the rules. The mayor added that when the board wants to change the rules, it can vote on those changes and send them to Council.

##### **Cemetery drawings**

Papp sent the board drawings of Sections E and F. Healey asked if Behnke's documents are copyrighted. Wheeler said they are public documents that must be given to those who request them.

##### **Cemetery rules update**

Stoppenhagen said the rules were introduced to Council, which should give them three readings.

##### **Headstone cleaning**

The mayor talked to Doug Mayer, who is looking to start this project in the middle of June.

##### **Ground penetrating radar**

Mayor Wheeler said Council has already authorized this. Healey asked if the ALTA survey for Fairview should take place first. Wheeler said the board can direct him what to do first.

##### **Signage**

Healey said she thought the entrance sign would be the same as the village's road signs. However, it is a moot point to have signs within the cemetery if visitors do not know what section they are looking for. Swan said you need both. The Mayor said the Legacy Mark software company will give

the village a demonstration. The company is offering a \$750 upgrade that includes a smartphone application. The board can discuss this at its next meeting.

### **Columbarium subcommittee**

The subcommittee will consist of Jeff Stoppenhagen, Stephanie Landry and Pat Healey. They will consider at least two cemetery architects and their references. The board looked at maps of Moore's Chapel on Hametown Road. Taylor said the subcommittee should also talk about the proper types of trees for the area. The first subcommittee meeting was scheduled for May 27, but it was postponed due to a special Council meeting at the same time.

### **Cemetery sexton**

Taylor talked about the idea of a sexton who concentrates on the cemeteries. He said the Service Department should have a process in place. Wheeler said he doubted that Council would approve. Swan said maybe a part-time sexton would be approved. Wheeler suggested developing the process before hiring a sexton. It could be a current employee. This could also be a topic for the next meeting. Landry asked if written processes are in place for the Service Department. Wheeler said no; they are in place for Police and Fire. He will try to get to the Service Department in 2022.

Next month's meetings are scheduled for June 2 and 16.

Swan adjourned the meeting at 6:42 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jeff Gorman". The signature is written in dark ink and is positioned above the printed name.

Jeff Gorman

Cemetery Board Secretary