

## **Richfield Village Cemetery Board**

### **Minutes of the Regular Meeting June 16, 2021**

Called to order at 6 p.m.

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

Motion to excuse Mr. Taylor. Moved by Stoppenhagen, seconded by Healey. Motion passed unanimously (He arrived at 6:32).

Guests: Mayor Mike Wheeler, Cheryl Jackson (Service Dept. Admin. Asst.)

Approval of Minutes: June 2, 2021 Moved by Stoppenhagen, seconded by Ferrara, approved unanimously.

#### **Old Business:**

A. Council voted in the burial permit definition from ORC 3705.17. We should look at a copy of a burial permit.

B. Stoppenhagen reported that the Cemetery Expansion and Columbarium Subcommittee met at Fairview Cemetery. The members' homework was to turn their ideas into sketches and plans. The full board will decide on the subcommittee's final recommendation. Healey said a landscape architect will come up with the plans. The board will decide who will do the job. The subcommittee will convene after this meeting. The subcommittee approved its minutes from June 2 and 11, with the motion by Stoppenhagen and a second by Healey.

C. The Interment Procedures ISO subcommittee had its organizational meeting before the meeting. Ferrara said it will not try to change the interment process or how the service department works, but rather try to make it better. Ferrara would like to have the subcommittee meet with the workers at a cemetery. Healey said she has done that, and it is interesting. Ferrara said there should be a written process from buying a grave to setting a headstone. Swan said that way, when someone retires, the new employee would walk into a seamless process.

The board discussed the meaning of ISO (International Organization for Standardization). Stoppenhagen said it is a highly regulated process that is used for police and fire departments. Everything is regulated and scheduled. Landry said the fire department is tested for an ISO rating. Before hydrants were installed, Richfield Fire would have an ISO rating of 9 out of 10, which was near the bottom. Now it is near the top at 1.5 or 2. Jackson said most departments are around a 3 rating.

D. Mayor Wheeler introduced Todd Sager and Robert Mills on the video link. Their company, Legacy Mark, started in 1986. They asked what Richfield needed in addition to finding burial locations. Jackson said the public would also like to use the software to locate loved ones.

Sager talked about the technology that Richfield has already purchased in 2018 but has not begun to use yet. He showed the example of Mount Hill Cemetery in Easton. The software lists people by name, birth, death and location. You can click on the map and the section of the cemetery.

Jackson said her department can print the map with a wide-format printer. Mills said the price for this service varies, but it usually costs \$49 per month. Jackson asked if any new products were coming out. Mills said yes.

Sager discussed the new product, CEMCOOR, which stands for Cemetery Coordinator. It includes weather and calendar sections, as well as interment statistics that can be rendered as a line graph or a pie graph. It also has a grid of burial information, and the physical cards can be scanned in so they appear online.

While the company's current software is cloud-based, CEMCOOR can be stored on a local computer. Jackson asked about the cost. Mills said it currently costs \$760, but he will send a quote that includes the added cost of hosting.

Wheeler said he is okay with the cost, although it must be approved by Council. Wheeler talked about the state approving employees asking for tax refunds from the municipalities where they worked before the pandemic. He said the village recommended not to enact this policy until the end of the pandemic or the end of 2021, so the village can plan for it. Because the state changed the village's business model, we don't know yet how much money we will have to refund.

Motion to adjourn made at 7:45 by Ferrara, and seconded by Stoppenhagen, passed unanimously.