

Cemetery Board Meeting Summary

September 27, 2021

Call to Order: 4:33 PM

- Present: Collector Dave Scriven-Young, Trustees Jim Hofman and Dave Jacque
- Guest: Ben Peterson, Bob Garms

All pledged allegiance to the U.S. Flag

No Public Comment.

Approval of Minutes: 08-25-2021

Dave Jacque moved to approve as presented; Jim seconded. Approved.

New Business

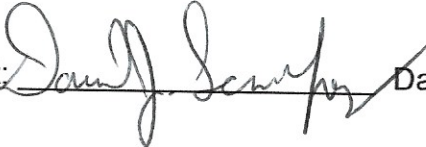
- A. Dave SY announced that he re-appointed Jim and Dave J. to the Board and that he has appointed himself to the Board. Rich Grommon will remain as trustee emeritus in appreciation for his years of service to the cemetery.
- B. Jim brought up the possibility of developing a packet of information for new customers that will answer questions up front, and develop a FAQ for the website. Jim will draft a proposal for the next meeting.
- C. Dave SY thanked Ben and Jim for their assistance in the transition from Ben's administration. He also thanked Carolyn Rominger for her assistance, the road crew for taking care of landscaping, and Mrs. Hofman for her floral assistance.
- Dave SY distributed a document showing a possible procedure for addressing customer calls. The goal is to efficiently and effectively help customers and also have an equitable distribution of trustee assignments. Jim moved to table approval of the transition document to allow additional comment from Carolyn. Dave J. seconded the motion, and the motion to table was approved.
- D. Dave SY opened discussion of the fence and sign projects. Dave SY has asked Jim to be the point person on these projects as it will mean coordinating with Township personnel regarding permits and communications. Jim stated that the fence has already been taken down and that the posts are still onsite. He received a call from the fence vendor that they received our checks (1/2 payment), but they are backed up on supplies. When materials arrive, the vendor will be in touch with an installation date, and then we will coordinate taking the poles out. Jim reminded us that we need to give the road crew a week to get the poles out (the road crew will need a 1/2 day to take those out). We will want to coordinate the fence project with Kapsa monument company. Dave SY stated that we should meet with the fence vendor to make sure everyone is on the same page.
- E. Dave SY reminded the Board of upcoming burials: Daniel Patterson (casket - 9/28 at 11 am - drop off only)--Dave J. and Bob Garms already marked and measured; Nancy Sauter (ash - 10/8 at 10 am, Old 89-7)-- Rich and Jim will take care of burial

F. Dave SY announced that it is time for cemetery cleanup and that we need to put cleanup signs out at the cemetery a few weeks before the cleanup to let residents know to remove out of date decorations. The Board agreed that the clean up date will be October 30th at 10 am.

F. Jim agreed that he will take care of raising the flag on Veterans Day.

G. The Board agreed that our next meeting will be December 6, 2021 at 4:30 pm, and we will try to meet quarterly.

Dave J. moved to adjourn, seconded by Jim. Approved; meeting adjourned at 5:37 pm.

Approved: President:  Date: 12-6-21