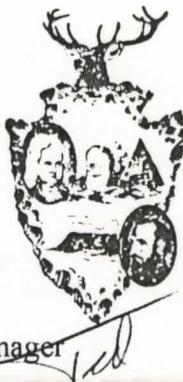


TOWN OF ELKTON

INCORPORATED 1908

173 WEST SPOTSWOOD AVENUE
ELKTON, VIRGINIA 22827
(703) 298-0597/FAX (703) 298-1270

P.S.T. (TED) COSTIN, AICP
TOWN MANAGER



TO: Cemetery Commission
FROM: Ted Costin, Town Manager
DATE: April 10, 1995
RE: Cemetery Update

As a follow up to your last meeting, please find a copy of the notice which will appear in the Valley Banner on the dates specified advertising the town's intent to improve the premises by initiating a maintenance program consistent with the published rules. Also, please find a press release which was submitted to the Valley Banner noting that the clean up effort is part of a larger effort to improve the cemetery property. Hopefully, this work will be performed during the current fiscal year ending June 30.

Also enclosed is a copy of the proposed Cemetery Budget which was delivered to the council on April 1. The Cemetery Budget for Fiscal Year 95-96 was drawn up in anticipation of the improvements noted above being made during the current fiscal year.

The next meeting of the Cemetery Commission is scheduled for April 20, 1995, 7:30 p.m., in Council Chambers.

Thank you for your time and attention.

c: Gerald Monger, Superintendent
Joe Shifflett, Director of Public Works
Norma Waybright, Junior Clerk
Betty McGahey (Nomination Pending)

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TOWN MANAGER



**FOR IMMEDIATE RELEASE
APRIL 10, 1995**

Town of Elkton workers will undertake a "Spring Cleaning" of the Elk Run Cemetery during the first week in May and begin several capital improvements to beautify the facility and improve maintenance efficiency.

"In preparation for the Elk Run Cemetery Commission's last meeting I drove through the cemetery and it occurred to me - there is no sign here identifying this cemetery," stated Ted Costin, Elkton Town Manager. The idea of a sign was so well received that by the next meeting of the Cemetery Commission, Joe Shifflett, Director of Public Works, and Gerald Monger, Town Superintendent, are to submit sign design and cost proposals. Ideally, the sign can be approved and installed by the end of June.

While the sign proposal moves forward, the flag poles will be replaced, new flags purchased, and an improved lighting system installed. Resurfacing of the travel lanes and addressing some storm water runoff concerns were discussed, but those projects were postponed until the State Route 759 widening project is completed. However, the water line which has been out of service since the summer of 1992 will be replaced.

Throughout the cemetery routine maintenance to burial sites will be performed by bringing sites to grade and seeding. In order to accommodate the lawn maintenance season, which the Elk Run Cemetery Commission By Laws establish as May through October, unauthorized markers and plantings as well as flower arrangements which are not secured to gravestones will be removed.

(Continued)

FOR IMMEDIATE RELEASE
APRIL 10, 1995
TOWN OF ELKTON, P. 2

Notice to this effect appears on the rules sign posted near the cemetery entrance and will be advertised in the April 13th and 27th issues of the Valley Banner. Elkton Town Councilman Tom Whitfield, who serves as council's representative to the Cemetery Commission, noted "By utilizing our town work force at this time of the year to give a significant amount of attention to the Cemetery's condition our seasonal part time lawn maintenance crew can perform their duties more quickly with a higher degree of safety and, most importantly, obtain results that are suitable to a final resting place of so many of our loved ones."

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Photograph Caption Idea: Flag poles at entrance to Elk Run Cemetery among improvements to be made.

Attention Lot Owners Elk Run Cemetery

The Elkton Cemetery Commission By-Laws contain rules which are posted at the entrance to the Cemetery and are provided to purchasers at the time of sale. In addition, copies of the rules are available from the Treasurer's Office, first floor, municipal office at 173 West Spotswood, Elkton, Virginia during normal business hours.

On May 1, 1995 regular lawn maintenance will commence at the Cemetery. At that time, and all times subsequent thereto, the Town of Elkton will maintain the Cemetery in accord with these rules.

If the gravesite(s) under your control do(es) not now or has/have not in the past conformed to these requirements, please see that they do in the future. If the gravesite(s) under your control do(es) and has/have conformed to these requirements please know that your efforts are appreciated.

Thank you.

- - - - -

Block Ad April 13 and April 27

TOWN OF ELKTON

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P.S.T. (TED) COSTIN, AICP
TOWN MANAGER

TO: Cemetery Commission

FROM: Ted Costin, Town Manager

DATE: July 10, 1995

SUBJECT: **Notice of Meeting, July 20, 1995**

Members of the Cemetery Commission will meet in Council Chambers on Thursday,
July 20, 1995 at 7:30 p.m.

c: Gerald Monger, Superintendent
Joe Shifflett, Director of Public Works
Norma Waybright, Jr. Clerk

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P.S.T. (TED) COSTIN, AICP
TOWN MANAGER



DRAFT

August 31, 1995

To Whom I May Concern:

In an effort to comply with seasonal decoration requirements of the Elk Run Cemetery many lot owners have attached vases to gravestones and/or gravestone bases. Several of these vases are made of glass, ceramic pottery, or compatible material. The Elk Run Cemetery Commission discussed these decorations at its July 20th meeting and determined that while the glass, ceramic pottery, or compatible material containers were attached to the gravestones or gravestone bases, they nevertheless pose a threat to the safety of cemetery visitors and maintenance personnel, as well as present and potential harm to equipment utilized to maintain the cemetery.

The danger becomes present whenever these containers are broken. These containers are guaranteed to break when the winter months arrive with rain and snow accompanied by subfreezing temperatures; the containers will catch and hold water, then freeze and burst. Therefore, the Cemetery Commission has deemed only non-glass and non-ceramic pottery containers permanently affixed to the gravestone or gravestone base to be acceptable. Acceptable containers would be masonry or metal.

It has come to the commissions attention that a gravestone under your control has a glass or ceramic container attached. This letter is to provide you with an opportunity to retrieve that container prior to the last lawn maintenance to be given to the cemetery in late October. Any glass or ceramic containers left attached to the gravestones or gravestone bases will be removed and discarded at that time. Any subsequent glass or ceramic containers placed on any graves after October 31, 1995 will be removed and discarded without notice.

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P.S.T. (TED) COSTIN, AICP
TOWN MANAGER

TO: Cemetery Commission

FROM: Ted Costin, Town Manager 

DATE: August 29, 1995

SUBJECT: **Notice of meeting, September 5, 1995**

Members of the Cemetery Commission will meet in Council Chambers on Tuesday, September 5, 1995 at 7:30 p.m.

cc: Gerald Monger, Superintendent
Joe Shifflett, Director of Public Works
Norma Waybright, Junior Clerk
Donald R. Merica, Sr.
Donald R. Merica, Jr.
Mrs. Elizabeth Breeden
Mr. James W. Dean

Please now that the Cemetery Commission appreciates your effort to abide by the regulations by permanently affixing the container. Please understand, however, that the nature of the container is such as to warrant these actions. Please know that a draft of this correspondence was reviewed and approved by the Cemetery Commission. In addition, the list of grave owners receiving this notice was made available to the commission.

On behalf of the Cemetery Commission thank you for your prompt attention to this matter so that this concern can be addressed before any injury is suffered.

Sincerely,

Ted Costin, AICP
Town Manager

cc: Donald R. Merica, Sr.
Donald R. Merica, Jr.
Cemetery Commission

DRAFT

PAID

This letter is to be sent to:

Weakly, Section 9
Luther Floyd Mowbray, Section 9
W.C. Shifflett, Lot 6, Section 9