

**ELK RUN CEMETERY COMMISSION MINUTES**  
**February 15, 2001**

Cemetery Commission Members Present: Scott Baugher, Clyde McDaniel, Harry Weber, Bob Whitfield and Betty McGahey

Staff Member Present: Lynn Meadows.

Visitor: Gerald Monger and Randy Murphy

Chairman Bob Whitfield opened the meeting with prayer and thanked everyone for coming. Lynn was thanked for the great job he is doing in the operations of the Cemetery.

Scott Baugher gave the price of Plots in Cemeteries in the area for comparison, Rest Haven-Shenandoah \$300., Rest Haven-Harrisonburg - \$400., East Lawn \$600/space- \$1195/space, \$1150./space; Mt. Olivet \$400., Keezletown \$250., Bridgewater \$400. and Woodbine \$600. These prices include prepetual care.

Following a brief discussion Harry Weber made a motion Mr. Merica's salary be increased 10% from \$125 per week to approximately \$140. per week, this motion was seconded by Clyde McDaniels and unanimously passed. Scott Baugher will contact Mr. Merica to see if this amount is satisfactory with him. If not there will be bids.

A discussion was held on obtaining additional land from Dr. Downey. Land on the West side of the cemetery extending almost to north street, west of the fence can be purchased for \$17,000 per acre. The exact amount of land 2 or 3 acres will be discussed with Dr. Downey and a special meeting will be called to finalize this transaction.

Lynn reported that Ran-Mar has been contacted to pave the center road at the cemetery. The cost will be \$25,526.20. If the additional land is purchased perhaps the roads required there, can be done at the same time. With additional cost.

A motion was made by Scott Baugher and seconded by Clyde McDaniels that Gerald Monger become a member of the Commission, which was unanimously passed pending the approval of the Town Council.

The meeting adjourned at 8:05.

BMc

## **Cemetery Director - Job Responsibilities**

### **General Duties Include:**

Marking off grave sites for burials.

Marking off sites for head and foot stones.

Finding grave sites for family members who are interested in where ancestors are buried.

Selling grave sites.

Keeping track of how many sites are available and where.

Finished the bills for 1998 and they were mailed out Jan 2, 1998. \$2857.00 was billed, and as of January 31<sup>st</sup>, \$614.00 has been collected. An additional \$250.50 was collected for a Perpetual Care contract.

Taking payments for Upkeep, Spaces sold and Perpetual Care Contracts.

General upkeep of the cemetery - I had the bushes and trees trimmed; any wild growth removed near the trees; two stumps removed; a large pot hole near the entrance patched; I had dead flowers that had blown off the graves picked up; the flags and spotlight replaced; I had Lawn Doctor do their first and second service of lawn care (weed killing and fertilizing), there will be one more service in the spring; and I am having the dead oak tree cut down to prevent any possible damage to stones from fallen branches.

Keep up with Perpetual Care for spaces sold.

Keep up with Interment Book, Interment Slips, and Obituaries.

Make deeds as grave sites are sold.

### **Other Duties So Far:**

Creating a map of the cemetery. Eventually I will have a software program that will incorporate my map and all of the records I have on computer. This software program will enable me to see spaces available, reserved, and occupied at a glance. The map is almost finished. I am waiting until the next budget is approved before I can order the software.

Organized all papers, notes & misc. into books by section, lot, and space number.

Organized all of the bylaws & minutes of previous meetings by date and I am putting them on computer.

Updated the Interment Book and Interment Slips.

Obtained old Obituaries from the last three years and attached the ones that were missing to the Interment slips.

Computerized the Perpetual Care Cards.

Started a spreadsheet which will have all of the information regarding who the owner is of each space, their address, dates purchased, who is buried in each space or who it is reserved for, date of birth, date of death, and any notes which need to be kept for further reference.

Started a second spreadsheet using information provided to the cemetery by the Massanutten Chapter of The Daughters of The American Revolution back in 1977. They went through the cemetery and wrote down the information on all of the head and foot stones. Another woman in Elkton did the same thing a few years ago and I will also use this information.

Organized and alphabetized all Correspondence into large three ring binders for further reference.

At this time there are approximately 308 available sites in section 10 @ \$150.00 each; 95 available sites in the old part of section 11 @ \$150.00 each; and 207 available sites left in the new part of section 11 @ \$250.00 each.

### **Some Things I Would Like to Have Done:**

- ✓ Stones straightened and aligned.
- Have the cemetery treated with lime twice a year as suggested by the Lawn Doctor.
- Talk with Mr Merica about rules & procedures regarding mowing and upkeep of the cemetery;  
If he will not agree to these terms, put the mowing and weed eating up for bid so that we can budget more accurately.
- Put new grass seed down in bare and sparse areas.
- Use top soil for places that have settled, and plant new grass.
- Mr. Dearing has suggested we put the Rules & Regulations of the cemetery in the paper and I think we should consider it.
- Put something in the paper to try and get the missing addresses I need for upkeep bills.
- Offer Perpetual Care to those paying annual upkeep at a reduced price as to eliminate the cost of billing.
- Fix the Drainage problem.
- Have large oak tree stump removed after our men cut the tree down.

### **Considerations for the Budget:**

Drainage Fixed  
Straightening Stones  
Extra Grass Seed  
Extra Top Soil for Filling Settled Areas  
Lime Twice A Year  
Oak Tree Stump Removed  
Software Package

### **Extra Duties So Far:**

Made all arrangements for the 1997 Christmas Party held at the VFW on December 11<sup>th</sup>.  
Made all arrangements for the 1997 Employee Christmas Luncheon held on December 23<sup>rd</sup>.  
Working on having a Town Flag made since we can no longer order them from the place we have in the past.  
All other duties as assigned.

**Lawn Care**

Don Merica 298-1409

- 1) Fill out weekly time cards and daily time sheets. These are to be turned in every other Friday before payroll.
- 2) Gas cans are to be filled by us. Bring them to the shop and Donnie will fill them.
- 3) Come and get a purchase order for any repairs prior to having any work done. If something breaks on the weekend, page Denise at 801-2860 for authorization to get it fixed.
- 4) Let Denise know if any parts, supplies, or materials are needed and they will be ordered for you.
- 5) NO mowing on Sundays.
- 6) Mow **no less than** 3 inches in height. The Lawn Doctor has told us that the ground is suffering from being mowed too short.
- 7) If the above requests are not met, we **will not pay** for the labor, repairs, or supplies.

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Denise L. Jenkins,  
Cemetery Director

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Kenny Flick  
Public Works

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Don Merica

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Gerald K Monger  
Town Manager/Superintendent

ELK RUN CEMETERY COMMISSION MINUTES  
August 22, 2001

Cemetery Commission Members Present: Scott Baugher, Bob Whitfield, Gerald Monger, and Betty McGahey.

Staff Members: Lynn Meadows and Lee Derring.

Visitors: Dr. and Mrs. Garner Downey.

Chairman Bob Whitfield opened the meeting stating the main purpose is to secure more land for the enlargement of the Cemetery as it will be filled by September 2002.

Dr. Downey suggested that this new addition be named in honor of his Grand Parents and be called the Arch -Vada Addition or Arch T. Downey Addition. Dr. Downey offered various tracts of land, 2 tracts on the New Town end at \$15,000 per acre. and 15 acres on north side at \$17,000.

After much discussion a motion was made by Scott Baugher and seconded by Gerald Monger that we purchase approximately 2.739 acres at \$17,000. per acre on the north side, this unanimously passed.

Prices for Lots in the new part will be decided when the development is complete.

Bob Whitfield stated Harry Webber had resigned from the Commission.

A motion was made by Betty McGahey and seconded by Scott Baugher that Lillian Nicholson become a member of the Commission, which was unanimously passed pending the Town Council approval.

After discussion a motion was made to update the computer system for the Cemetery records. This was unanimously accepted.

Shreckhise will replace the two dogwood trees this fall.

The meeting adjourned at 8:05 PM.

These minutes pending approval.

Betty McGahey  
Recording Secretary