Cemetery Commission Minutes June 12, 2014

Present:
Chair Bill Davis, Cathy Morrison, Karen Jones,
Wayne Printz, M Lee Dearing, Lester Seal
Excused: Betty McGahey
Staff: Charlotte Shifflett – Cemetery Director

The meeting began at 6:30 pm and was called to order by Bill Davis/Chairman. Charlotte Shifflett let devotions followed by Pledge of Allegiance to the Flag.

The first topic for discussion was relative to the February meeting held on 2/27/2014. It was determined that the Council Representative is not included in the quorum; therefore, the meeting was only considered a discussion.

Cathy Morrison made a motion to accept the June 2013 minutes, seconded by Lester Seal. *(The vote from the Feb. meeting was not an official meeting).*
Voice Vote 6-0
Bill Davis, Cathy Morrison, Karen Jones, Wayne Printz, M Lee Dearing, Lester Seal
Motion Carried

Cathy Morrison made a motion to share and circulate the February 27th, 2014 minutes after revising and renaming the minutes to read Discussion. M Lee Dearing seconded the motion.
Voice Vote 6-0
Bill Davis, Cathy Morrison, Karen Jones, Wayne Printz, M Lee Dearing, Lester Seal
Motion Carried

Old Business:
- Joyce Stevens is fine with becoming an Honorary Member.
- Bill Davis will contact Betty McGahey and find out her intentions.
- Chuck Morris has volunteered to become a member.
  1) He is a hard worker and is very interested
  2) He lives outside town boundaries.
- The vacancy will need to be advertised before accepting volunteers.
- New signs have been made and reinstalled at the cemetery.
- Wayne was advised to read the Joyce Stevens resolution at the council meeting.
- Kevin Whitfield and Bill Davis met with Architect/John Sease to obtain a quote to draw plans to construct a new bathroom in the cemetery.
- Plans do not exist for the bathroom located in Riverside Park.
- A decision needs to be made on the placement of the bathroom.
- Lee Suggested it be constructed on the spot where the Liberty House sat.
- There is still a dirt road leading to the right of the front entrance where the Liberty House stood.
- A nice parking area could be constructed in this spot.
- Everyone would like to see a nice facade.
- Another suggestion was made to place it to the left of the entrance in the area of the obelisk.
- All members need to begin thinking of ideas to obtain donations.

1) Charlotte checked with JMU and the students did not leave any blocks this year.
2) Green Earth has no recycled blocks at this time.

- Lee has nice sink vanities and commodes.
- Cathy Morrison knows a plumber who will donate some time.
- Charlotte asked members to keep an ear open in case you hear of any cheap and/or free cinder blocks.

Funds:

- The fact that Perpetual Funds are depleting fast was discussed.
- Karen wondered about the open/close money going into the general fund. She and Lester are new members and were inquiring about the distribution of funds.
- Lester made a spreadsheet using the Financial Statements from 2004 thru 2013. No manuals were available prior to 2004 so the spreadsheet is incomplete.
- A member expressed a concern that if the commission manages the cemetery why should we pay money to the town at the end of the fiscal year? After all, the commissioner's help keep things nice. The recreation department operates under the same principle and they are not required to pay back to the town.
- A grave currently sells for $600.00 with $100.00 going into the real estate fund and the remaining a$500.00 going into perpetual care account.
- The commission does not anticipate purchasing any real estate in the near future.
- The real account was depleted of funds when the 10 acres was purchased. However, the commission feels they secured the town several million dollars worth of burial spaces in the upcoming decades.
- The commissioner's reiterated the town should not be spending perpetual care funds, only interest. This is specified by state codes.
- The deed given to the town by the Commission in 1985 made (3) three stipulations:

As part of the consideration for the conveyance recited herein, it is agreed by the Town of Elkton, as follows:

1) It will manage the above described property as a community cemetery, the management of which shall be under the control of the commission appointed by Town Council for that purpose.
2) The funds coming into the hands shall be managed for the purpose of perpetual care and accounted for in the Town's annual audit as a separate account.
3) The town will have the right to be compensated for labor and materials used by it in the maintenance and care of the cemetery on a basis of the fair market value of said labor and materials.

- If the perpetual care fund money is being spent, the deed is being broken.
- What happens when the perpetual care fund money runs out? Will the town keep the grounds in good condition?
- What is the current state code recommend regarding spending perpetual care funds?
- The commission needs to express their concerns to council members.

- "Veterans Drive" is the name chosen for the access street and reserved at the 911 Addressing System for the entrance into the new cemetery property when constructed.
- The tree has been removed and the stone replaced to a family member's satisfaction in Section 2.
- There appears to be several other trees that need to be removed for the same reason (pushing stones up). These shall be identified and family members contacted before the removal begins.
- Does the commission want to replant new trees on the grounds of the cemetery?
- Should town residents pay less for a space and grave opening than out of town clients?
- Should the town and/or commissioners limit the amount of spaces that may be purchased at the current rate?

New Business

- Robert Davis, who lives in the Sun Valley area, has voluntarily assisted Charlotte by making a revised copy of the existing cemetery map in word format. The copy on the web site is not very legible. "Thank You" Robert for your dedication and your interest in Elk Run Cemetery. The new map will be placed on the web site.
- A monument company recently repossessed a stone from the burial site in Elk Run Cemetery. Charlotte was made aware of this transaction but evidently it took the family by surprise. No known rule prohibits this action. In the future the Elkton Police Department will be notified if a removal is scheduled.
- State law dictates that no one should be in a cemetery after dark.
- Mr. Printz feels our sign which spells out the rules is weak.
- A suggestion was made to purchase *"No Entrance After Dark"* signs and place them at all the entrance roads leading into the cemetery. She emphasized signs with this statement are located at the East Lawn Memorial Garden entrances.
- Should the signs designate hours of visitation or just state *"No Entrance After Dark"?*

  Pathforward: Charlotte will check with a sign company and/or Letter Perfect to obtain a quote.
- It has been determined by the Cemetery Director that a reported theft turned out to be a family dispute issue. The owner of a grave has the authority to determine if flowers may be placed on a site by anyone other than themselves.
- Mr. Printz was asked to bring up a budget question; are Charlotte's wages being properly charged since she is now the Zoning Administrator? 25% of her salary would be the correct amount to take out of the cemetery budget.
- Consideration should be given to re-plant missing shrubs around the front entrance for cosmetic purposes.
- Would cameras solve issues occurring in the cemetery?
- Advise Chief/Aaron Hammer to make police patrol more visible in the cemetery, especially in the late evening hours.
- Place an ad in the Valley Banner for another member.

Last, but not least, make a final decision on location of the cemetery restroom.

Pathforward: Charlotte will make Town Manager Whitfield aware the members want to move ahead with this project. He will make a decision for the best location based on making feasible utility connections a priority.

With no further business to discuss the meeting was adjourned. The next meeting date will tentatively be scheduled for September 18, 2014 at 6:30 pm in the Council Chambers located at the Elkton Area Community Center on Blue and Gold Drive.

Submitted by: *Charlotte*

Attachment

Cemetery Commission Members

.....*Chairman Albert "Bill" Davis*
.....*Council Repre. Wayne Printz*
.....*Lee Dearing*
.....*Karen Jones*
.....*Betty McGahey*
.....*Cathy Morrison*
.....*Joyce Stevens*
.....*Lester Seal*

PROPOSED RESOLUTION

HONORARY MEMBERS OF THE CEMETERY COMMISSION

Whereas: Joyce Stevens has served as an active member of the Elk Run Cemetery Commission for the Town of Elkton for approximately ten years.

Whereas: Joyce Stevens has moved further from Elkton and lack of transportation prevents her from being able to attend meetings.

Whereas: Joyce Stevens has participated and been a voice for the Cemetery Commission, with the privilege to vote. As an Honorary Member she shall be entitled to attend any and/or all meetings of the commission, she will be allowed to join in discussions, but her position will be that of a non-voting participant and she shall not be counted as a part of a quorum at any scheduled meetings.

Whereas: Becoming an Honorary Member gives Joyce Stevens an opportunity to mentor newly elected officials by providing mission, history, policies, and operating practices of the Elk Run Cemetery Commission, if they desire.

Whereas: Elkton Town Council has the recommendation from the Cemetery Commission members to appoint Joyce Stevens to become an Honorary Member until her resignation.