

The Bainbridge Township Cemetery Board met in special session at the Bainbridge Township Service Department. Those present were Greg Marous board member, Bill Takacs board member, Rob Arnold board member, Leighanna Cawrse Service Dept. Administrative Coordinator, Jeff Markley Trustees, and Ted Seliga resident.

Greg Marous called the meeting to order at 3:41 p.m.

Meeting minutes from November 1, 2017 were read and Greg Marous moved to approved. Bill Takacs second. Motion carried.

**CHANGES TO THE AGENDA**

New Business- Budget

New Business- Cemetery Fund line item inquiring

New Business- Discussion on procedures with burials and records

**NEW BUSINESS**

2018 Budget

The Service Department worked with the Fiscal Office on next year budget and \$5,000.00 was set for the cemetery improvement of site to place stamped concrete around the columbarium to improve the visual feature of the area.

Cemetery Fund line item inquiring

The board needed more information on the cemetery fund line item and will inquire with the Fiscal Office on what it is for as well as what can be done with it.

Discussion on procedures with burials and records

Leighanna Cawrse is continually updating records and verifying within the C.I.M.S. (Cemetery Information Management System) Software, since some of the files from the previous software program did not transfer correctly into the current C.I.M.S. software. Temporarily Microsoft Excel spreadsheet and the hard copy paperwork are being used to look up burials and ownership. The use of excel spreadsheet is more expedient to use due to the lag time of logging into the C.I.M.S. and from the amount of information the software has to upload from desktop. Leighanna will contact the County IT Department to look into the software program and see what can be done about the log in speed.

Meeting Dates

Next meeting will be held January 10, 2018 at 3:30 P.M. at the Service Department.

**PENDING BUSINESS**

The board discussed columbarium marketing and putting together a current cost comparison for 2010-2013.

As there was no further business the meeting was adjourned at 5:05 P.M.

Minutes approved on January 10, 2018