

Bainbridge Township
Cemetery Board Meeting
Minutes for February 13, 2019

*Note no meeting held in January due to the weather.

Greg Marous called the meeting to order at 3:31 P.M.

Members Present: Greg Marous -Chairman, Rob Arnold, and Bill Takacs

Guests:

Trustee Service Department Liaison: Kristina O'Brien

Trustee: Jeff Markley

Service Department representatives: Leighanna Cawrse, Jim Stanek, and Alex Hansel

Resident: Ted Seliga

Changes to the agenda:

New Business- Review of Policy

New Business- Memorial Day

Reading of the Minutes:

Rob Arnold made a motion to approve December 12, 2018 meeting minutes as submitted. Bill Takacs seconded. Motion passed.

New Business

NSF checks returns

- Discussion can the township charge a fee/penalty on returned checks-NSF
 - Unsure if the township can impose such a fee since the township is not charged a fee by the bank.

Fee increase plan

- Discussion on reviewing the cemetery fees every three years and comparing to the Consumer Price Index (CPI) for any adjustments.

Review of Policy

- Accepting payments-current rules not being followed
- Current policy needs to be updated to reflect the new fees.
 - The current policy to accept payments states "at the time of burial scheduling" whereas the current fee states "two business days prior to burial".
 - Suggestion to send a letter to the funeral homes informing them of the new payment process and that checks will be permitted to be submitted the day of burial.
- Disinterment fee- Question is this fee low?
- Disinterment waiver form was also discussed.
 - Kristina O'Brien will create a disinterment form.
- Waiver to remove footer and headstone?
 - The township does not currently have a form or policy in place for this.

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Memorial Day

- Cynthia Wojtasik has been organizing this event for years-with township participating, when needed.
 - Greg will contact Cynthia to see if she has begun planning for the 2019 year.
- Discussion on possible location change to Heritage Park in the future.
- Sound system (rent or buy)

Bill Takacs left the meeting at 5:10 P.M. This was Bill's last meeting and everyone thanked him for his longtime dedication volunteering on the cemetery board.

Since there was no further business the meeting adjourned at 5:25 P.M.

Next Meeting will be held at 3:30 P.M. on Wednesday March 14, 2019 at the Service Department.

Minutes approved with changes on 4-3-2019