

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

Greg Marous called the meeting to order at 3:30 p.m.

Meeting minutes from January 10, 2017 were read. Greg Marous moved to approved. Rob Arnold second, the motion that passed unanimously.

### **CHANGES TO THE AGENDA**

Under New Business- Bartell headstone damage

### **OLD BUSINESS**

#### **Cemetery Fund- Line Item Update**

In addition to the discussion from the last meeting about the cemetery endowment fund and the bequest accounts, the funds are untouchable. In order to spend the money as they were intended is to find the endowment wishes from the four individuals, names unknown, who put this together of how the money is to be spent.

The fiscal office could or will be adding an income line to the Cemetery Fund.

### **PENDING BUSINESS**

#### **Columbarium marketing**

Discussion on the design of the surrounding area of the columbarium with stamped concrete and incorporating cremains benches, along with possibly adding family columbarium near the current.

#### **Compile a current cost comparison from 2010-2013**

The board discussed on gathering information on columbarium fees to see if the current cost still viable compared to what other public cemeteries charge and offer.

### **NEW BUSINESS**

#### **Bartell headstone damage**

The board reviewed the letter and photos of the damage headstone. The headstone is not township property or responsibility to replace. The Bartell family can choose to either replace the stone, at their own cost, or they could file a police report and submit to their insurance.

Leighanna will send Tab Gordon, Parks and Properties Superintendent, a copy of Ms. Bartell's letter and pictures for discussion in the spring with the J.F. D. landscape on being cautious with their equipment around the headstones.

**Note:** A copy of Ms. Bartell's letter and pictures sent to Tab for a discussion with J.F. D. landscape of the damage done to the headstone, the cemetery board is not indicating this was or was not caused by equipment and/or employees of J.F.D. Landscape.

C.I.M.S. Software/computer access situation

Leighanna provided the board an update on the software and how the cemetery software program has been moved to the front at Kathy Hurley's desk. This will now allow both employees to access the software, at separate times, to maintain and/or update.

Necessary Improvements/repairs for Memorial Day Ceremony

Greg discussed the sound system used for the Memorial Day service and there are times the audience is unable to hear what the speaker is saying not only because of the sound system (placement/holding of the microphone) but also the road traffic of St. Rt. 306 & I-422. Suggested placing wireless speakers in the nearby trees in order to help amplify the sound. Rob knows someone who is experience in sound systems and will provide Greg with his contact name and number at a later time.

There was also discussion on a having a band and have more than one person playing the bugle horn or possibly play music electronically. Possibly look into a military group or band come out to play for this service.

Greg will work with Tab Gordon, Parks and Properties Superintendent, on the chairs, tents, and podium needed for the Memorial Day service.

Columbarium Improvements

Jeff Markley will design the landscape and incorporate a stamped concrete pad around the existing columbarium.

Boy Scout Troop 68 Eagle Scout Project- McFarland sign

The board appreciated Philip Harris, from Boy Scout Troop 68, enthusiasm for an entrance sign at McFarland Cemetery to memorialize his family. The board discussed its location and lack of parking it would not be ideal to place a sign and attract visitors because of its unsafe situation.

Bill brought up the idea of having Philip create a photo document and prepare a video/slide show to make a presentation of the cemetery with the history and have it posted to the website. Leighanna will email Philip to see if he will be interested in creating this instead of a sign.

Other comments

Greg mentioned the 3<sup>rd</sup> graders will be at Restland Cemetery on May 16<sup>th</sup> and May 17<sup>th</sup> for their annual visit.

As there was no further business the meeting was adjourned at 5:09 P.M.

Next meeting will be held on May 2, 2018 at 3:30 P.M.

Minutes approved on May 2, 2018