

Minutes of
Bainbridge Township Cemetery Board
April 7, 2010

Present: Jeff Markley, Township Trustee; Bill Takacs; Don Mitchell; Rob Arnold; Ted Seliga; Greg Marous, Road Department and Linda Zimmerman, Secretary

The meeting was called to order at 3:40 P.M. at the Town Hall.

Secretary's Note: Mr. Ted Seliga was recently appointed to the Cemetery Board.

MINUTES

The minutes of the regularly scheduled meeting of March 3, 2010 were approved as written.

OLD BUSINESS

Columbariums

Mr. Markley reported on a letter he received from Ms. Rebecca Schlag, Geauga County Assistant Prosecuting Attorney in which she states there is no direct authority for the erection of a columbarium but there is an implied authority that the trustees can erect a permanent structure, the purpose of which is to be the final resting place of cremated remains because the definition of cemetery means the combination of any one of the following: burial grounds, mausoleums, columbarium and scattering ground so the legislation specifically includes columbarium in the definition of cemetery and in another section of the Ohio Revised Code it empowers townships to title, possess and control all public cemeteries and the care and maintenance of them. He said he brought up at the last trustees' meeting that the cemetery board is going to pursue the design of columbariums and noted that the board has seen different shapes, sizes and materials that would keep within the current architecture of the cemetery. The board discussed using pre-built, pre-manufactured in which the company would come and frame it in or the board can come up with its own design and create some design guidelines for a pre-cast company. Mr. Markley noted that Pompili Pre-cast Concrete built the gazebo in Solon and they used a high strength material and also applied a chemical on it and it lasts 7 - 10 years but he knows the board had concerns with concrete the last time although the doors would not be out of pre-cast concrete but the niches would be concrete and lined with a face material to decorate them such as marble or granite on the front or a veneer of limestone or sandstone. The board discussed the proposed locations of the columbariums which would be in the new expansion area but also discussed the area where the existing maintenance building sits. The board also discussed the fact that the main drive could be changed someday and the entrance could be moved in the future so the board should plan for that. The board discussed the possibility of purchasing a strip of land from the church or buying a 60' strip of land from the Cipiti family. Drainage was discussed also. The time requirement for installing the columbariums was discussed and the longer it takes to enact this, the more grave sites are used up for the burial of urns. The board discussed the demand for columbariums or urn burials and if it will become cost effective with columbariums

versus selling grave sites and what the cost balance would be and what the payback is of building one. Mr. Marous said of the current burials about 45% are cremations and approximately 25% of the people would like to see a columbarium because they would like to be buried above ground. The board discussed that it had set aside some space for two columbariums of a simple design but the trustees would determine if it is a worthy project and if it has the ability to pay itself back which the township would then have enough revenue to `build another one.

The board noted that currently the township only permits residents to purchase graves in Restland Cemetery and was in agreement to not open up the cemetery to non-residents including the columbariums.

The board was in agreement to continue planning for a columbarium and to put a time line on the start of the columbariums such as the Spring of 2011. The board discussed the size of the niches and materials and to make sure there is a marketable size or industry standard.

Mr. Seliga said moving the maintenance building could change things regarding the placement of the columbariums and the design could be different such as an older looking design and it would be a prime time to do something with the building.

Landscape Plan

The board discussed improving the appearance of the cemetery and the planting of perennials and bushes. Mr. Markley noted that when the utility line issues were discovered the planting plan stopped in order to determine what graves could be sold in the new expansion area. The board was in agreement to take care of what is there now before anymore trees are planted and a decision on what to do with the existing pine trees should be made.

Tree Planting Program

Mr. Markley will write up a marketing plan and terms for the memorial trees.

Cemetery Management Software

The board noted that the PlotFinder software has been discontinued and no longer supported but Mr. Martin Champion, former support technician for PlotFinder, was willing to update the software to include the new expansion area. He will be contacted to see if he is still available to do that and to find out what the short-term cost will be. The board discussed possibly moving to another software package and noted that the Ohio Township Association and Ohio Cemetery Association has information on cemetery software. The board will research other software companies.

Perpetual Wreaths/Potted Plants

Mr. Markley will contact Mr. Jeff Griff at Lowes Greenhouse to inform him not to supply the township with potted plants on Memorial Day and Wreaths at Christmas this year.

Wrought Iron Fence - Restland Cemetery

Mr. Markley reported that he and Mr. Marous presented the wrought iron fence to the Board of Trustees and the trustees gave permission to move on with the chemical treatment and paint. The work will be done by the Village Blacksmith and will be completed by Memorial Day.

Chain Link Fence - Restland Cemetery

Mr. Marous reported that the township is still holding money on it because of the repair work that needs to be done but it should be completed before Memorial Day.

Maintenance Building

Mr. Markley reported that he and Mr. Marous presented the maintenance building options recently to the Board of Trustees. The EA Group performed the lead testing of the paint on the building and did find lead. Mr. Marous said that after quotes were received and reviewed that J & K Painting was hired to pressure wash, scrape and remove the lead based paint and dispose of it in the appropriate fashion, prep as needed, caulking, sanding etc., prime the building and put two finish coats of paint on and they will supply all of the materials for \$1,800.00. He said there are no guarantees if they take the gutter down and reinstall it so it was recommended that they clean it and paint around the gutter and added that this company came highly recommended by Mr. Dave Mitchell, Property Superintendent.

The board discussed siding the building as an alternative with 3/8" backer board and new aluminum siding, new soffit and fascia and to reinstall the gutter with standard siding for \$2,560 and premium siding would be \$2,750 so to side the building would be about \$1,000 more than painting it. Mr. Marous said the doors would still have to be scraped and painted because new ones would be costly and taking down the building completely would be approximately \$2,500.

New Pole Building

Mr. Marous reported that he received proposals for a new pole building as follows: A covered material storage building (24' x 28') with a 6' high center wall to divide the material bays (16' high) with open bay doors, a three-sided shed, no equipment storage, just material, painted steel, no steel roof and 30 year architectural grade shingles is \$16,000 and a 48' x 32' with a man-door and single garage door and 18' to the eave would be \$19,000 but there would be no electric, no concrete floor, no drains, just a building. He said with electricity and a concrete floor it would be about \$25,000 - \$30,000. The board discussed that it would be at least \$50,000 for a new maintenance building but it will save the township money over the years. Mr. Arnold and Mr. Seliga will research the cost savings to the township.

Grass Cutting and Fertilization

Mr. Markley reported that the maintenance contract is not completed yet.

Flowers - Scouts

Mr. Markley said he did talk to the girl scouts and there are two groups that are interested in service projects in the cemeteries. He said this board needs to define the scope of work and move forward or to plant perennials or annuals or leave the design up to the girl scouts and it should make the cemetery colorful and bright with low maintenance.

Re-Zoning of Part of Restland Cemetery

Mr. Markley reported that the re-zoning is still on hold because the zoning commission is in the process of acquiring a zoning consultant.

Civil War Marker - Fowler Cemetery

Mr. Marous reported that the Civil War Marker has been installed.

New Restland Cemetery Sign

Mr. Markley said the new sign for Restland was also proposed and presented to the Board of Trustees and there was some thought as to having some art students work on it but the board needs to come up with a design and size and if it is to be a ground or hanging sign. He said it has to comply with zoning and the church has to approve it and it should be consistent with the township's other signs. The board discussed the direction the sign should face and was in agreement that it be visible to the traffic which is north and south. Mr. Markley said if it is given to the art students then they should be given a time-frame and it could also be an Eagle Scout project.

New Restland Cemetery Sign - Continued

Mr. Marous explained that in the wintertime snow gets around the ground sign and it cannot be hung from the CEI pole. It was noted that ODOT does put cemetery signs up along the road also that state "Cemetery Ahead" but when coming off of the freeway, people may not see the sign if it is 500' away. Mr. Seliga suggested adding the address to the existing sign for now.

Policy Issue - Emergency Notification

The board discussed the proposed emergency notification policy for funeral homes using the police department. Mr. Markley will talk to the police department first and noted that it is a recommendation of the cemetery board.

Waterline Relocation

Mr. Marous said the waterline relocation will be done in the summer or early fall.

Headstone Repairs

Mr. Marous reported that some of the larger headstones need to be repaired because they will have to be taken apart and a new footer will have to be installed because they currently do not have foundations, just stones underneath. Mr. Markley said that a cost estimate has to be provided before any work can be done. The board discussed allocating some money into the budget for this work.

Cemetery Deed Procedure

The board reviewed a memo from Ms. Rebecca Schlag, Geauga County Assistant Prosecuting Attorney regarding a new procedure for preparing cemetery deeds. Mr. Markley explained that the deeds can be duplicated into a word document. The board was in agreement to recommend it to the Board of Trustees.

Civil War Marker - Fowler Cemetery

Mr. Marous reported that the Civil War Marker has been installed.

OTHER BUSINESS

Cemetery Fund

The board discussed whether or not the sale of cemetery lots go into the Cemetery Fund and it was determined that it is not yet being done.

The next regularly scheduled meeting will be held May 5, 2010 at 3:30 P.M.

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

Respectfully submitted,

Linda L. Zimmerman
Secretary to Cemetery Board