

Minutes of
Bainbridge Township Cemetery Board
May 5, 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 3:35 P.M. at the Town Hall.

MINUTES

The minutes of the regularly scheduled meeting of April 7, 2010 were approved as written.

OLD BUSINESS

Perpetual Wreaths/Potted Plants

Mr. Markley said he will contact Mr. Jeff Griff at Lowes Greenhouse before Memorial Day to inform him not to supply the township with potted plants this year.

Flowers - Scouts

Mr. Markley reported that there are two girl scout troops that are interested in planting flowers around the vault before Memorial Day.

Wrought Iron Fence

Mr. Marous said the fence repairs will be starting around May 10th. The board felt that if the fence cannot be finished until after Memorial Day that it would be better to wait until after Memorial Day weekend to start the repairs.

Grass Cutting and Fertilization

Mr. Markley stated if any of the board members have an issue with the grass cutting to contact Mr. Dave Mitchell, Property Superintendent. Mr. Marous said that he already talked to Mr. Mitchell about the condition of the cemetery.

Re-Zoning of Part of Restland Cemetery

Mr. Markley reported on the status of the re-zoning and that is the Zoning Commission is recommending a surveyor to complete the necessary legal description. He said the Cemetery Board should look at the property boundary lines to determine what should be done to write the scope of work or township cemeteries could be included in Passive Park Districts. The board was in agreement to recommend to the Board of Trustees that township cemeteries be permitted

in Passive Park Districts. Mr. Markley will inform the Zoning Commission and Board of Trustees of this action by the Cemetery Board.

New Restland Cemetery Sign

Mr. Marous reported that he was notified that the church is going to be looking into installing new signs so the cemetery board was in agreement to wait until June before making a decision on the size and design of a new sign. Mr. Seliga suggested installing the address on the existing sign now.

Driveway License

Mr. Marous explained that the township has an agreement or license with the Bainbridge Community Church to use its driveway. The board reviewed the driveway license and noted that a map (Exhibit A) should also be included with the license. Mr. Marous will check with the church on this.

Policy Issue - Emergency Notification

Mr. Markley noted that Police Chief Jimison has no issues with accepting the emergency phone calls from the funeral homes and then forwarding them to Road Superintendent Walter Rudyk. The funeral homes will be notified of this policy.

Maintenance Garage

Mr. Marous reported that the painting of the maintenance garage will be completed before Memorial Day. The board held a discussion on whether the garage should be painted or just scraped if there is a possibility of it being torn down in the future. Mr. Marous said that it is already contracted out for painting. Mr. Seliga showed the board some digital photos of the paint on the existing maintenance garage.

Proposed New Maintenance Building

Mr. Seliga showed the board some digital photos of the Chagrin Falls maintenance building and the township's existing maintenance building and photos looking inside which shows how the equipment is crowded in the existing building. The board discussed installing translucent siding to let in the natural light if there is no electricity installed in the proposed new building. The board noted that the existing building is 30' x 22' and the Chagrin Falls cemetery building is 48' x 32' and discussed the quote that was received for just a cold storage building with no office. The board held a discussion regarding the convenience, functionality, location, size and cost of a proposed new maintenance building and if another potentially viable township building could be moved to that location instead to serve the same purpose.

Cemetery Maintenance Building Recommendation

The board was in agreement to recommend to the Board of Trustees to put a future cemetery maintenance building on the Township Project List and allocate \$60,000 for the project. If approved by the Board of Trustees, the Township Architect will meet with the Cemetery Board regarding specifications for the building.

Chain Link Fence

Mr. Marous reported on the status of the chain link fence which will be repaired next week.

Mr. Markley left the meeting at 4:40 P.M.

Mr. Takacs assumed the Chairmanship of the meeting.

Columbariums

The board discussed the proposed columbariums regarding style and materials. Mr. Marous said that he has a letter from Sheffield Monuments whereby they do not recommend pre-cast concrete for columbariums. Mr. Arnold said that Chagrin Falls charges \$1,200 for a niche on the bottom row plus \$250 for engraving and \$200 for opening and closing but headstones and footers are not required so it is a cost savings there. The board discussed the size of the niches and the size and type of the urns that would be permitted.

Cremation Burials

The board discussed the type of urns that should be used for cremation burials. Other cemeteries in the area will be consulted as to what types of urns are permitted.

Headstone Repairs

Mr. Marous reported that there will be no time in the immediate future to dig footers for the headstones that need to be repaired.

Cemetery Management Software

Mr. Takacs reported that he has been contacting cemetery management software companies and obtained the following information.

BCS - They are promoting their web-based software and it is \$3,000 - \$11,000 depending on the size of the cemetery, \$1.00 per grave to map and \$1.00 per grave to set up. The training is 5 sessions at \$125 per session. The web-based is \$65.00 per month. They have no GIS, it is regular based mapping.

NewCom Tech - This company has been in business since 1995 and they are basically GIS based for cities for their sewer lines, electric lines etc. They can convert the PlotFinder files into their software and for Restland cemetery it would be between \$3,000 - \$5,000 depending on how much there is to transfer over. It is GIS based and the training on it is \$800 per day plus transportation if needed.

Pontem - They have been in business for 31 years, the software is GIS based and they have the ability to transfer the Plotfinder records into their software. The basic is \$3,700 and the mapping added to it is \$2,500. It would cost \$7,500 for the total package and would be \$3,500 or an additional license.

Crypt Keeper - The cost is \$6,495 with no GIS mapping that can be purchased on-line.

CIMS - This is GIS mapping and the City of Solon has it. It is a house-based unit and can transfer PlotFinder records. Updates can be added for an additional fee and it logs columbariums.

The board discussed finding a company that is cost effective and has been around for a long time, will be around in the future and one that supports its software.

NEW BUSINESS

Request for Graves - Non-Residents

The board reviewed a request from a former resident to purchase graves in Restland Cemetery. The board was in agreement to sell two graves at non-resident rates which is \$1,000 per grave.

Burial Fees

The board discussed the current burial fees and the repurchase of unused graves.

Cemetery Board Chairman

The board discussed selecting a meeting Chairman and was in agreement to appoint Mr. Takacs to the role of Bainbridge Township Cemetery Board Chairman effective immediately.

Meeting Schedule

The board was in agreement to hold a special meeting/work session on Wednesday, May 19, 2010 at 3:30 P.M. for the purpose of discussing columbariums.

The next regularly scheduled meeting will be held June 2 , 2010 at 3:30 P.M.

Since there was no further business before the board, the meeting was adjourned at 5:44 P.M.

Respectfully submitted,

Linda L. Zimmerman
Secretary to Cemetery Board