

Minutes of  
Bainbridge Township Cemetery Board  
October 5, 2011

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

Mr. Takacs called the regular meeting to order at 3:45 P.M. at the Town Hall.

MINUTES

The minutes of the September 7, 2011 and September 14, 2011 meetings were approved as written.

OLD BUSINESS

Landscaping for Columbarium

The board discussed the proposed landscaping for the new columbarium at Restland Cemetery. It was suggested that some of the existing plants that are in storage at Centerville Mills Park be used around the new columbarium.

Indigent Policy

Mr. Markley explained that he prepared an Indigent Policy that is similar to Auburn Township's policy.

Mr. Arnold made a motion to adopt the new Indigent Policy as prepared and forward it to the Board of Trustees for approval.

Mr. Marous seconded the motion that passed unanimously.

Mr. Markley will forward the policy to the Board of Trustees for approval.

Waterlines at Restland Cemetery

The board discussed the location of the waterlines in preparation for the tree planting plan. Mr. Marous and Mr. Arnold will locate the waterlines at the cemetery.

Columbarium Fee Schedule

Mr. Markley reported that the Board of Trustees approved the columbarium fee schedule that was approved at the last Cemetery Board meeting held on September 14, 2011.

### Columbarium Delivery

Mr. Marous reported that some parts were missing from the columbarium when it was delivered but that Sheffield Monuments is following up and the parts will be sent soon.

### Landscaping at Restland Cemetery

The board discussed the proposed landscaping plan. Mr. Marous noted that some areas need to remain vacant for snow removal purposes.

### Columbarium

The board discussed the proposed numbering system for the columbarium. Mr. Seliga suggested using the Columbarium number, Section number, Lot number and Niche number for identification. Mr. Marous explained how the current sections are numbered in Restland Cemetery. The board discussed having an identification number engraved on the Columbarium for future reference. Mr. Marous will contact Sheffield Monuments to obtain a price for engraving an identification number on the columbarium which will have the columbarium and lot numbers such as C-1-71.

Mr. Markley contacted the Geauga County Prosecutor's Office regarding the numbering system and deeds for the columbarium niches and it was determined that the niches should be numbered logically and that deeds should be issued for each niche in the same manner when a grave is sold.

The board was in agreement to identify each columbarium side by the direction it is facing such as North, South, East and West, Section Number, Lot Number and Row Number (Letters A-D) Niche 1 - 6 numbered top to bottom and left to right. For example: Columbarium 1, located in Section 13E, Lot 71, on the North side, Row A, Niche 1 would be Section 13E, Lot 71, Columbarium 1 N-A1.

Mr. Marous made a motion to recommend the aforementioned numbering system for the columbarium to the Board of Trustees.

Mr. Arnold seconded the motion that passed unanimously.

### Proposed Columbarium Rules and Regulations

The board discussed rules specific to columbariums such as flowers, wreaths etc. and referred to the Middlefield Village columbarium rules and regulations. Mr. Arnold noted that Chagrin Falls Village only allows flowers at the columbarium at the time of the burial. The board was in general agreement to restrict flowers, hanging baskets, artificial decorations and glass vases at or on the columbarium and in the niche itself.

Other items covered were the capacity of each urn and that it should be limited to two urns of human remains only and the inscriptions on the covers of the niches will be standard for each niche.

The secretary will make the modifications to the working copy of the rules and regulations and the board was in agreement to continue working on them at the next meeting so they can be approved and recommended to the Board of Trustees.

The board was in agreement to hold a special meeting on Wednesday, October 19, 2011 at 3:30 P.M. for the purpose of working on the Columbarium Rules and Regulations.

The next regularly scheduled meeting will be held November 2, 2011 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