

Minutes of
Bainbridge Township Cemetery Board
April 4, 2012

Present: Bill Takacs, Chairman; Rob Arnold; Ted Seliga; Greg Marous, Road Department; Jim Stanek, Service Director and Linda Zimmerman, Secretary

Mr. Takacs, Chairman called the regular meeting to order at 3:30 P.M. at the Town Hall.

MINUTES

The minutes of the March 7, 2012 meeting were approved as written.

PUBLIC COMMENTS

Mr. Duane Frederic, Bainbridge Township resident met with the board and stated that he recently had a tour of the cemetery and he was very impressed with the work that is being done there and thanked Mr. Marous for the outstanding job he did explaining everything about the cemetery. Mr. Frederic expressed an interest in helping the cemetery board or becoming a member because he is interested in genealogy and may start getting involved in the "Find A Grave" program.

NEW BUSINESS

Perpetual Care

Mr. Marous stated that some cemeteries have perpetual care such as placing crosses on graves in the wintertime and asked the board members for their opinion on this because it would be a benefit to families that live out of town. The board discussed the pros and cons of offering this kind of service.

Additional Granite Bench

Mr. Marous reported that there is another granite bench located at Centerville Mills Park in the chapel area, it is the same color as the other four at the columbarium but it is a different design. He said when it dries out enough the other bench can be retrieved from Centerville Mills Park and taken to Restland cemetery.

OLD BUSINESS

Notice of Columbarium Niches and Notification to Grave Owners

The board discussed notifying the public via a newspaper article and the township newsletter. It was noted that there has been a great response from the alumni group because Mr. Takacs put an article in the latest alumni newsletter.

Mr. Seliga suggested re-setting the six month period of time, allowing grave owners to trade in their grave(s) for a columbarium niche, to correspond with when the newsletter goes out because it is distributed to all township residents.

Motion

Mr. Seliga made a motion to ask the board of trustees to change the time-frame to be six months from the time the newsletter goes out to offer the trade-in incentive.

Mr. Arnold seconded the motion that passed unanimously.

Waste Receptacles

Mr. Marous reported that he ordered the waste receptacles and they should be in at the end of this month.

Cemetery Management Software

Mr. Seliga gave a history on the research that has been done to replace the current cemetery software. The existing software, PlotFinder, is no longer supported therefore the new section of the cemetery and the columbarium cannot be added to it. He reported that Cartegraph, CIMS and Pontem software packages were investigated and Cartegraph was eliminated because an annual subscription fee must be paid in order for the software to work, Cartegraph cannot convert our current data to their format and this is a new venture for them because they are not in the cemetery software business. He showed the board a sample of the mapping systems by CIMS and Pontem and explained that Pontem offers basic mapping and GIS mapping but it is not as sophisticated as what CIMS offers. CIMS can provide multi-layer mapping and if the GIS function is chosen CIMS is the better option. He explained that with basic mapping it is a flat map picture but with GIS mapping the graves are color coded, it shows headstone locations, utility layers, a satellite mapping function and a lot more detail. The board discussed the cost and the options offered and was in agreement that the GIS software is the better choice.

The board discussed including Fowler, Henry and McFarland cemeteries as well and the additional options offered by CIMS such as training, customized deeds, additional map layers for utilities etc.

After reviewing the two software packages, CIMS and Pontem, the board was in agreement to purchase the CIMS software with the GIS mapping, customized deeds and the overlay mapping feature such as water lines, electrical lines and storm drains.

Motion

Mr. Seliga made a motion to recommend the purchase of the Cemetery Information Management System - CIMS software by Ramaker & Associates with the additional options as discussed.

Mr. Arnold seconded the motion that passed unanimously.

Proposed Shed/Dirt Storage Building

Mr. Stanek reported that he is researching building the structure in-house. Mr. Takacs showed the board photos of canvas and metal hoop storage buildings. Mr. Marous will investigate these options further.

Tree Planting Plan

The board discussed tree plantings and maintenance in the cemeteries.

The next regularly scheduled meeting will be held May 2, 2012 at 3:30 P.M.

Since there was no further business before the board, the meeting was adjourned at 5:42 P.M.

Respectfully submitted,

Linda L. Zimmerman
Secretary to Cemetery Board