

Minutes of  
Bainbridge Township Cemetery Board  
January 5, 2011

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

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

MINUTES

Mr. Seliga made a motion to approve the December 1, 2010 meeting minutes as written.

Mr. Marous seconded the motion that passed unanimously.

OLD BUSINESS

Sturges Request

The board reviewed the request by the Sturges family regarding the installation of a bench. The board was in agreement that it should be placed in the walkway instead of the ditch. The board will continue to review the rules for benches at the next meeting.

Service Department

Mr. Markley announced that the Board of Trustees decided to form a Service Department to increase efficiency of staffing, budget and the management of properties and it will incorporate the cemetery, parks, properties and roads.

Cemetery Management Software

Mr. Markley reported that a decision was made to use Cartegraph for the cemetery management software because the licensing fees have already been paid for this year.

Budget

Mr. Markley stated that the Cemetery Board will work out the framework for the budget. The board was in agreement to work on the budget at the next meeting.

Proposed Maintenance Building

The board discussed the proposed maintenance building and storage shed for the cemetery. Mr. Markley explained the general fund and investment fund budgets.

## Columbariums

The board held a discussion on columbariums and reviewed the quotes for them and the cost of the beveled edge on the upper base. Mr Markley will ask the Geauga County Prosecutor's Office if the shipping costs must be included in the entire quote which would determine if the project has to go through the bidding process. Mr. Arnold will contact Granite Industries of Vermont to verify that the quote submitted includes the entire scope of work as prepared by the Cemetery Board.

## Motion

Mr. Arnold made a motion to recommend the purchase of one columbarium from Granite Industries of Vermont in the amount of \$22,600 plus shipping charges of \$2,000 and an additional charge of \$1,575 for the beveled edge on the upper base pending Mr. Arnold's verification with Granite Industries of Vermont and Mr. Markley's inquiry to the Geauga County Prosecutor's Office regarding the shipping charges.

Mr. Seliga seconded the motion that passed unanimously.

The board was in agreement to attend the January 10, 2011 Board of Trustees meeting to update the trustees regarding the purchase of the columbarium.

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