

Minutes of
Bainbridge Township Cemetery Board

July 18, 2007

Present: Jeff Markley, Township Trustee, Rob Arnold, Bill Takacs, Janice Simmons, Greg Marous, Road Department, Bob Ford, Parks Manager, Don Mitchell, Cemetery Sexton and Linda Zimmerman

The meeting was called to order at 3:35 P.M.

Minutes

Mr. Ford made a motion to adopt the minutes of the June 6, 2007 meeting as written.

Mr. Marous seconded the motion that passed unanimously.

Record Retention

The board discussed record retention and digital back-ups of the cemetery software. It was the recommendation of the board that the back-up drive be replaced at the town hall as soon as possible and that all back-ups of the cemetery software are to be done on a regular basis. They were backed-up on a daily basis until recently. It was also recommended that all of the large section/plot map boards be digitally reproduced.

Grave Opening and Closing Costs

The board discussed the costs to the township for opening and closing grave sites and the fee that is charged to residents and non-residents for that service. Mr. Marous provided the cost of labor (manpower - two men), equipment and fuel and snow removal in the winter. The board proposed that the new rates should be \$500.00 on weekdays and \$650.00 on Saturdays for residents and non-residents and will make a recommendation to the township trustees to increase the fees. Proposed rate increases for lots purchased in the new expansion were also discussed.

Restland Expansion

Mr. Marous reported on the expansion regarding log removal, root raking, the barrier fence and stream crossing. The progress of the expansion and the layout and design was discussed by the board. Mr. Markley will contact engineering firms for quotes for engineering services for the expansion.

Fowler Cemetery

The board discussed the new fence at Fowler Cemetery. Mr. Mitchell and Mr. Ford reported that only the gate has to be installed and it will be completed.

Road Department

Mr. Markley reported that the township trustees will evaluate the role of the road department and its contribution to the cemetery and how the department will be reimbursed for its services.

Meeting Schedule

The board was in general agreement to cancel the regularly scheduled meeting of August 1, 2007 and hold the next scheduled meeting in September.

The next regularly scheduled meeting will be held September 5, 2007 at 3:30 P.M.

Since there was no further business before the board, the meeting was adjourned at 4:50 P.M.

Respectfully submitted,

Linda L. Zimmerman