

Minutes of
Bainbridge Township Cemetery Board

September 5, 2007

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

The meeting was called to order at 3:40 P.M.

Minutes

Mr. Mitchell made a motion to adopt the minutes of the July 18, 2007 meeting as written.

Mr. Marous seconded the motion that passed unanimously.

Fowler Cemetery

Mr. Mitchell reported that Fowler Cemetery has been hydro-seeded, the two gates have been installed and part of the chain link fence is down. The board discussed signage and the headstones. Mr. Mitchell will contact Sheffields regarding fixing and straightening the headstones.

Cemetery Computer Software

The board discussed the process of adding the new expansion and non-active cemeteries to the Techni-Vision PlotFinder software.

Record Retention

The board discussed record retention and digitally copying the section maps and the book on Fowler cemetery. The book can be scanned in and copied onto a CD.

Restland Cemetery Expansion

Mr. Markley reported on the engineering scope by Chagrin Valley Engineering regarding the design, construction drawings and construction management. The board discussed the expansion project and the road department's involvement.

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. The board proposed that the new rates should be \$500.00 on weekdays and \$650.00 on Saturdays for residents and non-residents based on rates of the surrounding area and the actual costs to the township. The board members were in agreement to make a recommendation to the township trustees to increase the fees. Mr. Mitchell will send a memo to the trustees with the board's recommendation to increase the fees effective January 1, 2008.

Columbariums

The board discussed the columbarium sites to be included in the engineering plan.

Proposed Special Meeting

A special meeting may be held to review the preliminary drawings of the expansion at Restland Cemetery. Members will be notified by a phone call and/or email message.

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

Since there was no further business before the board, the meeting was adjourned at 4:48 P.M.

Respectfully submitted,

Linda L. Zimmerman