

## Hillgrove Union Cemetery Board Meeting

December 21, 2023

8:00 a.m.

### Board Meeting Minutes

Chairperson McCabe called the meeting to order. The following Board members were present: Gary Pascoe and Mike McCabe. The following Board member was absent, Don Culp. The following staff members were present: Jennifer Johns, Ryan Davis, Aaron Stonecash, John Schweickart, Rex Gore and Wade Collins.

A motion was made by Mr. McCabe, seconded by Mr. Pascoe to excuse Mr. Culp. Motion carried.

The minutes of November 16, 2023, were presented for approval. Mr. Pascoe moved to approve the minutes as written. Mr. McCabe seconded. Motion carried.

Mr. Collins provided the Sexton's November report.

- Interment sales were \$3,000
- Cremation interments sales were \$400
- Cremation vault sales were \$150
- Veteran's marker sales were \$1,500
- Safety meeting topic was on winter driving
- The boys scouts placed wreaths on the graves on December 2
- Mr. Collins stated that Brightview finished the final mow of the year. They also exercised their 90 day out termination clause as of December 8, 2023.
- Mr. Collins received another quote of \$3,000 for trimming only. This contractor will provide a mowing quote next year.

The Board discussed the pros and cons of hiring another contractor versus using seasonal employees. This topic will be reviewed over the next few months.

Mr. Stonecash provided a staff report.

- Staff has completed the office renovation project. Staff will perform a deep cleaning of the offices soon.
- City staff will assist with three burials next week.

Mr. Davis provided a staff report.

- Mr. Davis provided an expansion planning process spreadsheet. There are 1,540 new lots and a designated location for a second columbarium. Mr. Davis discussed phasing in the new lots beginning from east to west. Staff is also recommending increasing the price of the lots to include the foundation sections. Mr. Collins stated that he would like to open up at least 30 lots now. Of the 300 lots that are still available in the old section only 100 of those lots are desirable. Staff proposed that with the increase in lot sales a percentage of funds could be earmarked in a different fund so when the next phase of lot sales goes online we have the funds to pay for the new columbarium or the new foundations. The Board liked the concept of the planning process.

Ms. Johns provided the November financial report.

- Ms. Johns informed the Board that November revenue is collecting 81% of budget and expenditures are 74% of budget. General fund balance is \$286,730.93.
- The PEP grant of \$1,000 was received.
- It is anticipated that the general fund reserve could be decreased by \$10,000 at year end.

A motion was made by Mr. Pascoe, seconded by Mr. McCabe, to accept the financial reports as prepared for November. Motion carried.

Ms. Johns presented a Resolution 2023-05. This resolution is for a 3% wage increase for employees.

A motion was made by Mr. McCabe, seconded by Mr. Pascoe, to approve Resolution 2023-05. A resolution providing for the compensation of wages for employees of the Hillgrove Union Cemetery. Motion carried.

A motion was made by Mr. Pascoe, seconded by Mr. McCabe to approve staff recognition at a cost not to exceed \$150. Motion carried.

Mr. Schweickart stated that with the expansion planning process, roadway and drainage projects that the Township and City could apply for federal funding for these projects. He also stated that at the Township meeting on December 19, the Township passed the funding for the new cemetery administrative assistance and appointed Eric Flasher to the Hillgrove Union Cemetery Board. He thanked Mr. Pascoe for his service to the Cemetery.

Mr. McCabe also thanked Mr. Pascoe for his ten years of service to the Cemetery.

The next meeting is scheduled for January 18 at 8:00 a.m.

There being no further business to come before the Board, Mr. McCabe declared the meeting adjourned.

Respectfully submitted,



Kim Combs  
Secretary