

## Hillgrove Union Cemetery Board Meeting

January 20, 2022

8:00 a.m.

### Board Meeting Minutes

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

The minutes of December 22, 2021 were presented for approval. Mr. Pascoe moved to approve the minutes as written. Mr. Culp seconded. Motion carried.

Mr. Collins provided the Sexton's November report.

- Interment sales were \$750
- Cremation Interments sales were \$400
- Lot sales were \$2,025
- Foundation sales were \$600
- Safety meeting topic was on cold weather safety
- On January 13, Mr. Collins took the test to get his sprayers license. Results have not been posted yet.
- Brightview completed their obligation to the cemetery per the 2021 contract
- The \$1,000 check was received for the PEP grant
- Miami Township staff removed brush from the cemetery

Staff provided operational report

- Mr. Stonecash informed the Board that the mats arrived.
- Mr. Davis provided clarification for the unclaimed indigent cremains request from Gebhart, Schmidt & Parramore. This policy requires a Miamisburg or Township funeral home to complete the indigent application and pay 50% of the cremation interment fee. The cremains will be buried in a lot owned by the City of Miamisburg. This policy needs to be reviewed by the Law Director. The Board can approve the policy at the next meeting.

Mr. Pascoe asked if staff could locate the deed for Betty & Ross Morris. She says they own 3 lots, but she can't locate the deed. Staff will handle this request.

The Board discussed putting the retreat on hold until the Township Administrator and the City Manager discuss options. The Board discussed creating a draft list of the needs of the cemetery. They discussed getting the Trustees and City Council a copy of the list to make them aware of the needs of the cemetery.

Ms. Johns provided the financial report.

- Ms. Johns informed the Board that expenditures are 83% of budget and revenue is collecting at 104% of budget.
- \$43,289.59 was added to the fund balance.
- Without the city/township contributions - revenue is \$113,000 and expenses are \$184,000. The cemetery needs these contributions to continue operating.
- Ms. Johns is preparing the annual financial report.

A motion was made by Mr. Pascoe to accept the financial reports as prepared for December. Mr. Culp seconded. Motion carried.

Motion was made by Mr. Pascoe, seconded by Mr. Culp to recess into an executive session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official. Motion carried.

Motion was made by Mr. Pascoe, seconded by Mr. Culp to recess out of executive session. Motion carried.

Mayor Collins administer the oath of office to Gary Pascoe.

Motion was made by Mr. Culp, seconded by Mr. Pascoe to approve the modifications to the employee handbook. Motion carried.

The next meeting will be held on February 17 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