

Hillgrove Union Cemetery Board Meeting

April 21, 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 February 17, 2022 were presented for approval. Mr. Culp moved to approve the minutes as written. Mr. Pascoe seconded. Motion carried.

Mr. Collins provided the Sexton's February report.

- Interment sales were \$3,300
- Cremation interments sales were \$400
- Cremation vault sales were \$150
- Inurnment's sales were \$150
- Foundation sales were \$600
- Safety meeting topic was on pesticide recertification

Mr. Collins provided the Sexton's March report.

- Interment sales were \$1,800
- Cremation interments sales were \$1,200
- Cremation vault sales were \$300
- Foundation sales were \$3,150
- Safety meeting topic was on mowing safety techniques
- The contractor placed the concrete cap on the sign to complete the installation process.
- 40 niches have been sold. It was discussed that after 48 niches are sold, the Board should start thinking about adding an additional columbarium.
- Brightview was on site last week. Mr. Collins reminded them that Mother's Day is May 8 and the cemetery needs to be mowed and trimmed by May 6.

Mr. Stonecash informed the Board that staff brightened the lights around the new sign. They also mulched around the maintenance building, the sign and the office. They filled in low spots with dirt and grass. Wreaths were picked up. Twenty-one hours of overtime have been used to date.

Mr. Davis provided a recommendation to hire a seasonal staff member, paid for through cemetery funds, but within the seasonal structure of the City (up to 40 hours/week, April 15-October 25). This is an unbudgeted position, this seasonal position will provide Wade assistance that he needs for services and maintenance, reducing the requirement of City Staff to be on site at every service. Staff will determine prior to October 15 and the 2023 budget process, the proper needs of staffing, maintenance services.

Ms. Johns provided the financial report.

- Ms. Johns informed the Board that February expenditures are 9% of budget and revenue is collecting at 25% of budget.
- Ms. Johns informed the Board that March expenditures are 17% of budget and revenue is collecting at 35% of budget.
- A 1-year CD came due in February. It was renewed at .25%

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

Mr. Davis presented the Indigent Cremains Process to the Board. Per the ORC 9.15 the City and the Township are responsible for indigent burials. A local funeral home contacted the cemetery because an indigent person passed away without any family members. The funeral home cremated the person and asked the cemetery to bury the cremains. The Board did not have a process in place to accommodate this request. Staff presented a policy to the Board that a funeral home can request a burial for the indigent person. Interment of cremains must be done within 6 months of the date of death. The funeral home will be required to pay 50% of the cremation interment fee.

A motion was made by Mr. McCabe to adopt the Indigent Remains Process. Mr. Pascoe seconded.

Ms. Combs informed the Board that 89 flowerpots have been sold. Deadline to order is April 26. Delivery date will be May 27.

The next meeting will be held on May 19 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