

## Hillgrove Union Cemetery Board Meeting

May 18, 2023

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, John Schweickart, Rex Gore and Wade Collins.

The minutes of April 20, 2023, were presented for approval. Mr. Pascoe moved to approve the minutes as written. Mr. Culp seconded. Motion carried.

Mr. Collins provided the Sexton's report.

- The cemetery was slow this month. We didn't receive any funds
- Safety meeting topic was on zero turn mowers
- Brightview was onsite two days before Mother's Day. They will be onsite again two days before Memorial Day

Mr. Davis stated that they are still looking to hire a seasonal part-time employee to assist Mr. Collins, but no one has applied for the position.

Ms. Johns provided the financial report.

- Ms. Johns informed the Board that the only income this month is from flower sales and interest income.
- The Cemetery received a discount on the insurance invoice this month, but the Cemetery will be adding the GMC dump truck to the fleet.
- At the last council meeting, Council approved the transfer of the GMC dump truck to the Cemetery.
- A procedural audit for fiscal years 2021-2022 was performed. The only violation was the cemetery didn't have written evidence of the public records policy being provided to the records custodian.

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

A motion was by Mr. McCabe, seconded by Mr. Culp to accept the transfer of the GMC dump truck from the City of Miamisburg to Hillgrove Cemetery. Motion carried.

Mr. Collins asked the Board to buy back a lot in section 18, lot 3005. The owner didn't need this lot and would like to resell it back to the Cemetery.

A motion was made by Mr. Pascoe, seconded by Mr. Culp to buy back lot 3005, section 18, in the amount not to exceed \$530. Motion carried.

Ms. Combs stated that the Memorial Day flowers will be delivered on May 25. 120 flowers were sold for a total of \$1,875. Profit for this fundraiser is \$1,369.

The next meeting is scheduled for June 15 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*

Kim Combs  
Secretary