

Hillgrove Union Cemetery Board Meeting
July 20, 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, John Schweickart, Kevin McKinney, Aaron Stonecash and Wade Collins.

The minutes of June 15, 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.

- Interment sales were \$1,500
- Cremation interments sales were \$400
- Inurments sales were \$700
- Lot sales were \$,350
- Niche sales were \$2,700
- Foundation sales were \$150
- Safety meeting topic was on hearing conservation
- Two National Honor Society students assisted with framing of the foundations. Staff is now caught up on pouring foundations. The students also helped pick up trash and limbs from the cemetery.

Mr. Stonecash informed the Board that an applicant has applied for a part-time position with the cemetery. This interview will be conducted when Mr. Collins returns from vacation.

Mr. Davis updated the Board

- The gravel driveway prep has begun.
- Mr. Davis provided a Records Archivist & Administrative Assistant job description for the Board to review.
- He informed the Board that staff is looking at modifications to the office area to accommodate a new administrative assistant.

Ms. Johns provided the financial report.

- Ms. Johns informed the Board that revenue is collecting at 38% of budget and expenditures are 36% of budget.
- Ms. Johns transferred \$10,000 to Star Ohio.
- A CD comes due next week in the perpetual care fund, Ms. Johns will see what Farmers & Merchants Bank rates are and possibly invest for another 5 years.

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

Ms. Johns provided information about the Ohio Department of Commerce 2024 Cemetery Grant. The cemetery applied last year and was denied. This year the criteria is for exceptional maintenance. Mr. Collins suggested running electric and water lines to the Veteran's Memorial area. Lightening expenses will be added to the long-term capital list.

A motion was made by Mr. McCabe, seconded by Mr. Pascoe to authorize staff to apply for the Ohio Department of Commerce 2024 Cemetery Grant. Motion carried.

The next meeting is scheduled for August 17 at 8:00 a.m. Mr. Culp will be on vacation.

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

Respectfully submitted,



Kim Combs
Secretary