

Hillgrove Union Cemetery Board Meeting

October 19, 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, Kevin McKinney, Aaron Stonecash, John Schweickart, Rex Gore and Wade Collins.

The minutes of September 21, 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 September report.

- Interment sales were \$750
- Cremation interments sales were \$700
- Cremation vault sales were \$150
- Lot sales were \$675
- Niche sales were \$2,700
- Foundation sales were \$450
- Safety meeting topic was on Ventrac set up operations
- Staff sold three niches for a total of 52 out of 72.
- Staff has been working on the office renovations.
- Since last meeting, we've had 2-3 funerals a week.
- 8th graders will be placing flags on graves for Veteran's Day on November 9.

Mr. McKinney provided a staff report.

- Flooring has been ordered for the office area. One city staff worker and Mr. Collins have been working on the office renovations. The electricity in the office area had to be rewired. Renovations are expected to be completed by Thanksgiving.
- Mr. McKinney handed out the final site survey plan for the new section. There are 1,507 new sites available in the new section. Staff will work on how best to proceed with pinning graves, new road access and correct location for future columbarium(s).

Ms. Johns provided the September financial report.

- Ms. Johns informed the Board that September revenue is collecting 57% of budget and expenditures are 62% of budget. General fund balance is \$290,448.00.
- Ms. John applied for the PEP Grant of \$1,000. She submitted paperwork for purchasing office flooring.

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

Ms. Johns presented a draft budget for 2024 for the Board's review. She is anticipating a deficit of \$17,000 for 2023. In 2024 contributions from both Miamisburg and Miami Township will need to be increased to \$65,000 each to cover the new administrative position. The part-time maintenance position has been left in the budget for 2024. If this position is not filled the cemetery should break even, if not the deficit will be \$28,115. \$25,000 has been set aside for capital project. Nothing has been earmarked yet for 2024 capital funds.

Ms. Combs stated that she continues to work on the database. Holiday wreath flyers will be distributed next week.

Mr. Pascoe informed the Board that his term on the Board expires at the end of the year. He will resign from the Board at that time. He stated that it has been a pleasure serving on this Board and working with everyone.

The next meeting is scheduled for November 16 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