

Hillgrove Union Cemetery Board Meeting

September 21, 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, Aaron Stonecash, Rex Gore and Wade Collins.

The minutes of July 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 July report.

- Interment sales were \$1,500
- Cremation interments sales were \$1,950
- Cremation vault sales were \$150
- Lot sales were \$1,350
- Foundation sales were \$450
- Safety meeting topic was on hearing conservation

Mr. Collins provided the Sexton's August report.

- Interment sales were \$3,000
- Cremation interments sales were \$1,200
- Cremation vault sales were \$150
- Lot sales were \$2,700
- Safety meeting topic was on safe driving
- Staff sold two niches for a total of 49 out of 72.

Mr. McKinney informed the Board that the demolition of the office has begun. The renovations will include two offices, a meeting room and breakroom. All work will be done in-house. Anticipated completion date of the office area is mid-November. This is a city owned building so the cost will be shared between the city and the cemetery. This project will begin phase 1 of the renovations. Phase II renovations will include the current meeting room along with updating the restrooms and adding a storage closet in this area.

Staff reviewed the site survey for the new sections. They determined that a new main access road needed to be added along with enlarging the lot size from 4x10 to 4x12 to accommodate the continuous footers. We also needed to reserve a spot for the new columbarium area when needed. Staff requested an updated site plan with these revisions from the consultant. The fee is \$1,200. With this revised plan, staff can then determine how best to proceed with pinning graves, new road access and correct location for the columbarium.

A motion was made by Mr. McCabe, seconded by Mr. Culp, to accept the survey layout from Burkhardt at a cost not to exceed \$1,200. Motion carried.

Ms. Johns provided the July & August financial report.

- Ms. Johns informed the Board that July revenue is collecting 43% of budget and expenditures are 43% of budget. Star Ohio earned interest is \$5,872.22. General fund balance is \$321,978.66.
- Ms. Johns informed the Board that August revenue is collecting 51% of budget and expenditures are 56% of budget. Expenses include payments to Rhule Excavating for paving the gravel drive (\$14,300) and insurance for dump truck lease (\$600).

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

Ms. Johns informed the Board that we were declined the Ohio Department of Commerce 2024 Cemetery Grant.

Mr. Davis updated the Board on the new administrative assistance position. This position will have a two-year contract. Staff will assess the position after that to see how the Board would like to proceed with this position in future years. Each entity will need to contribute an additional \$15,000.

Ms. Combs provided information regarding the Holiday Wreath Program. The price has increased from \$19.50 to \$ 20.95.

A motion was made by Mr. McCabe, seconded by Mr. Pascoe, to proceed with the wreath program at a charge of \$35.00.

The Barlett family has contacted the cemetery and asked if the Board would buy back their lot located in Section 18 lot 2525. This is a four-grave spot. There is a small tree that needs to be removed. Staff recommends buying these lots back. Mr. Collins stated that this might be a good location for a columbarium. It is close to the road.

A motion was made by Mr. Pascoe, seconded by Mr. Culp to buy back lot 2525 located in Section 18 from the Barlett family at a cost not to exceed \$2,700. Motion carried.

Ms. Johns asked the Board to approve redeeming the credit card reward points to purchase office supplies.

A motion was made by Mr. Pascoe, seconded by Mr. Culp to authorize the Fiscal Officer to redeem the credit card reward points. Motion carried.

The next meeting is scheduled for October 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