

# Village of Bellaire

## CEMETERY COMMITTEE

**Helen Schuckel, Chairperson**

**Terry Smith (Forest Home Twp.)**

**David Schulz (Village Council)**

### COMMITTEE MEETING MINUTES

June 13, 2017

1. **Call to Order:** Chairperson Schuckel called the meeting to order at 8:00 a.m.
2. **Roll Call Attendance:**
  - Present:** Chairperson Schuckel, President Schulz, and Supervisor Smith
  - Absent:** None
  - Staff Present:** Lori Luckett, Clerk
  - Also Present:** Kent Bermingham and Rick Cicone
3. **Approval of Agenda:** The agenda was amended to include item c) Planters and d) Marker. The agenda was approved as amended.
  - Motion by President Schulz, seconded by Supervisor Smith, to approve the agenda as amended. Motion carried by voice vote.**
4. **Approval of the January 13, 2017 Meeting Minutes:** The minutes were approved.
  - Motion by President Schulz, seconded by Supervisor Smith, to approve the minutes of the January 13, 2017 meeting as presented. Motion carried by voice vote.**
5. **Public Comment on Agenda Items:** None presented.
6. **Old Business:**
  - a) **2017-2018 Budget Items – Lawn Mower:** Chairperson Schuckel stated that the lawn mower purchased exceeded the budgeted amount. President Schulz explained that between the date of the quote and the purchase date the price increased by \$120.00. The village council referred the matter to the cemetery committee for approval. Supervisor Smith indicated that he did not have any issues with the purchase. Motion by Supervisor Smith, supported by President Schulz, to recommend approval of the additional expenditure of \$120.00 for the lawn mower.
    - Motion by Supervisor Smith, seconded by President Schulz, to recommend to village council the approval of the additional expenditure of \$120.00 for the lawn mower. Motion carried by voice vote.**
7. **New Business:**
  - a) **Cemetery fence removal:** President Schulz provided the two photographs Mr. Bermingham had presented at the village council meeting. One picture showed the fence as installed right now; the second was photo shopped to show what it would look like with the fence removed. Mr. Bermingham added that there is 1000 feet of fencing along the front of the cemetery not including the gates at the entrances. Supervisor Smith asked whether the request was being made to eliminate the maintenance around the fence. Mr. Bermingham indicated that the maintenance and the ambience were the main reasons for his request. The maintenance now from the road to the fence draws attention to the type and condition of the fence. It is not a fence around the cemetery, only in front. It is 45% of a mile to do the weed whacking on both sides of the fence. Supervisor Smith stated that he agreed. President Schulz indicated that the 1000 feet of fencing could be reused at another location, possibly the ball fields. President Schulz made the motion to recommend to village council that the fence and gates from the front of the cemetery be removed. Supervisor Smith supported the motion. He then wondered if removal could lead to damage by vehicles. President Schulz explained that the gates have always been open.

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**Motion by President Schulz, seconded by Supervisor Smith, to recommend to village council that the fence and gates from the front of the cemetery be removed. Motion carried by voice vote.**

**b) Monument replacement:** Supervisor Smith reviewed the photographs and asked how the damage had occurred. Because damage was caused by mowing, we are obligated to replace the monuments. President Schulz indicated that there are two monuments. He reported that he had asked Treasurer Odom to contact the insurance company to see if both repairs could be submitted under one claim. The insurance company indicated that if they were damaged at different times, two claims were required. The village has a \$500.00 deductible per claim. The cost to replace two is \$1000.00. Excess expenses are divided between the village and Forest Home Township. President Schulz stated that because of the expense of having an employee on site when the monuments are replaced, it is best to have them done at the same time. Supervisor Smith made the motion to recommend replacing the monuments broken and that the village work with the insurance company for their replacement as expeditiously as possible. President Schulz supported the motion.

**Motion by Supervisor Smith, seconded by President Schulz, to recommend to village council that it replace the monuments broken and that the village work with the insurance company for their replacement as expeditiously as possible. Motion carried by voice vote.**

**c) Planters:** Clerk Luckett explained that Cemetery Sexton, Ken Stead, had provided photographs of planting on certain gravesites and a plastic pipe being used for a planter. She added that there is a concerted effort to maintain the cemetery, trim, and mow each lot. Clerk Luckett explained that she had received a complaint about the removal of PVC pipes that had been used for planters for years without issue. She also provided copies of photographs Mr. Stead had taken of sites that showed plantings, stone, mulch, and lawn art outside of the area designated in the rules and regulations. The question is the maintenance and issue of selective enforcement of the rules. Supervisor Smith stated that not all of the sites have plantings. Almost a dozen sites could be in violation. Supervisor Smith suggested that over plantings are done at their own risk. The stepped up maintenance efforts conflict with these sites. Clerk Luckett explained the current efforts to enforce the rules. There was discussion of the applicable rules. Clerk Luckett asked whether the committee wanted letters sent to heirs including a copy of the rules. According to Mr. Stead, the rules are clearly posted. The issue will be whether plantings were done prior to December 31, 2010. President Schulz thought that a letter should be prepared explaining that there were numerous complaints in 2016 about the cemetery maintenance. Beginning in 2017, the village was working to improve the appearance of the cemetery. One of the issues is the over plantings. He suggested that they could contact the cemetery sexton and that beginning in 2018 the village will make a concerted effort to bring all the plots into compliance. There was discussion of the PVC pipe be whether it could be used as a planter. One photograph showed the pipe with plant located within the required 18". President Schulz pointed out that there is nothing in the rules and regulations that specify what an acceptable or not acceptable contained is. He thought that if it was sunk deeper into the ground, with 4" exposed, it might look better. Supervisor Smith noted that he would be speaking with the owner of the PVC pipe and will pass along the request to sink it to 4". It was suggested that the letter should address the provision in the rules that allows lots or gravesites with plantings, enclosures, or decorations in place beyond 18" prior to December 31, 2010, be allowed to remain. The caveat is that those sites are to be maintained by the owner or caretaker appointed by the owner. President Schulz suggested that those lots that are being cared for by heirs or caretakers be identified so that the cemetery maintenance worker knows heirs are caring for them. Mr. Birmingham stated that stones are being added to gravesites. Stone can damage lawn mowers. President Schulz pointed out that the rules prohibit surfaces other than earth or sod. Mulch and stones are not allowed. There was continued discussion about notifying heirs and caretakers and providing the specific provisions in the rules and regulations for compliance. President Schulz made a motion to recommend to village council that a letter be prepared and sent to descendants of gravesites currently not in compliance with the Lakeview Cemetery Rules & Regulations. Supervisor Smith supported the motion.

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**Motion by President Schulz, seconded by Supervisor Smith, to recommend to village council that a letter be prepared and sent to descendants of gravesites currently not in compliance with the Lakeview Cemetery Rules & Regulations. Motion carried by voice vote.**

Clerk Luckett was directed to notify the cemetery sexton about the PVC pipe; plantings should be within 18" and pipe sunk to a depth of 4".

**d) Marker:** Mr. Bermingham explained that he had observed a veteran monument outside of the monument area. He showed pictures of the location of the marker. There was discussion about whether the monument was a footstone. Under the cemetery rules and regulations, §29-7.G., footstones must be installed flush with the ground. President Schulz suggested that the cemetery sexton confirm the location of the monument and determine whether it is a footstone.

Mr. Bermingham asked about trimming the overgrowth and pines along the far west side of the cemetery. He explained that the overgrowth might be covering gravesites. President Schulz suggested that Mr. Stead could speak with the cemetery maintenance worker, Steve, about trimming and clearing that area.

**8. Discussion Items:** None presented.

**9. Communications/Informational:** None presented.

**10. Member/Public Comment:** None presented.

**11. Adjournment: Meeting adjourned at 8:57 a.m.**

Compiled by Lori Luckett, Clerk  
Minutes are subject to approval.

Approved: \_\_\_\_\_  
Helen Schuckel, Chair

Date: \_\_\_\_\_