

**REGULAR MEETING OF THE CEMETERY BOARD  
MINUTES**

January 22, 2019

Meeting called to order at 6:05 pm.

**ROLL CALL:** Jeffrey Ferrara, Paul Swan, Bill Taylor, Stephanie Landry, Kary Lewis, Penny Rzonca, Council Rep. Rick Hudak, Mayor Bobbie Beshara, Service Director Chris Papp

**OTHERS:** Councilwoman Pat Healey, Citizens - Pat & Renee Tuttle/4315 Broadview Road

**APPROVAL OF MINUTES:** No minutes from November 27, 2018 were available.

**COMMUNICATIONS:** Email from Renee [Tuttle/reneestuttle@gmail.com](mailto:Tuttle/reneestuttle@gmail.com)

**ELECTION OF OFFICERS:**

Jeffrey Ferrara/President  
Paul Swan/Vice-President  
Kary S. Lewis/Secretary

**OLD BUSINESS:**

**Fairview Expansion Update:** Chris Papp reported that, weather depending, the major portion of Fairview expansion should be complete by April 2019. Final course of asphalt and seeding will still need to be done.

No provisions have been made for the Fairview sign to be moved. Papp suggested more research needs to be done for the movement/placement of the sign. It may be better to leave the existing sign and have a new sign made and placed.

Mayor Beshara suggested that board members walk the cemeteries in early Spring to review what has been done and what should be considered.

Paul Swan made a motion that Councilmen Rep Rick Hudak propose to Village Council that both cemeteries be surveyed with radar options at a cost not to exceed \$40,000. Motion seconded by Penny Rzonca.

**Legacy Online Update:** Cheryl Jackson (service department) explained Legacy Software to new board members. Legacy was purchased 2 years ago. Summer interns have entered data gathered by those indexing headstones. All of West Richfield data currently collected has been entered. 50-60% of Fairview has been entered.

Pat Healey explained the West Richfield headstone indexing project. Interment, owner, and plot cards are used to visually capture all information on headstones. Data is entered into Legacy software.

Papp reviewed the benefits of surveying cemeteries w/radar options.

**Headstone Repair Options Update:** Papp will have someone on his staff begin the process of administrative legwork for headstone repair - possible contractors, costs, where to start, etc.

It was noted that Village Council has appropriated \$40,000 for headstone repairs; \$40,000 has also been appropriated for repair of the Richfield West cemetery brick walk.

**Rules and Regulations:** Board members were asked to review the Rules & Regulations draft and bring suggestions and/or questions to the next board meeting on February 26, 2019.

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The draft should be consistent with current Ohio Revised Code. If not, ORC will always supersede local rules & regulations.

Pat & Renee Tuttle were invited to present their concern to the board at this time. The Tuttle's purchased a cemetery plot at West Richfield Cemetery (Lot #61, Grave #5). Unbeknownst to them at the time of purchase, this section of the cemetery is regulated for flat headstones. They are requesting that a raised headstone be allowed. The Tuttle's said they would be willing to exchange lots for another section of the cemetery where raised stones are acceptable. Their case will be taken under consideration.

Papp noted that the Village will make arrangements to purchase back their lot or exchange it for another lot. In the future, Rules & Regulations will clearly spell out what is acceptable.

## **NEW BUSINESS:**

**Burying Indigents:** Mayor Beshara explained that ORC requires indigents be buried in the community they died in and suggested that we consider an indigent section, a niche for cremains. Concern was expressed for allowing indigents to be buried in Richfield when non-residents are not allowed burial in Richfield cemeteries.

**Cemetery Pricing:** Papp suggested that when board members review the Rules & Regulations draft they consider the following:

- cost of trying to bury someone the day after a holiday
- cost of grave sites
- maintenance costs

Stephanie Landry suggested a cemetery perpetual care cost account.

**Repairs:** Plant growing out from under the south side of West Richfield mausoleum. Requested service department to investigate.

**Columbarium Walls:** Currently no room in any niche wall. Cremains must be put in a plot. Jeff Ferrara suggested the board consider building a wall in each cemetery where cremains can be placed on either side of the wall = 200 cremains/wall at a cost of approx. \$60,000/wall.

Current mausoleum spaces are not selling. Niches are all sold. Cost of converting mausoleum space to niche space is prohibitive.

**Cemetery Funds:** Discussion ensued concerning the replenishment of cemetery funds. A cemetery fund must exist. Any amount put in a cemetery fund by the Village or private donations must be used for cemetery purposes. Hudak suggested that funds used from the cemetery fund for Fairview expansion not be replaced. Village council is currently appropriating funds for cemetery projects as needed.

Papp suggested the cemetery board build a 4-5 year plan for cemetery improvements that can be presented to Village council in July when capital expenditures are considered. I.e. 2020 proposal to repaved Fairview cemetery road.

Next meeting on February 26, 2019 at 6 PM.

Meeting adjourned at 7:20 PM.