

## **Richfield Village Cemetery Board**

### **Minutes of the Regular Meeting June 2, 2021**

Called to order at 6 p.m.

Roll Call: Paul Swan, Jeff Stoppenhagen, Pat Healey, Bill Taylor, Harold Scobie, Stephanie Landry and Jeff Ferrara.

Guests: Service Director Papp, Mayor Wheeler.

#### **Approval of minutes from May 5, 2021, as amended**

Moved by Stoppenhagen, seconded by Landry. YAY: Ferrara, Healey, Scobie, Stoppenhagen, Swan and Taylor. ABSTAIN: Landry.

#### **Approval of minutes from May 19, 2021, as corrected**

Moved by Healey, seconded by Stoppenhagen. Upon roll call, motion passed unanimously.

### **OLD BUSINESS**

#### **Grever and Ward fee estimate**

Papp said the company would produce detailed specifications that could be sent out to bid. If we hire them, they can bring new ideas. The board needs to decide on the columbarium, then GW or another company could work on that. The next step would be to discuss the number of niches and expandability. Swan said the subcommittee would present the best options to the board.

#### **Cemetery Drawings**

Papp rolled out mylar drawings of cemeteries that date back to before the establishment of the village in 1967. These drawings are still maintained, along with a card system. The same information is also captured on the cemetery software.

#### **Ground Penetrating Radar Sections**

Papp outlined areas in red on the West Richfield map. The village has no record of anyone buried in those sections. If the radar determines that nobody is buried in those sections, they can be easily converted into gravesites. Healey said West Richfield Cemetery should not be abbreviated as "West."

Swan said there also should be no graves where the stone mausoleum was located for 100 years. He said the raised section would be a good site for the columbarium.

### **Signage**

Papp presented several sign options for Fairview Cemetery. When this issue was discussed before, the preferred choice was a 30 x 18 inch sign close the driveway that read "Fairview Cemetery."

One option was white in the style of Richfield's street signs. Other options included wood or gray backgrounds. Another option was black, with the village logo and the date "1809."

Wheeler said that instead of the pole, maybe a pole-and-arm style would work. He and Ferrara also liked the 1809 option.

Motion on this option by Healey, seconded by Ferrara. Motion approved unanimously,

### **Web Software Pricing and Proposal**

This option will be discussed at the June 16 meeting.

### **Subcommittee on Columbarium**

The subcommittee will meet immediately after this meeting.

### **Sexton Process ISO**

Wheeler said he would like Scobie, Taylor and Ferrara to form another subcommittee to work on this process. Ferrara would be the chair.

### **Other Items**

Healey said she mentioned at a Council meeting that the definition of a burial permit was not included in the cemetery rules. Cortes said the ordinance can be amended for its third reading. Wheeler said once the rules are in place, they can always be changed. Healey recommended that board members check the legislation online to make sure everything is correct.

Papp presented a draft of the Monument and Foundation Request form and asked the board to examine it. The form includes a waiver for those who want their headstone in a different configuration than the others. Wheeler that that is an item for the Sexton Process subcommittee to examine.

### **NEW BUSINESS**

The next meeting will take place on June 16 and include a webinar on the Legacy Mark software.

Swan adjourned the meeting at 7:19 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jeff Gorman". The signature is written in black ink and is positioned above the printed name.

Jeff Gorman

Cemetery Board Secretary