



## **Meeting Minutes 04-10-2024 – Page #1 of 2**

1. Meeting was called to order at 5:05 p.m.
2. Roll call of the Board of Trustees - Present: Scott Davis, David Schmidl, Stephanie Allan, Cindy Wingfield & Debbie Charlesworth
3. Pledge of Allegiance led by David
4. Public comment on any agenda item, Open or Closed – None
5. Consent Calendar
  - A. March 13<sup>th</sup>, 2024 meeting minutes
  - B. March monthly claims

A motion was made by David to approve the consent calendar. Debbie gave a 2<sup>nd</sup>, all ayes, motion passed.
6. Office Managers Monthly Report:
  - i. Burials for Feb = 6 // 2 Full // 4 Ash. Sold 3 PN and used 4 transferring \$6,806.86 from PN to Gen Fund. Total deposit for Mar \$15,285.87 // PN = \$10,848.33 // Endow = \$2,000 // General = \$2,437.54 - AC unit was serviced and determined it will need a new blower motor and freon, which will run us over \$1,000 Liners and Vaults will be purchased in the coming month.
  - ii. Incidents/Safety Report – CPR training will be held April 18<sup>th</sup>
  - iii. Correspondence – Staff will be attending Ethics & Harassment training through GSRMA in Williams. March payroll reconciliation was submitted to the County. Change in terms with some of our vendors submitting claims early to avoid late fees. Vet bricks have increased shipping to over \$20 per brick. Gearing up for Memorial Day met with the new High School band teacher to discuss incorporating the Chior as well. Please save the date and plan to attend 5/27/24 @11:30am. Working on getting a Military flyover. Resolutions for L&L will be due at our next 2 meetings. Scott & Stephanie’s term both expire on May 10<sup>th</sup> – Lots of praise from vendors, the public and even other cemeteries on how beautiful our grounds look.
  - iv. Grounds Report – Barrows replaced some wire and gel caps. Once fixed we began having pressure issues. Called the pump company who replaced pressure switch, gage, and fuses. He said our pressure was cranked to 100# - Once up and running found a sprinkler leak that was from tree root, handled in house. Kudos to the boys for solving in house. The removal of the middle arch was completed, and I truly believe this was a near miss and we saved ourselves from an insurance claim.
7. Board Discussion & Possible Action Items:
  - A. Maintenance of large Oak Tree in Middle Roadway – 3 quotes were presented to the Board for consideration. After much discussion, David made a motion to approve the quote from Yellow Tree service with the condition they plank the roadway and take into consideration the integrity of the ground. Stephanie gave a 2<sup>nd</sup>. All yes, motion passed.



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- B. 22-23 Audit Report – Laurie reported that the audit was complete, and copies were submitted to the State as well as the County. – No action was taken
  - C. Headstone Request Section 7 – Client requested a traditional side-by-side headstone for the 2 graves they own in Section 7. Stephanie motioned No and requested that we stick to the rules & regs and keep Section 7 uniform. Debbie gave a 2<sup>nd</sup>. Motion passed unanimously.
  - D. Section 6 Custom Bench – It was reported that the vendor was able to meet all the specifications for the custom bench in section 6. No action was taken.
  - E. Recology Dumpster – David made a motion to allot \$900 for the repair of the 1-yard dumpster instead of upgrading to a 2yd. Once repaired we can paint and logo it. Cindy gave a 2<sup>nd</sup> to the motion. All yes, motion carried.
8. Closed Session – none
9. Trustee comments or discussion – Stephanie will not be able to attend the May Meeting.
10. Adjournment – David motioned to adjourn the meeting, with a 2<sup>nd</sup> from Cindy. Meeting adjourned at 5:41pm.

**The next meeting is scheduled for Wednesday May 8<sup>th</sup>, 2024, at 5:00pm**