

**TOWN OF LUDLOW
BOARD OF CEMETERY COMMISSIONERS**

SPECIAL MEETING

Thursday, August 04, 2016

Board Members Present:

Herb Van Guilder	Dave Harlow
Lou Gabranski	Marty Nitka

Board Members Absent:

Brett Sanderson

1. Call to Order

- A. Meeting was called to order by Chairman, Herbert Van Guilder at 1:00 p.m. All members present, except Brett Sanderson.

2. Approve Minutes of Previous Meeting

- A. Herb Van Guilder said that the minutes to be reviewed are from July 21, 2016
B. **MOTION by Dave Harlow and seconded by Lou Gabranski to accept the minutes of July 21, 2016 as presented.**

3. Comments from Citizens

- A. There were none.

4. Consider and Approve Cemetery Rate Sheets

- A. **INTERMENT CHARGES**
- i. Marty Nitka asked if the rates were the same as compared to the last sheet.
 - ii. Herb Van Guilder said they are the same except that he added a \$100 fee for time exceeding one hour under full burials.
 - iii. Dave Harlow suggested that references to Veterans' discounts should include "honorably discharged."
 - iv. Marty Nitka suggested that the addition of the phone numbers at the top was not needed as they are listed elsewhere on the sheet in two places. He suggested removing all asterisks as they did not refer to anything.
 - v. It was suggested that under Full Burials, the phrase "(Winter services add \$300)" should be centered as it is under Cremations. Without being centered, it looks like it only refers to Weekends/Holidays/After Hours.
 - vi. **MOTION by Marty Nitka and seconded by Dave Harlow to approve the Town of Ludlow Cemetery Department Rate sheet as amended. Motion passed unanimously.**

B. PLEASANTVIEW CEMETERY LOT PRICES

- i. Marty Nitka asked if the rates were the same as compared to the last sheet.
- ii. Herb Van Guilder said the only difference is the addition of phone numbers.
- iii. **MOTION by Marty Nitka and seconded by Lou Gabranski to approve the Town of Ludlow Pleasant View Cemetery Lot Prices, as represented by the Chair, Herb Van Guilder to be unchanged with the exception of added phone number, as presented. Motion passed unanimously.**

5. **Consider & Approve Cemetery Staff Policies**

A. Job Description – Cemetery Laborer

- i. Herb Van Guilder said the only changes to the last draft was in the benefits section.
- ii. Marty Nitka suggested changing “Distinguishing Characteristics” to “Duties.”
- iii. It was suggested that under Duties, it should read “part-time, seasonal...”
- iv. **MOTION by Dave Harlow and seconded by Marty Nitka to approve the job description for Cemetery Laborer as amended. Motion passed unanimously.**

B. Job Description - Inside Operations Manager

- i. Marty Nitka suggested changing “Distinguishing Characteristics” to “Duties.”
- ii. Marty Nitka suggested striking the paragraph on page 2 that refers to \$2,500 maximum expenditure from the description.
- iii. Herb Van Guilder said it gives the staff the okay to get the jobs done without having to call a special meeting of the commissioners.
- iv. Lou Gabranski agreed that the paragraph referring to \$2,500 maximum should be omitted.
- v. Marty Nitka suggested deleting the words “Cemetery Chairman” from the sentence that reads with “Other projects as directed by the Cemetery Chair and the Cemetery Commission.”
- vi. Herb Van Guilder said it is there so if there are questions about a project, the chair can resolve it without calling a special meeting.
- vii. Marty Nitka said this is no reflection on the current chair, but what it a chair decides he wants a project done and tells the staff to do it without the knowledge of the rest of the commissioners. He added that only the commission as a whole should direct projects.
- viii. Herb Van Guilder said we have an approved project list.
- ix. Marty Nitka said yes, but this would refer to other projects not on that list.
- x. Lou Gabranski said that for any new projects, the chair should come to the board.
- xi. **MOTION by Lou Gabranski and seconded by Marty Nitka to approve the Inside Operations Manager Job Description with the changes including, changing “Distinguishing Characteristics” to “Duties,” the omission of the paragraph referring to the \$2,500 maximum and striking the words “Cemetery Chairman” from the sentence, “Other projects as directed by the Cemetery Chair and the Cemetery Commission.” Motion passed unanimously.**

C. Job Description – Outside Operations Manager

- i. **MOTION by Marty Nitka and seconded by Lou Gabranski to approve the job description for Outside Operation Manager with the following changes, changing “Distinguishing Characteristics” to “Duties,” the omission of the paragraph referring to the \$2,500 maximum and striking the words “Cemetery Chairman”**

from the sentence, "Other projects as directed by the Cemetery Chair and the Cemetery Commission."

- ii. Herb Van Guilder said that the paragraph referring to \$2,500 maximum should remain in because although they have a list of approved projects, the list does not fund the project. He said that if a project on the list exceed the budgeted amount, and this paragraph were removed, we would have to stop the project and call a special meeting.
 - iii. Lou Gabranski said when we approved the project list; we approved an amount for each project.
 - iv. Marty Nitka agreed that once we approved a project and budgeted for it, we approved the funds.
 - v. **Motion passed, 3 in favor, Herb Van Guilder against.**
6. **Consider and Approve Cemetery Policies**
- A. This item was not addressed due to time constraints.
7. **Cemetery Chairman Update**
- A. This item was not addressed due to time constraints.
8. **Adjourn**
- A. **Motion by Dave Harlow and seconded by Lou Gabranski to adjourn. Motion passed unanimously.**
 - B. Meeting was adjourned at 1:52 p.m.

Respectfully submitted,

Lisha Klaiber

Herbert VanGuilder, Chairman

Marty Nitka

Lou Gabranski

Brett Sanderson

Dave Harlow