

**TOWN OF LUDLOW
BOARD OF CEMETERY COMMISSIONERDS**

REGULAR MEETING

Wednesday November 19, 2014

Board Members Present:

Herb VanGuilder
Lou Gabranski

Nataile Gruber
Marty Nitka

Brett Sanderson

Others Present:

Doug Sheehan

1. CALL TO ORDER

- A. Meeting was called to order by Chairman Herb Van Guilder at 6:00 p.m.

2. APPROVE MINUTES

- A. Herb Van Guilder advised that the minutes to be approved were from October 15, 2014
B. **MOTION by Brett Sanderson and seconded by Lou Gabranski to approve the minutes of October 15, 2014 as presented. Motion passed unanimously.**

3. SEXTON'S REPORT

- A. Doug Sheehan advised that he had sent out his monthly report to members.
B. Lou Gabranski asked if the cemetery is closed.
C. Doug Sheehan said that the cemetery was closed last Monday because the roads were slippery, but it has not closed for the season, yet.
D. Marty Nitka asked when it usually closes.
E. Nataile Gruber said after Halloween.
F. Brett Sanderson said it is closed but the gates are open if there is no snow.
G. Herb Van Guilder asked if there is no staff, who will be responsible to open and close the gates.
H. Brett Sanderson said it used to be the police up until last year. He suggested that the leave the cemetery open until November 30th. He asked Doug Sheehan if that would be okay.
I. Doug Sheehan said it would be if only for one more week.
J. Herb Van Guilder said people usually come in to put flowers and things on the graves for Christmas.
K. **MOTION by Brett Sanderson and seconded by Lou Gabranski to close the cemetery effective November 30 and the sexton will open and close the gates until that time. Motion passed all in favor except Herb Van Guilder.**
L. Lou Gabranski said they should advertise that the cemetery will be closing for the season on November 30th.
M. Brett Sanderson asked Doug Sheehan to put up signs.
N. Marty Nitka asked if they would open for funerals.
O. Brett Sanderson said only if there is no snow.
P. Herb Van Guilder said it was always left up to the chair and sexton to decide.
Q. Marty Nitka said it something is needed, we can call a special meeting to act on it.
R. Herb Van Guilder said they would need 24 hours to call a meeting.
S. Brett Sanderson said if people call, the 24 hours will be around us. We may not even be able to get a crew together and if there is no crew, it will not happen.

- T. Herb Van Guilder asked about Item 16 in the Sexton's report regarding the fence. He said that the fence was donated specifically to protect the sewer and not for other uses.
- U. Doug Sheehan asked how he was supposed to know, nobody had told him.
- V. Herb Van Guilder said staff knew.
- W. Doug Sheehan said they can move it in the spring. He put it across the back 40 so that people would not be able to drive across there anymore.
- X. Herb Van Guilder said it was supposed to fence off the septic and leach field areas.

4. OLD BUSINESS

A. FY 2016 Budget

- i. Marty Nitka asked how, if the voters had approved a budget of \$81,971 for this year, our expenses to date could be \$117,200.
- ii. It was explained that the \$81,971 was the amount to be raised in taxes for FY 2015. The \$117,200 was the actual expenses from FY2014, that ended June 30, 2014. The amount to be raised in taxes is the expenses less revenues.
- iii. Herb Van Guilder asked who keeps track of the budget now. Things have changed. The sexton and chair used to keep track of it.
- iv. Marty Nitka noticed that in FY 2014, they had gone over budget on some items. He said that he has asked, at meetings, several times, if there is money in the budget to do different things. He said he has been told yes.
 - v. Herb Van Guilder said the commissioners have to decide the whole budget.
 - vi. Marty Nitka said the commissioners should get monthly printouts.
 - vii. Herb Van Guilder said he gets one every month.
- viii. Brett Sanderson then asked if Herb Van Guilder knew, why didn't he say anything.
- ix. Herb Van Guilder said he thinks he mentioned it.
- x. Lou Gabranski asked about the \$150 Walker Mountain invoice discussed at last month's meeting.
- xi. Marty Nitka said he spoke to Frank Heald and was told that Walker Mountain brought down the mower and it was used. They got a call to pick it up and did. They billed the commission \$150 and we decided that we would not pay the invoice. Frank Heald said that town paid the invoice and said it was fair because the mower was used.
- xii. Doug Sheehan said that he had not ordered a mower. All he did was ask the price. He said the mower was not used.
- xiii. Marty Nitka noted that we budgeted \$3500 for Land Site Work and Fencing and spent \$41,512.
- xiv. Brett Sanderson said some of that was paving.
- xv. Herb Van Guilder explained that the Cemetery Commission is on a calendar year fiscal basis and the town fiscal year starts July 1st. We try to do projects, like paving and put money in for more than one year and roll it over from year to year until we accumulate enough. If there is an excess at the end of a year, we carry it over. He said that as of 11/13/14, we have an unencumbered balance of \$16,677.
- xvi. Marty Nitka said that he has a sheet from the office that shows a deficit balance of about \$10,000. He said the numbers are wildly different.
- xvii. Herb Van Guilder said there will be variations. He said that, in the past, the chair and sexton have kept track and transferred costs between line items if needed. We do need to be careful through the end of this year. He said there are still invoices to be paid.
- xviii. Doug Sheehan said that they have not spent much this year.
- xix. Brett Sanderson referred to the budget and actual costs for FY2014 for line items Equipment/Maintenance/Mower and Tools/Equipment/Computer. The respective budget

numbers are \$2,500 and \$3,500 and the costs were \$4,185 and \$1,071. He suggested that the costs for may have been charged to the wrong line items.

- xx. Herb Van Guilder read a list of item purchases recommended by Doug Sheehan.
- xxi. Doug Sheehan said if they include a tractor in the purchases, it would total \$6,000.
- xxii. Herb Van Guilder said they buy a new mower each year. He added that the sexton had received a bid of \$3,000 to remove the maple tree, but since it the work would not be done until next year, he suggested putting in \$3,500.
- xxiii. Marty Nitka said it is a nice tree and the only thing left standing,
- xxiv. Doug Sheehan said the tree company said it has to go. It can't be just trimmed.
- xxv. Herb Van Guilder said it is split and if it falls, it would hit some monuments.
- xxvi. Doug Sheehan said he would hate to see it go.
- xxvii. The board went through the line items.

Costs	FY 2016 Budget	Comments
Labor	\$44000	
Commissioners	\$4000	
All Insurance Related Line Items		Set by Municipal Office
FICA		Set by Municipal Office
Gas/Oil	\$4000	
Equipment/Maintenance/Mower	\$1200	
Tools/Equipment/Computer	\$6000	
Uniforms	\$300	
Tree Work/Stump Removal/Brush	\$3500	
Utilities	\$2400	
Flowers	\$400	Staff to do flowers again
Training/Conference/Mileage	\$200	
Corner Stones	\$700	
Sand/Top Soil/Gravel	\$1500	
Legal/Engineering/Survey	\$4000	
Supplies/Repairs/Audit	\$4000	
South Hill Cemetery	\$400	
Truck Maintenance	\$500	
Water Line Replacement	\$250	
Land Site Work & Fencing	DELETED	
Retreatment	DELETED	
Monument Restoration	\$1000	
Revenue		
Vault	\$200	
Lots	\$1500	
Burials & Liners	\$5000	
Care		
Foundations	\$1500	
Trustees of Public Funds	\$7000	
Corners, etc.	\$800	
Cemetery Services	0	
Misc.	0	

- xxviii. Lou Gabranski asked if there had been any burials in the new section.
- xxix. Doug Sheehan said no and there are plenty of other lots still open.

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- xxx. Marty Nitka asked about the \$41,000 for paving.
 - xxx. Herb Van Guilder said the roads are in bad shape, especially center and left.
 - xxxii. Marty Nitka said the roads look fine.
 - xxxiii. Herb Van Guilder said they have not done any monument restoration.
 - xxxiv. Brett Sanderson said leave \$1,000
 - xxxv. Marty Nitka asked if staff can do the work.
 - xxxvi. Herb Van Guilder said they also need special epoxy. He said that some of the work would have to be jobbed out. He said that our backhoe won't lift some of these monuments Austin does this kind of work. He estimated to do all of the restoration work it would probably cost about \$100,000. He said that \$1,000 would probably do 4 to 10 monuments. We had started with the old veterans' monuments.
 - xxxvii. Brett Sanderson said we should get a plan together for next year.
 - xxxviii. Herb Van Guilder referred to the Labor line and noted that the sexton had recommended including \$2,000 for staff wage increases. He said that we usually give the same percentage as the town union contract. He said that he wants it clearly understood that this budget line item is just a proposal.
 - xxxix. Lou Gabranski asked if they could leave the retreatment amount of \$9,000 as an article for the voters to vote on.
 - xl. Doug Sheehan said that he recommends putting in \$5,000 for top soil, fertilizer and Roundup.
 - xli. Marty Nitka read from the quote that he had received from Rod Williams (copy attached.) The quote is for \$6,992 per acre, not including labor. We have 33 acres.
 - xl.ii. Herb Van Guilder asked if anyone could do this work.
 - xl.iii. Marty Nitka said he does not know.
 - xl.iii. Herb Van Guilder said this is a program that we need to get going on. Some places have no grass and others only grow crabgrass.
 - xl.iii. Marty Nitka said it looks good up there and we can't afford \$7,000 per acre without labor. He said this is a country cemetery and not Forest Lawn or Arlington.
 - xl.iii. Herb Van Guilder said this it is the Commissioners' job to present a budget and to let the taxpayers know what is needed. They decide if they want to spend that money. He suggested that this may also be something that could be voted on as an Article. He said that he is not against putting in an Article. It is a program that we should start. The grass and grounds are not good and they have been neglected for years.
 - xl.iii. Doug Sheehan repeated that he recommends putting in \$5,000 for grass seed, top soil, and fertilizer and to do the work that did up by the barn.
 - xl.iii. Brett Sanderson said they should put something in.
 - xl.iii. **MOTION by Marty Nitka and seconded by Brett Sanderson to use the numbers as discussed, accept this budget and forward it to the Municipal Office. Motion passed unanimously.**
 - 1. Lou Gabranski said that we did put money in for projects.
 - li. Herb Van Guilder said we have a list of projects that we have been working on for several years.
 - lii. Lou Gabranski asked how much for the projects.
 - liii. Herb Van Guilder said it depends on the type of projects.
- B. PROJECTS FOR 2015 SEASON
- i. Herb Van Guilder advised that there would not be any new project.
 - ii. Lou Gabranski said that we did put money in for projects.
 - iii. Herb Van Guilder said we have a list of projects that we have been working on for several years.
 - iv. Lou Gabranski asked how much for the projects.
 - v. Herb Van Guilder said it depends on the type of projects.

5. NEW BUSINESS

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- A. Christmas Party
 - i. Herb Van Guilder advised that the town Christmas Party will be held on Wednesday December 17th at 6:00 p.m. It will be held at Sam's. He said the cost is \$40 per person and will be billed back to the departments, not to the people attending. He said that the Commissioners and partners are invited, along with staff members.
 - ii. Brett Sanderson said that the cost has been about the same amount for a while and we do shop around for the best price.
 - iii. Marty Nitka said he would like a copy of last year's budget.
 - B. Report on Soil Conditions
 - i. Marty Nitka submitted the quote from Rob Williams.
 - ii. Herb Van Guilder asked Doug Sheehan to bring any other suggestions to the next meeting.
 - C. Cemetery Re-Opening
 - i. Doug Sheehan asked who decides when the cemetery will re-open.
 - ii. Brett Sanderson said it is usually decided after the re-organizational meeting in the spring, probably the 3rd Wednesday in April.

6. SET DATE FOR NEXT MEETING

- A. Brett Sanderson said that the next regular meeting will be on March 18, 2015 6:00 p.m.
- B. Marty Nitka asked to have a copy of the finalized budget sent to board members. If they are not happy with it, we can call another meeting this year.

7. SIGN WARRANT ORDERS

- A. Herb Van Guilder advised that the office has requested commissioners to go into the office every Wednesday to sign warrant orders and to make sure to check all folders. He also asked them to stop in and sign the minutes

8. ADJOURN

- A. **MOTION by Brett Sanderson and seconded by Marty Nitka to adjourn this meeting. Motion passed unanimously.**
- B. Meeting adjourned at 7:26 p.m.

Respectfully submitted,
Lisha Klaiber

Herbert VanGuilder, Chairman

Lou Gabranski

Nataile Gruber

Cemetery Re-grass Proposal.

1 Acre or 200' x 200'

COST per Acre

1.) Topsoil 1.5" Thick 185 yds x \$30/yd = 5500⁰⁰
(very thin coat)
should use 3" coat.

2.) Seed 4# per 1000 SQFT x 44M x \$3/# = 528⁰⁰

3.) Weedpreewter (Tupersan) 200#/acre = 400⁰⁰
Broadleaf/ Crabgrass preemergent control.

4.) Hydro Mulch = 500⁰⁰

5.) Fertilizer 15-15-15 - 4 bags per acre x 16 per bag = 64⁰⁰

6992⁰⁰

a.) Labor Not Included.

b.) Watering is critical to program.

c.)