

LUDLOW CEMETERY COMMISSION
MINUTES OF SPECIAL MEETING HELD ON MAY 1, 2015

Chairman Van Guilder called the meeting to order at 4:00 p.m. Present were Commissioners Herbert Van Guilder, David Harlow, Ludwig Gabranski, Brett Sanderson and Martin Nitka.

In the absence of the regular recording secretary Nitka was appointed to take the minutes.

The minutes of last meeting of the commissioners held on April 22, 2015 were approved.

On motion by Brett Sanderson, seconded by Ludwig Gabranski, the commissioners went into executive session to discuss personnel matters at 4:05 p.m.

The executive session ended at 4:12 p.m.

Motion made by Sanderson, seconded by Gabranski, to hire Dan Cavoto as outside operations manager at the same wages scale and with the same benefits as he now gets as a municipal employee.

Discussion was held. Martin Nitka noted that we are now changing the organization chart since the outside manager would be reporting to the Board, not to the Sexton. Chairman Van Guilder noted that, if the job descriptions were approved, the former sexton would become inside Operation Manager and would report to the commissioners; that the outside operations manager would supervise the laborer(s) and would report to the commissioners.

The Motion carried unanimously.

The commissioners next reviewed job descriptions for Inside Operations Manager, Outside Operations Manager and Cemetery Laborer.

Gabranski wondered about the union status of the operations manager, who would continue to be a town employee. Van Guilder advised that the town manager had assured him this would be no issue.

Motion made by Sanderson, seconded by Harlow, to approve job descriptions.

Motion carried unanimously.

The Chairman read the town polices regarding wages, benefits, sick leave, holidays, etc. for full-time, part-time and seasonal employees.

Motion made by Nitka that employees be paid for holidays; that, if they were called in to work on such holidays, they would get time-and-a-half. Seconded by Harlow. Passed unanimously.

Motion made by Harlow that seasonal employees get no sick leave. There was no second.

Motion made by Nitka that each employee be entitled to up to 2 days sick leave per year subject to the same sick leave polices as the town has. Seconded by Gabranski. Passed unanimously.

Motion made by Nitka, seconded by Sanderson, that each employee get one day of personal leave per year, subject to the same policies and notification requirements as the town, including that notification of intent to take such a personal day be cleared in advance by the employee's superior or the chairman. Passed unanimously.

Discussion was had regarding authority of employees to purchase items for the cemetery. Van Guilder recommended that the department heads have authority up to \$2,500.00 and other employees up to \$250.00. So moved by Harlow, seconded by Sanderson. Passed unanimously.

Discussion was had about surveying the entire cemetery. Van Guilder thought it needs to be done. Nitka questions the cost and the necessity. Van Guilder indicated that the pins marking the "back forty" had been bull-dozed. Nitka suggested that the survey of the "back forty" could be done without doing the entire cemetery, due to concerns about costs. Van Guilder indicated that the surveyor had been very reasonable so far.

Motion made by Sanderson, seconded by Harlow, to engage a surveyor at a cost not to exceed \$1,000.00. Seconded by Harlow. Passed unanimously.

There being no further business motion by Sanderson, seconded by Gabranski, passed unanimously.

Submitted the 6th day of May, 2015



Martin Nitka, Acting recording secretary