

**PRINCE GEORGE'S CEMETERY COMMITTEE**  
**MINUTES OF NOVEMBER 23, 2013**

The meeting was called to order at 2:10 p.m. by President, Gayle Chandler. Present were members: Sandie Gerken, Patti Adams, Paulette Hickman, Joanne Bireley, Margaret Morris, and Jo Montague.

Agenda: A motion was made by Paulette Hickman to approve the agenda presented. Joanne Bireley seconded. The vote in favor was unanimous to approve the agenda.

Minutes: After the reading of the minutes, Paulette Hickman moved to approve the minutes. With a second motion by Jo Montague, the vote to approve the minutes as read was unanimous.

Treasurer's Report: Mayor Patti Adams presented the administrator's report of assets, along with a check detail printout of expense since our last meeting of May 18, 2013. A detail of the town's ledger showed the actual expenses compared with the approved budget. To date, we have expended monies beyond what was budgeted. In addition to the perpetual care, grass cutting, and insurances, the cemetery fund has paid out \$949.00 for repair to graves and a survey of the town's portion of the cemetery, \$7.00 for No Smoking signs. We have purchased cemetery liability for \$17.00. Monies taken in include \$85.00 interest on the three CDs. The budget projection anticipates a \$1000.00 grant income for the Delaware Preservation Fund. Details of the financial reports are attached to these minutes.

Correspondence: Only one letter was forwarded by former Committee President Melody Chandler. The letter from Barbara Slavins stated that her Tunnell ancestors were supposedly buried at Prince George's Chapel, but since no markers or stones were ever found, a cenotaph was erected near other Tunnell graves at Blackwater Presbyterian Church,, near Omar. She inquired if we had any evidence of these Tunnell graves.

Reports by Officers/Representatives: Jo Montague advised that Vance Phillips of the Sussex County Council had given the Friends \$1000 donation.

**OLD BUSINESS:**

INSURANCE: Liability insurance for the cemetery grounds was purchased for \$17.00 since last meeting. The town administrator has researched additional insurance to cover open property in the cemetery for repair, etc. With a large deductible, \$5000 coverage would be \$33.00 annually. Since recent repairs that might have fallen into this coverage limits was well below the \$5000 (approx. \$400), discussion centered on whether we needed the coverage. Sandie Gerken moved that we NOT purchase this insurance at this time since the grounds are in fair to good repair at this time. The motion was seconded by Paulette Hickman and the motion to decline the purchase of this insurance was unanimous.

DDOC Maintenance of Cemetery: All present commented that the DDOC was doing an excellent job of caring for the cemetery. No further discussion on this topic ensued.

**OWNERSHIP/SURVEY of the Front Graveyard:** As discussed at the May meeting, the town administrator had found papers proving that the town did indeed own the 2 tracts of the cemetery in front of the chapel. President Gayle Chandler presented a copy of the survey of the cemetery tracts at PGC. Survey was done by Miller Lewis, Inc. Land Surveying. The survey does indicate the boundary concrete markers along the south frontage of the cemetery (along Vines Creek Rd) along with iron pipe markers set in the ground at the corners of the 2 tracts of cemetery as the north boundary. The question arose as to how far back towards the chapel does this town property go.

**SIGNAGE:** Gayle reported that the NO Smoking signs had been placed on the gates of the cemetery per Delaware regulation. As to date, the second rules and regulations sign contracted by Mr. Crater for inside the cemetery grounds has not been done. Still pending is written approval of placing the handicapped signs at designated parking places. The state gave a verbal approval over the phone, but the committee is waiting for the requested written approval.

**FENCING:** After completing the GPR survey (Ground Penetrating Survey) the Division of Historical and Cultural Affairs had given verbal approval of fencing inside the cemetery to curtail willy-nilly parking near the chapel, we discussed sending the request to complete an initial phase of this fencing to council for approval. Sandie moved to install split rail fencing along the north side of Tract 1 (Ward lane side) with pedestrian/handicapped openings spaced after each section. Joanne Bireley seconded the motion and it passed unanimously. Patti will seek approval from council to begin this first phase of fencing within the grounds

**ADMENDMENT OF RULES & REGULATIONS:** The suggested amendments to these rules that were requested of council have been approved. The new regulations involve the addition of specific regulations for burial of urns per plot (revised #5, added #4), plus the additional regulation of No Parking behind PGC (#13) were presented. Sandie moved that we add a #14 amendment stating the Delaware law of No Smoking on the grounds. Jo Montague seconded and the motion passed.

**DAMAGED GRAVES:** Patti contacted Lloyd's Memorials about how to close in the collapsed graves in Tract #1 of the cemetery. She was advised to fill in with sand. Sand was purchased and the graves were filled in by Bob Flowers.

**NEW BUSINESS:**

**DONATION:** Gayle reported that the Town's cemetery fund had received a donation from WSFS Bank. Bill Chandler III recently resigned from the board of directors of the bank. In appreciation of his service on the board, the bank gave a donation of \$1000 to a charity or organization of Bill's choice. He chose the PGC Cemetery Committee. Money has likely been received and deposited, but is not reflected on the current financial report.

**DE Preservation Fund:** The deadline to submit request for funds for cemetery preservation is December 13. We discussed improvement projects for the cemetery. Sandie mentioned that the base of the monument in honor of General Dagworthy is crumbling. Paulette Hickman moved that we request from the Preservation Fund the monies to repair the monument. If, in case, this request did not qualify, then

we need to ask for funds to continue the fencing project to protect the cemetery. Margaret Morris seconded the motion and it passed unanimously. We will ask Stacey to prepare the request for the grant.

DE First State Cemetery Association: The town received correspondence last May from this association asking us to register for this association to discuss at semi-annual meeting items and options for cemeteries. The fee is \$10 for 2 years. With much of the suggested topics already being addressed and acted upon by this committee, Patti Adams moved that we not contribute to this association as we could see no gain at this time. Joanne Bireley seconded, and the motion passed.

UNDERTAKER LETTER: Gayle presented a first draft letter composed by clerk, Duane Kenton to be sent to area funeral homes regarding new procedures for grave openings and emphasizing new rules and regulations approved by council. We discussed revising the letter to emphasize the new requirements. Sandie volunteered to draft another copy of the letter and to deliver this to Duane at town hall early next week.

With no business for the good of the order, Patti Adams moved to adjourn the meeting. Paulette Hickman provided the second and the vote passed unanimously. Gayle Chandler adjourned the meeting at 3:35 p.m. The date and time for the May 2014 meeting will be announced later.

Respectfully submitted,

Cassandra H. Gerken

Secretary