

Prince George's Chapel Cemetery Committee Meeting

Minutes of May 18, 2013

The Prince George's Cemetery Committee met at Dagsboro Town Hall on Saturday, May 18, 2013. The meeting was convened at 2:09 p.m. by President Gayle Chandler. Attending were members Mayor Patti Adams, Linda Ward, Sandie Gerken, Gayle Chandler, and Joanne Bireley.

Agenda: A motion was made by Linda Ward and seconded by Sandie Gerken to approve the agenda. The vote in favor was unanimous.

Minutes: Patti Adams moved to approve the minutes of the November 18, 2012 meeting. Joanne Bireley seconded and all approved the minutes without corrections.

Treasurer's Report: Mayor Adams presented the liabilities, assets and equity of the cemetery. Copies of the financial report, current line item budget for the cemetery plus projected budget for 2014 are attached to these minutes. In question was the \$54.22 for purchase of American flag. A flag is continuously flown at the cemetery, so the inclusion of this expense for the cemetery is appropriate. Other income was from one burial plot. As noted below in Old Business, line items not belonging to the cemetery committee have been corrected, namely the \$320 for the Friends' chapel liability policy, and one-half of the lease agreement with the state.

Correspondence: President Gayle Chandler reported that she had email correspondence with Sandie Gerken and Patti Adams regarding questions about urn burials in the cemetery. This report included below in New Business.

OLD BUSINESS:

INSURANCE: Gayle reported that questions regarding the cemetery's insurance policy has been resolved. The cemetery has general liability coverage only, which covers bodily injury or property damage for which we are liable. Limit per occurrence is \$1 Million with a \$2 Million Umbrella policy over that. There

is no coverage for vandalism to tombstones by others. After discussion, we decided that Gayle will look into cost for this type of coverage and report back at November meeting.

DISTRESSED CEMETERY FUND GRANT: We may be ineligible as we are not without funds. This grant will be available again in 2014. We will gather ideas on what we might need to be eligible for another grant. Issue is tabled until the November 2013 meeting.

DDOC MAINTENANCE OF THE CEMETERY: The current expense contract with the DOC for grass cutting is \$2550 for the season. This total amount has been placed in the cemetery committee's responsibility. We do share the total expense with the Friends. There is a question on whether this line item is cemetery's portion or the total expense for all cutting at PGC. Patti and Gayle will resolve this question with Stacy. But, we all agreed that we are content with the weekly cutting as of now. We understand that if we were to go with every other week, the total cost would be halved.

CEMETERY BUDGET: The town will amend the expense to split the cost of maintenance of the parking lot between the cemetery committee and the Friends. The lease is now split with the Friends. The chapel general liability expense has been corrected as this is a Friends expense. The itemization of the budget as a line item for the Cemetery committee is new for us and very informative.

DIVISION OF HISTORICAL & CULTURAL AFFAIRS/HANDICAPED SIGNS AND FENCING: Town secretary Duane Kenton is trying to contact the state regarding the handicap signs. They have not responded. A representative from the state did meet with Patti and Calvin Ward, but no answers to our questions so far.

Gayle reported that a notice has been received from the state that there is a NO SMOKING policy in effect for all state

property that includes the grounds as well as buildings. Discussion ensued on what our responsibility is regarding signage for the cemetery. Sandie Gerken suggested that we place a sign at each of the 3 gates to the cemetery regarding No Smoking on Grounds. It was agreed that this would be sufficient. Patti Adams moved that we provide these sign for the 3 gates. Linda Ward seconded. The vote was unanimous. Mayor Adams will bring this recommendation to council at the next meeting. Perhaps this regulation should be put on the second sign that Scott Crater is to provide. This second sign is not yet done. Mr. Crater has put it on his schedule. We decided to leave this as is for now and contact Scott in the future if the sign is still not done.

Fencing: A state representative came down to inspect the area in response to our request to add fencing within the grounds to prohibit parking close to the gravesites. Verbal permission was given. The town has requested that they put this permission in writing. As of this date, the state has not provided this in writing.

CEMETERY LINE ITEM IN TOWN BUDGET:

We discussed this is Old Business under CEMETERY BUDGET. This is a positive clarification for the cemetery budget. We now have a projected budget for 2014. Regarding \$10 incomes for donations, we questioned what this was. Patti will check with Stacey Long.

NEW BUSINESS:

OWNERSHIP OF FRONT GRAVEYARD: Gayle presented copies of deeds that Stacy has obtained showing that the town actually OWNS the front cemetery, both parcels as well as the center driveway. The title search has been done and this will be the cemetery committee expense. This is good news as we now can move forward with any improvements to this cemetery property as we deem

necessary. The next step is to have the survey of the property done. URS cost would be too high, but a recommendation was made for a survey company. Miller. Gayle asked Sandie to check with Jim Bunting, her brother-in-law to see if he would be interested in doing the survey. Once the survey is done, we can proceed with the fencing construction.

Patti brought up that grave diggers have been driving their heavy equipment all over the cemetery, on graves and behind the chapel. She shared a concern about the graves and vaults possibly being damaged by the equipment. They hide their trucks and equipment behind the chapel during funerals. We decided to contact Doug Melson to inquire whether this equipment could damage graves/vaults.

NUMBER OF URN BURIALS PER PLOT AND COST PER BURIAL: A question was made by a plot owner on how many urns could be buried in one grave plot, what the cost would be, and could he bury it himself. We have nothing in our rules about this issued. After discussion, we agreed that 4 urns per plot would be the limit, that the cost for opening the space for the urn would be the same as for a full grave (\$250) and that the interment should be done by a professional. A burial for an urn would then have to go through the same process as a burial for a casket/vault. Sandie moved to allow 4 urns per plot. Linda Ward seconded. After the vote, motion was carried unanimously. Another motion was made by Linda Ward to require the same \$250 burial fee as for a full gravesite. Joanne Bireley seconded and this motion passed unanimously. A third motion was made by Patti Adams that the urn be interred by professionals such as the funeral home services. Linda Ward seconded this motion and the vote passed.

Patti will bring these recommendations to council along with the new wording to be added to the cemetery rules and regulations to read as follows:

1. There may be no more than 4 urns per burial plot. This wording was moved by Patti Adams and seconded by Joanne Buried. All approved.
2. All interments must be conducted by a professional funeral service. Patti Adams made the motion for this wording with Linda Ward seconding. All approved. Motions both passed.

These wordings for rules and regulations amendments and recommendations will be presented by Patti Adams to council.

POSSIBLE DAMAGED GRAVESITES IN REAR OF CHAPEL: Gayle reported that there are two huge holes near the fence to the rear of the chapel (along fence facing west toward town). Two barrels have been placed on them as a safety precaution. Ken Darcy came down from the state and could not determine if they were washed out gravesites or something else. Sandie reported that two gravesites with brick vaulting had been uncovered along that fence several years ago and the state filled them in with dirt. The town attorney advised 3 solutions: sand, dirt, or concrete. Concrete is not an option as these holes may possibly be graves that might possibly need to be opened in the future. Our committee recommended that we fill these holes with dirt. Sandie will look at the holes and see what she thinks they are. Patti Adams moved that we contact the state Division of Historical and Cultural Affairs to have a professional, maybe archeologist look at the holes to determine what they are. There is a possible danger in leaving them as is for log. Sandie Gerken seconded the motion. After vote, the motion passed.

AMENDMENTS OF BYLAWS REGARDING ELECTION OF OFFICERS: Gayle recommended that we amend our bylaws regarding officers since we have a limited active committee eligible to serve. After discussion it was agreed to remove requirements #2 and #5 as criteria for election of officer. Sandie Gerken moved to eliminate requirement #2 which states no officers can be related and to eliminate #5 which limits and defines terms of service. Linda Ward seconded. The vote to amend the bylaws as such passed unanimously.

ELECTION OF OFFICERS: Joanne Bireley nominated Gayle Chandler for president of the cemetery committee. Patti Adams seconded. With no other nominations from the floor, the vote for the motion was passed in favor of Gayle Chandler as President. Patti Adams nominated Linda Ward as Vice-President. Joanne Bireley seconded the motions. No

further nominations were made. The vote for Linda Ward as Vice President passed. Patti Adams nominated Sandie Gerken for secretary. Linda Ward seconded. After no other nominations, Sandie was elected to the office of secretary.

With no other business for the good of the order, Joanne Bireley moved that the meeting be adjourned. Sandie Gerken seconded. All votes were in favor. The meeting was adjourned at 3:25 p.m. The next meeting will be in November 2013, the date and time to be determined.

Respectfully submitted,
Sandie Gerken