

**PRINCE GEORGE'S CEMETERY COMMITTEE**  
**MINUTES, MAY 4, 2014**

Note: Recorder Folder A, Track #3

The meeting was called to order at 2:05 p.m. by President Gayle Chandler. A sign up sheet was circulated for signatures of members present. Those included were: Gayle Chandler, Melody Chandler, Patti Adams, Paulette Hickman, Jo Montague, Linda Ward, Brian Baul, Sandie Gerken.

Upon review of the Agenda, Melody Chandler moved to approve it with a seconded motion by Linda Ward. All members voted to approve the agenda.

The minutes for the November 23, 2013 meeting were read. Gayle Chandler proposed an amendment to those minutes to include the addition of a sign up sheet to our meetings and to note the fact that the recording device was not available for use for that meeting. Paulette Hickman moved that we accept the minutes with the above amendments. This was seconded by Patti Adams and the motion was passed unanimously by the members.

New committee member, Brian Baul, representing the town council read the Treasurer's report as submitted in Stacey Long's administrator's report. Of note, the town council had approved a \$500 donation to the cemetery fund and paid from the Town's General Fund. CD income since the November meeting totaled \$68.46. A \$17.00 payment was paid from the Town's General Fund for the Cemetery liability insurance premium for 2013-2014. DDOC is providing the grass cutting for the cemetery for \$2500 for the season April through September 2014. This maintenance is being done weekly. A copy of the Cemetery Budget draft for 2015 was reviewed and included in the Administrator's Report attached to these minutes. Total Cemetery monetary assets as of this meeting are: Checking: \$1141.93; Savings: \$3769.86; CD#1 \$32,693.52; CD #2: \$44,672.84; CD #3: \$32,055.74.

Correspondence: One email was received by Melody regarding the preservation and names on graves from a Russ Crandoll. A discussion followed on the lack of a complete cemetery transcription is not available to answer questions about burials in PGC Cemetery. Sandie volunteered to give an alphabetical listing of all graves in the cemetery to the Town Hall for reference. An up-to-date listing is available in Volume 3 of "Tombstones of Sussex County", published by Delaware Downstate Genealogical Society.

No other reports were presented by representatives or officers.

## OLD BUSINESS:

Report of DDOC Maintenance of the Cemetery is provided above under the financial report.

DE Preservation Fund and Fencing: We had applied for \$1000 grant money to repair the foundation of the Dagworthy monument. Stacey Long, town administrator received a quote from Lloyd's Memorials for this repair and it totaled \$4300. Since this amount was well above the grant money, and with realization that this monument ultimately belonged to the state, we requested an amendment for the use of the grant to include the needed fencing improvements that we had requested pending approval by Town Council. Stacey received notice that we could apply the grant to the fencing project that was officially approved by Council at their April 28, 2014 meeting. This project is now pending.

Rules and Regulations Update: At the November 2013 meeting we had added two additional regulations #13 and #14 pending Town Council approval. The council approved the insertion of #13 (no parking behind the chapel) and #14 (no smoking on cemetery grounds). These rules are posted on the town website.

Undertaker Letter: Council approved our draft to undertakers regarding change of procedure for opening of graves and additional rule and regs. Stacey has forwarded this letter to local undertakers/funeral homes as of Jan. 17, 2014.

Geophysical Survey of Cemetery: The report done by the State of DE has been received and reviewed pursuant to the state's approval for our requested fencing within the cemetery. The conclusions and recommendations of the survey can be found on page 3 of the report under section 5. The data identified 2 structure footprints/anomalies in the soil in the section of the cemetery in which we wish to place fencing (noted in Figure #6). These anomalies are unknown structure prints, likely not graves and are located in Tract #2, State and chapel section. The recommendations of the survey are to avoid the marked grave sites in Tract #1 when placing the fencing project along the interior driveway along that section. A question was raised if these anomalies could be sewer or well, but Sandie reported that the well and oil tank are behind the chapel and that the sewer line runs up long the Chapel Lane side of the property. The use of this survey for us is to now proceed with the fencing project.

Miscellaneous: Stacey Long has advised that she is awaiting the renewal forms for the Biennial Cemetery Registration. She contacted the state and was advised that the forms were being mailed, the fee is still \$10 but is now good for 5 years instead of 2 yrs. We will apply for the 5 yr registration. This item is noted in the budget information provided.

#### NEW BUSINESS:

Update of Town Website: The new website is up and running. After discussion about Melody's email being used for questions regarding the cemetery, Brian Baull suggested that he would be willing to have his email added to direct cemetery questions for our committee. Sandie moved that we request adding the GeoPhysical Survey and Brian Baull's email address to the Town Website pending council approval. This was seconded by Patti Adams. A vote in favor passed the motion.

By-Laws/Election of Officers and Friends' Representative: After voting to amend our by-laws last November, we ended up deleting term limits entirely. The intent was to eliminate the wording about restricting more than 2 consecutive terms. We need to vote on the # years each term officers and representative should serve and therefore, when elections need occur. After discussion, Paulette moved that we have 3 yr terms and hold elections every 3 years. Linda Ward seconded and with all in favor, the motion passed.

Elections: Paulette moved to elect Jo Montague as the Friends of PGC representative for the committee. This post has been held by Margaret Morris. Sandie seconded the motion and the vote was unanimous in favor. Regarding the election of officers, Melody volunteered to serve as President of the committee for the next 3year term. Patti made a motion that we elect Melody Chandler as president and re-elect Linda Ward as VP and Sandie Gerken as Secretary for the next 3 year term. Paulette Hickman seconded this motion and the vote was unanimous in favor of passing the motion electing officers pending Council's approval of the 3 yr. term.

The meeting was adjourned at 3:02 p.m. November 2014 date to be announced.