



# **CEMETERY BOARD**

**MEETING MINUTES  
NOVEMBER 15, 2018  
10:00 AM**

The meeting was called to order by Service Director Ron McAbier in the early absence of Mayor Day. Present were members Mark Wideman, Tim Halter and Jim Exley. Absent was member Dave Frantz and Rich Geib. Guests were City Council Liason Aimee May and Cemetery Superintendent Kelly Herron. Guests were Jose Castrejon and Eric Reip.

Mayor Day joined the meeting at 10:10.

The minutes of the board's October meeting were unanimously approved on a motion by Tim Halter and a second by Jim Exley.

## **SUPERINTENDENT'S REPORT**

Mr. Herron reported that the surveyors were to begin today to survey the land on Delaware Drive. Mr. Herron stated that HB168 will allow the State's Division of Real Estate to collect \$2.50 per burial permit to be deposited into a grant fund. The fund monies will be used to award grants of \$1,000 each to those municipalities and churches who may want to apply. Private cemeteries are exempt from applying.

## **OLD BUSINESS**

There was no old business to discuss

## **NEW BUSINESS**

Service Director McAbier turned the meeting over to cemetery consultant, Jose Castrejon with MSP Designs who presented his master plan for the city's cemeteries.

Fair Avenue: Renovations will be around the old carriage house with nearby parking available; a memory walkway to/from the roadway (alley); area will include a scattering garden, niches (columbarium wall and an octagon); and a memory bench

East Avenue: Will include main office, service building, columbarium shelter (a place to hold services); will include 8' sidewalk in the loop (will remove the current roadway and by shaving off the width of the current roadway and turning into a walkway will allow for approximately in ground 30 burial sites on each side); niche (columbarium wall and octagon); includes a scattering garden

East Avenue Maintenance Building: If it remains at its current site, Jose suggests adding landscaping, moving or adding an additional entrance to the building and allow for parking

Final Landing (Delaware Drive property): Jose says there is room for 700 units per acre; suggests planting trees now for future development with ecstastic look; entrance off 20<sup>th</sup> Avenue will include a memory walkway, flag pole and a scattering garden

Mr. Castrejon suggests a focal area at each entrance and might include a veterans section as well as a pet cemetery;

Next steps include: how to phase the plans out and the costs associated with each phase; prepare a document with the rules and recommendations for monuments and what not to do; the Final Landing for full burials including yearly tree planting, specific varieties for strategic spots

Superintendent Herron will make plans to attend the next area Ohio Cemetery Association.

Visitor Eric Reip from New Philadelphia commented on how he would like to see a low cost natural burial section in the plans.

#### ADJOURNMENT

With no other business to conduct, at 11:00 am the meeting adjourned following a motion by Herron and second by McAbier.

Mary Ann Otte  
Administrative Assistant