

Beech Grove Cemetery Board of Trustees

Minutes

September 13, 2022

Members present: Sally Jo Vasicko, Zac Bow, Tommy Goul, Lesia Meer, Karen Vincent

Member absent: Linda Barton, John Beatty

Also present: Troy Watters, Superintendent

- Sally Jo Vasicko called the meeting to order at 4:15 p.m.
- Tina Sulfridge joined the meeting to distribute a proposal from CemSites, the cloud software for cemeteries and gave a brief report on the database. She noted that the database would automate tasks and make work more efficient. She can set up a demonstration for a small group. Sally Jo Vasicko asked board members to read the proposal before the next board meeting.
- Minutes
 - Upon a motion made by Zac Bow and seconded by Tommy Goul the minutes were approved.
 - Lesia Meer asked about board meeting attendance policy. The ordinance filed on October 18, 2021, states the following: Section 93.23-Organization; meeting and attendance requirements part (C) the board of trustees shall meet monthly. Any member that fails to attend three (3) meetings in succession or fails to attend (4) meetings in a calendar year may be removed from office by a majority vote of the Common Council and replaced in accordance with Sec. 93.22.
- Claims:
 - Claims were reviewed by Zac Bow. In discussion, it was noted that:
 - Modern Construction worked on the porte-cochere and chapel bathroom.
 - The adjusted invoice from Rim Run Pete, Inc. subtracts the price of the pump for the pond.
 - Flowers Wholesale provides paper products and typically delivers within an hour.
 - David Jackson Plumbing worked on the chapel bathroom.
 - Lawnscape Landscape did the pond landscaping.
 - Gregory Marvin opens and closes the gates seven days per week. Currently he is paid \$200 per month. The board was asked to raise the amount to \$400 per month. Upon a motion made by Zac Bow and seconded by Lesia Meer, the raise was approved.
 - Upon a motion made by Tommy Goul and seconded by Karen Vincent, claims were approved.
 - Troy Watters noted that some part-time workers will be laid off soon.
 - Zac Bow reported that Beech Grove is doing well financially and is within budget. The cemetery is also doing fairly well on the revenue side. Superintendent Troy Watters has been spending time with the controller going over various funds.
 - Report of receipts and disbursements

- Troy Watters noted that the price of Beech Grove Cemetery lots is lower than most other cemeteries. A discussion about raising prices will be held at the December 2022 board meeting.
- Old Business:
 - Ordinances
 - City council introduced the following ordinances at the September 2022 meeting. The ordinances will be voted on at the October 2022 city council meeting:
 - Dogs must be on leash and accompanied by owner.
 - Beech Grove Cemetery Board of Trustees organization will take place in January rather than April. Evaluation of superintendent takes place in November. Sally Jo, Tommy, and Linda will review the evaluation process and the superintendent's job description and report to the board for input.
 - The appropriations request was discussed as part of the superintendent's report.
 - The discussion of the Muncie Map presentation was tabled until the board reviews the CemSites database proposal.
 - The discussion of membership in the Indiana Cemetery Association was tabled until John Beatty is present at a board meeting.
- Superintendent's Report
 - Troy Watters reported that:
 - He presented the appropriation to city council. The council voted 9 to 0 in favor of the appropriation. They will vote on final approval on October 3, 2022.
 - The Parks Department started cutting down trees at no charge other than disposal of the trees.
 - Muncie Sanitary District (MSD) has offered to let Beech Grove use the Napa located in the new sanitary facility. MSD has also offered Beech Grove the option to use their mechanics for big jobs at \$45/hour. By consensus, the board approved using both of these services.
 - City Engineer and Street Superintendent Adam Leach offered to pave the worst roads for the cost of materials. It was questioned whether or not the roads are considered city streets. Troy Watters will check.
 - The chapel is open for use. He is working on price list for non-profit, for profit, and community organizations, and for individuals. The list will be ready for review in October.
 - The open house was a success.
 - The restoration of the pond and fountain is almost complete. There was a discussion of whether or not to add fish to the pond and lights directed on the fountain. Troy Watters will investigate.
 - He would like to offer the option of Beech Grove employees pouring foundations for headstones at a cost of \$.55 per square inch. By consensus, the board agreed.
 - The city council attorney gave the go ahead to send letters concerning delinquent accounts regarding grave purchases.

- Troy asked for permission to purchase a shed for dry storage. It will be located next to the garage. He also wants to donate wooden folding chairs to another organization. By consensus, both requests were approved.
- Other Business
 - o Sally Jo Vasicko set a subcommittee to develop a plan of action for 2023. Members include Sally Jo Vasicko, Lesia Meer, and Karen Vincent. The committee will meet after November 8. Another subcommittee was set to discuss the possibility of creating a non-profit organization within Beech Grove. Members assigned to this committee include Sally Jo Vasicko, Karen Vincent, and Zac Bow.
 - o The Monday Afternoon Club will meet in the chapel on November 14, 2022.
 - o Leisa Meer will chair the October board meeting in Sally Jo Vasicko's absence.
- Upon a motion made by Lesia Meer and seconded by Tommy Goul, the meeting was adjourned at 5:45 p.m.

Respectfully submitted,
Karen M. Vincent, secretary

Sally Jo Vasicko

Attest