

MINUTES OF THE EVERGREEN MEMORIAL CEMETERY
BOARD OF TRUSTEES

December 12, 2016

The Board of Trustees for the Evergreen Memorial Cemetery met in the Cemetery office located at 302 E. Miller St., at 6:00 p.m.

The meeting was called to order by Board President Eugene Lorch and the following were present:

Trustees: Eugene Lorch, President and Greg Fraley, Vice President.

Trustee absent: Joseph Gibson, Secretary/Treasurer.

Others: Tina Crow, Cemetery Manager, Deborah Skillrud, Township Supervisor and Gabrielle Nichols, Cemetery Administrative Assistant.

“Consent Agenda”

- A. Approval of Minutes of the November 14, 2016 Board Meeting, as submitted by Cemetery staff. (Recommend that the Minutes of the November 14, 2016 Meeting be approved as presented.)
- B. Approval by Board on Monthly Cemetery Audit of November 2016. (Recommend that the Audit be approved as presented and forwarded on to Township Board for action and approval at their December 19, 2016 meeting.)
- C. Approval of anticipated expenditures as presented for the month of December 2016. (Recommend that the Anticipated Expenditures be approved as presented.)
- D. Approval of performance raises for cemetery employees at a net effect on payroll of two percent (2%). (Recommend the performance raises for cemetery employees be approved as presented.)
- E. Approval of one half page ad for the holidays in the Pantagraph which includes 25,000 online ads at a cost of \$1,100. (Recommend the one half page Pantagraph ad be approved as presented.)
- F. Approval of proposed change to safety award to \$75 for yard workers and \$50 for office workers. (Recommend proposed change to the safety award be approved as presented.)

Motion by Trustee Fraley, seconded by Trustee Lorch to approve the Consent Agenda as presented.

Ayes: Trustees Lorch and Fraley.

Nays: None.

Motion carried.

Approval of proposed transfer of Gabrielle Y. Nichols from part-time to full-time employee commencing on January 1, 2017 which will provide on the job training due to the Board's intention to have Ms. Nichols replace Tina Crow, Cemetery Manager, upon her retirement.

Motion by Trustee Fraley, seconded by Trustee Lorch to approve the change to Ms. Nichols's employment status as presented.

Motion carried, (viva voce).

Discussion regarding 2016 year to date burials at local cemeteries.

Comments: Discussion regarding credit card machine contract.

Public Comment: No one came forward to address the Board.

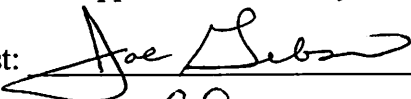


Motion by Trustee Fraley seconded by Trustee Lorch to adjourn. Time 6:57 p.m.

Motion carried, (viva voce).

Respectfully submitted,

Eugene Lorch, President
Gregory Fraley, Vice President
Joseph Gibson, Secretary/Treasurer

Passed and approved this 9th day of January, 2017.

Attest:  Secretary/Treasurer
 President
 Vice President

GYN