

Cemetery Trustee Minutes 2014-8-14

The August meeting was held at the DPW Facility on Lockehaven Road on Thursday Aug. 14th.

Attending were Mary Quintana, Chairperson, Richard Henderson, David Stewart, trustees and Will Shoemaker, Sexton.

Blank forms from our new Pontem Cemetery Program were reviewed by all Trustees for reference.

A Request for Proposals in regards for work to be accomplished at the Lockehaven Cemetery to improve stone walls surrounding several gravesites was reviewed and discussed.

A copy which is to be inserted in the Valley News requesting sealed bids from contractors.

Interested parties should make an appointment with the Cemetery Sexton, Will Shoemaker, to view the need work on or before September 5, 2014.

Estimates should be submitted in an envelope marked "Cemetery Wall Repairs" to the address above before 3:00, Wednesday, September 10, 2014 by hand, mail or email. The Cemetery Trustees will review all proposals and select a winner at their next meeting on September 11, 2014.

Mary asked Trustee Henderson if he remembered when the last time that gravestones in our cemeteries had been cleaned and he said he would check the Trustee's files and have an answer for the next meeting. He also stated that he saw an ad for a cleaner for grave tablets that did not require water which is not available in our cemeteries. He will look into this and give a report at our September meeting.

Henderson again questioned as to why new mower blades were charged to the Cemetery Dept. and was answered by Will Shoemaker, that due to the terrain of our cemeteries, more wear was caused by mowing in our cemeteries than in other areas that require mowing. All Trustees accepted this answer.

Mary Quintana and Alicia Bonnette are both working on the new Pontem Program recently purchased as an upgrade for our Cemetery Records which was a needed and necessary improvement. Because of the complicity involved, and they will be spending a lot of time on this project which will be a great asset to our future Trustees.

The Trustees need a USB Document Scanner for Record keeping and have approved the purchase for less than \$200. Will Shoemaker will attend to this matter.

Coming Budget: A request for increase of Cemetery Grounds Expenses to the amount of \$3,000 will be submitted for the year 2015.

Sexton Shoemaker noted that the utility building at Lakeview needs painting for the coming year which will be an added expense of approximately \$500 for materials.

The meeting was closed at 7:00 PM.

Respectively submitted by Richard M. Henderson, Secretary

