

Milford Community Cemetery Board  
Minutes of Meeting  
January 21, 2022

The Milford Community Cemetery Board of the City of Milford was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, DE on Friday, January 21, 2022 by the way of video conferencing (zoom) which was available for public view and participation as permitted.

PRESIDING: Mayor Archie Campbell

IN ATTENDANCE: Members Scott Sipple, Brad Dennehy, Mark Whitfield

STAFF: Deputy City Clerk Katrina White

Absent: Jean Wylie, Todd Culotta, Danny Skinner

Mayor Campbell called to order the Milford Community Cemetery Board meeting at 8:40 a.m.

***Unfinished Business***

***Community Cemetery Website Update***

City Manager Mark Whitfield showed a presentation of the new website. He stated that within a month or so the website should be completed. It was decided that the Contact Us page on the website would be directed to Mark Whitfield and Brad Dennehy.

***New Business***

***Cemetery Management Agreement***

Scott Sipple submitted a proposal to continue the management responsibilities for another year. (See proposal in the packet.) The proposal includes a \$5000 a year increase.

***Cemetery Financial Services/Accounting Agreement***

Mr. Sipple submitted a proposal from Lank, Johnson & Tull for accounting services. (See proposal in the packet.)

WM. V. Sipple and Son would like to turn over the accounting duties to Lank, Johnson & Tull who has been doing the cemetery's financial work for many years.

City Manager Whitfield suggested that the Cemetery Board get a PO Box to have a place for the bills to be mailed to going forward.

There was a discussion about looking into getting the Board bonded. Director Dennehy suggested also looking at the property liability insurance that is in place.

City Manager Whitfield made the motion to accept the contract of WM. V. Sipple & Son to manage the cemetery as well as the contract with Lank, Johnson & Tull for the financial services. Mayor Campbell seconded.

Director Dennehy stated he wanted to add the change to the last paragraph of removing the word City and adding the word Board to the contract.

Mr. Sipple recused himself from the vote due to a conflict of interest.

The motion carried unanimously.

It was decided that Director Dennehy would be the contact person for Lank, Johnson & Tull in reference to banking issues.

### **Grave Opening/Vault Installation Contract**

Mr. Sipple presented the Chesapeake Burial Vault Co., Inc price list. (See Price List in the packet.) Mr. Sipple asked if the board wanted to consider any increases. The board was in agreement that there would be no increases and accepted the price list that was presented.

### **Cemetery Lawn Maintenance Contract**

Director Dennehy reported there were two things that he has been working on. One was trying to get some additional signage and letting people know that they were going to clean up the gravesites and the other was trying to get the grass contractor to come back and give a price to clean up those things. He stated that while waiting for the signs, he received notification that the sign company would no longer be able to make the signs because they are in the process of selling the company. Also, the grass-cutting contractor will not be able to do the clean up work or come back in the spring to continue cutting the grass.

Director Dennehy read a letter from Mr. Warren from Warrens Lawn Care. He stated that the grass cutting would have to be put back out to bid in the next couple of weeks. He also would like to get some free-standing signs that would clearly display the rules and regulations of the cemetery at the entrances to the new and old cemetery.

### ***Maintenance Report***

Director Dennehy reported that there was some road repair in the old section that really needed to be addressed and a dilapidated shed in the old cemetery that needs to be demolished.

Director Dennehy stated that he would set up a meeting with Mr. Sipple, City Manager Whitfield and City Engineer James Puddicombe when the weather warms up to take a look at the current maintenance and road issues in the cemetery and hopefully come back to the Board at the next meeting with a plan.

City Manager Whitfield suggested that any information should be submitted by April to try to obtain CTF funds for the project. He also asked Director Dennehy to get some cost estimates on the signs and to have the shed removed as soon as possible.

There was a discussion on dirt removal from the property and the addition of screening or an enclosure to that area. Director Dennehy stated he would bring some ideas to the next meeting.

***Financial Report***

Mr. Sipple reviewed the financial report. (See Financial Report in the packet.)

Mayor Campbell made the motion to accept the financial report. Director Dennehy seconded. Motion carried unanimously.

Next Meeting:  
April 22, 2022

With no further business, Mayor Campbell called for a motion to adjourn. Mr. Sipple made a motion to adjourn. City Manager Whitfield seconded the motion. The motion passed unanimously.

The meeting was adjourned at 9:51 a.m.

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Katrina L. White, CMC  
Deputy City Clerk/Recording Secretary