

CITY OF MILFORD
Community Cemetery Board
Minutes of Meeting
January 29, 2021

The Community Cemetery Board of the City of Milford convened 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, Jean Wylie, Brad Dennehy, Mark Whitfield

STAFF: Deputy City Clerk Katrina White

Absent: Danny Skinner

Mayor Campbell called to order the Community Cemetery Board meeting at 9:09 a.m.

Mr. Sipple made a motion to approve the previous meeting minutes. Ms. Wylie seconded the motion. The motion so passed with all ayes.

Unfinished Business

Headstone Repair Update

Mr. Sipple shared that phase three of the repair project was completed the week between Christmas and New Year's Day. This was a three-part project that was started in 2017. At this time, the southmost sections of the old cemetery from Walnut Street all the way to the back have been completed. There has also been work completed in the cemetery on the North end of the property. He encouraged everyone to go out and look at the results of the project.

Wall Removal Update

Director Dennehy reported that he has spoken with Charlie Norberg who is the Street and Utility Supervisor; he advised that it is on their schedule to complete. They were hoping for colder temperatures to allow their work to be easier to complete. It is anticipated for work to begin in a short period of time.

The committee will be updated at the next meeting on the progress.

New Business

Bid Documents/Grass Cutting Services for the 2021 Mowing Season

The bid documents were put out in hopes to get more accountability from the contractor. The bid documents were included in the packet for the committee's review.

Mayor Campbell asked how many bids have been received to date. Director Dennehy replied that it has not been put out to bid yet. He wanted the committee to be aware of the bid documents and review it prior to advertising.

Director Dennehy pointed out that a performance bond is being required for the bid this time which had not been required in the past.

Mayor Campbell asked if the performance bond was a writer that was added to our insurance policy or if it was separate. Director Dennehy replied that it is separate; it is being identified as a write on the insurance. If someone defaults on the contract, then the bonding company is contacted to contact someone to get the grass cut. It ends up being around 3% of the contract price and the cost is incurred by the contractor. It is hoped that by adding this to the bid it will eliminate any potential issues.

Mayor Campbell asked how much money was in the Parks and Recreation budget for grass cutting? Director Dennehy that the grass cutting is paid for by the lot sales at the cemetery; it is not funded from any line item from Parks and Recreation.

Mayor Campbell asked how the lot sales were going. Mr. Sipple replied that they were going strong; he does not have information on where they landed last year but since the end of August, lots have been selling well.

It was agreed that the bid documents were good to advertise as presented.

Mr. Sipple reviewed the financials from the previous years that were prepared by Lank, Johnson and Tull that were included in the packet.

Mayor Campbell questioned the loss that was provided on the report. Mr. Sipple encouraged Mayor Campbell to contact Lank, Johnson and Tull who will have more information on the loss shown on the report.

Mr. Sipple pointed out that the expenses for grass-cutting decreased from \$65,000 to \$49,000. It is expected with the new contract that the cost will increase.

City Manager Whitfield pointed out that the biggest concern has been the perpetual fund and the inability to have any control over it. He added that the loss is showing up in the management of the perpetual fund. Mr. Sipple feels that someone needs to get in contact with the Grand Lodge of Delaware to get them to rescind that residual interest.

A discussion was held about the money that was in PNC bank for the cemetery; a financial attorney may be needed to help with this issue.

Mr. Sipple asked how the board felt about continuing the repair project. He proposed taking it at \$5,000 at a time to get a lot of repairs done. There is another \$10,000 that is in the perpetual account that could be used for improvements. If desired, he can prepare the information to be presented at the next meeting. Director Dennehy asked if some photos and completed work could be provided at the next meeting as well. He would recommend continuing to do the improvement work.

Mr. Sipple shared that he has received interest from a Jewish community about having a section of plots sectioned off for them to purchase. He added that there is soon going to be a need to do some more lot surveys due to the number of lots that have been selling in the single section. It was agreed by the board to bring this back to the next meeting for discussion.

City Manager Whitfield asked if there was a long-term plan of how the cemetery is to be laid out. Mr. Sipple replied that Bob Nash completed a plan for the entire area that is going to be opened up section by section. The cemetery has been divided into a single section and double section; the single section has been selling better. It was suggested to discuss this further at a future meeting.

Maintenance Report

Director Dennehy reported that Timber Wolf is currently taking a dead tree out. The annual Cemetery cleanup will occur March 15 through 21; it will be put out to the public.

There will be some repairs that will be made in the next few years; funding for these repairs should be considered.

Next Meetings:

April 23, 2021

July 23, 2021

October 22, 2021

With no further business, Mayor Campbell called for a motion to adjourn. Mr. Sipple made a motion to adjourn. Mr. Whitfield seconded the motion. The motion so passed with all ayes. The meeting was adjourned at 10:25 a.m.

Tracy N. Torbert
Transcriptionist