

Milford Community Cemetery Board
Minutes of Meeting
October 22, 2021

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, October 22, 2021.

PRESIDING: Mayor Archie Campbell

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

ABSENT: Jean Wylie, Todd Culotta, Deputy City Clerk Katrina White

Mayor Campbell called to order the Milford Community Cemetery Board meeting at 8:38 a.m.

Mayor Campbell asked for a motion to accept the March 25, 2021 meeting minutes. City Manager Whitfield made the motion to approve the minutes. Mr. Skinner seconded. The motion carried unanimously.

Unfinished Business

Cleanup of Non-Compliant Lots

Director Dennehy explained that there had been some complaints about violations and notices and signs were put up. In the spring an Annual Clean-Up is held every year at the cemetery. He stated that now there is about 95% compliance.

There was an additional discussion on how to handle violations in the cemetery.

Director Dennehy stated he would get a price from the contractor who cuts the grass for cleaning up the lots that are in violation and bring it to the Board at the next meeting.

Mayor Campbell suggested giving a 30-day notice to clean up violations or the lot will be cleaned by the cemetery.

New Business

Community Cemetery Website

City Manager Whitfield stated that he had gotten a price from a company, Techno Goober from Lewes, DE, that does websites and website designs for approximately \$1400. They will host and do updates to the website for \$400 a year.

City Manager Whitfield made the motion to move ahead with the acquisition of website design for \$1500 and hosting for \$400 a year. Director Dennehy seconded. Motion carried unanimously.

Financial Report

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

City Manager Whitfield made the motion to establish a separate account for the Perpetual Fund and place it in an interest-bearing account. Mr. Sipple seconded. Motion carried unanimously.

City Manager Whitfield made the motion to accept the Financial Report. Director Dennehy seconded. Motion carried unanimously.

Board Management and Duties

Mr. Sipple requested that the Board increase the management stipend from \$5000 to \$5500 and \$1500 to hire Lank, Johnson, & Tull to take over all of the financial duties.

City Manager Whitfield requested that a contract outlining the management duties and a contract outlining the financial duties be submitted to the Board for review before a decision is made. Mr. Sipple said he would submit the information at the next meeting.

Maintenance Report

Director Dennehy recommended renewing the grass mowing contract with Warrens Lawn Care, LLC for the spring of 2022.

Mr. Sipple made the motion to renew the contract with Warrens Lawn Care, LLC. City Manager Whitfield seconded. Motion carried unanimously.

Next Meeting:
January 21, 2022

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

The meeting was adjourned at 9:35 a.m.

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