

Cemetery Board Meeting
May 8, 2024
Minutes

Attendance: Mary Friend, Susan Irwin, Mary Jean Raab, Jim Lutz, Jamie Dylenski and Shannon O'Reilly. Marilyn Pearson is not in attendance this morning.

Meeting called to order at 9:35 am

Devotions were led by Jamie and was written by Lilian Daniel

Brad's Update: Brad is in Canton and joined us by telephone. He gave Susan updates. The water is turned on in the front of the cemetery. He was turning on the water in the back but found a water leak, so he needs to make some repairs before he turns the back water on. He has sprayed weed killer in the front gardens. He has asked his insurance agent for a copy of his certificate of insurance. He planned to pick up trees last night, but he had problems at another cemetery and did not make it to get the trees. He has talked to Kevin and Brad will probably pick them up and plant them on Saturday. Kevin is matching us for each tree we buy, he will give us another at no cost. We are looking at purchasing 4 trees and our current understanding is that Kevin will donate 4 trees for a total of 8 trees. The cost per tree is \$150 up to \$250 each for the ones we purchase, and it will be \$100 per tree to plant them. The total cost could be around \$1,600.

Approval of April 2024 Minutes: Mary Friend made a motion to approve the minutes as presented and passed unanimously.

Approval of April 2024 Financials: The board has confirmed the prior practice of moving monies over 30K in the general checking account to the Association Investment account will stay on a quarterly basis. April was good with 5 burials and sales of 6 plots. Losses in investments were because of the market slowdowns. Jamie Dylenski made a motion to approve the financials as presented and it passed unanimously.

Updates: The reimbursement to John Sanford was for the GoDaddy renewal and protection. This was for the behind-the-scenes connection for find-a-grave at the cemetery. The domain name is Bethlehemcemetery.biz. We had already approved it so we will go ahead and issue a check. Mary Jean received the employee handbook from Gwen and will review it before it is handed out to our contract employees.

Roads Update and Records Verification Update: Susan contacted Tom Burke and he recommended that the sealcoating should be done a year after the asphalt is laid. We could wait 2 years. In areas where the asphalt is breaking down, Susan asked if we could prolong the life of these roads by sealcoating, but Tom said this would not help, and the asphalt should be replaced. Tom was going to send Susan quotes, but she has not received them yet. Motion to approve us to \$3,000 to sealcoat the new section replaced last year, and that Susan can go ahead and get us on the schedule before our next board meeting. Jamie Dylenski made a motion to allow Susan to schedule the work and we will take a vote at the June meeting.

Verification of records – all the cards at the cemetery match the cards at the church. Only found 2 instances where plots were double sold. The dates on the cards are the burial dates, not the date of death.

Website launch: Susan had a suggested change to one of the maps that shows blocks but not the plots. This is listed as a plot map but should be called a block map. Susan thought the info about the veteran's flags was in too many places. Jamie explained why we have it on multiple pages. The phone number will be the church number, extension 219. The church staff should put cemetery calls into voicemail instead of giving out information. Prices listed are burials instead of sales. Burial prices should not be listed. When we add seasonal messages the web people can add a banner and charge us a maintenance fee. Jamie asked who will monitor emails that come through google email and assumes Shannon will track the donations and payments that come through the website as credit card monies deposited to our checking account. Mary Jean will monitor emails. Do we want testimonials? We should have more than one. The one that is on the website now is a made-up testimonial for our own use while the website is being built. We talked about a solar farm to rent energy to DTE. This had been investigated before, but never went anywhere. We cannot have any graves where you would put solar panels.

Mary Jean contacted Wendy Frye about green burials and had a great phone conversation with her. There are no state laws or guidelines for green burials. MJ would like to get a proposal from Wendy on how we could incorporate green burials into our cemetery. Part of this could involve not mowing the grass and having a meadow area for these burials. MJ would like to have Wendy join our meeting to talk to us about how we could proceed with green burials.

The Annual Congregational Meeting is scheduled for June 9th after the 10:00 service.

Meeting adjourned at 11:25 am

Respectfully submitted,
Shannon O'Reilly, Secretary

FACILITIES MINISTRY TEAM – BUCC
Meeting Minutes of 05/21/2024

Present: Steve Darr, Tim Schenk, Michelle Loukotka, Gwen Mayes, John Irwin IG, Randy Schneider, Dani Webb

Absent: Ron Dechert LC

The meeting was called to order at 3:35 pm.

Minutes of 04/16/2024 were approved as printed.

FINANCIAL REPORTS: Our budget is on target for this time of the year except the Maintenance & Repair account. There is enough money in Emergency Funds to cover these expenses. If necessary, we can also request unbudgeted funds from the Property Improvement and/or the Feldkamp Fund.

BUILDING CO-ORDINATOR:

- a. Bill is mowing at the church and the Hewett Parsonage. This is in addition to work inside the building as necessary.

OLD BUSINESS:

- a. We voted in favor of accepting the bid from Koch & White for replacement of the office air conditioner. Gwen will send the deposit tomorrow.
- b. Grunwell-Cashero submitted a bid of \$18,600 to fix problems found during their inspection. Randy arranged for Ram Construction to come in Wednesday, 05/22, to offer a second bid.
- c. Hutzel's will be here 05/22 also to do the boiler backflow test.
- d. Duke Roofing has been requested to inspect the roof but have not responded yet. Gwen will contact them again.

NEW BUSINESS:

- a. The sight glass on the boiler was repaired.
- b. AT&T was going to switch us from analog lines to VOIP today. However, when the technicians came to do that, they discovered it was impossible because the phone in the elevator requires an analog line. Gwen is continuing to work with AT&T to resolve the issue.
- c. Last week Gwen submitted the request for a variance on the changes mandated for the elevator.
- d. John I. reported the latest gas prices from Constellation. Our contract expires in July and rates have been fluctuating. The last three reported costs were each higher than the previous one. We voted to have John go ahead and lock in the most current rate for one year.
- e. Another church who will start a one-year rental agreement in June. They are renting the Library, the Pre-school room and the Sunday School room from 1 pm to 6pm on Sundays.
- f. Gwen suggested that we increase the Parking Permit fees. They have not been changed since we started the rentals in 2016. Currently the charge is \$5.00 per day; the new rate will be \$7.00 per day. We concurred; letters will be sent to inform the renters of the increase to become effective October 1, 2024. She also intends to look at increasing the rates for our interior rentals.

HEWITT PARSONAGE:

ESSENTIAL MAINTENANCE TASK LIST

- a. Continue to monitor the drain on the flat roof

The meeting adjourned at 4:30 pm.

NEXT MEETING: Tuesday, 06/18/2024 at 3:30 pm.

Respectfully submitted,
Michelle Loukotka