

**Village of Skaneateles**  
**Cemetery Board of Lakeview Cemetery**  
**Regular Meeting – January 16, 2018**

Present: Rob Gray, Chairman  
Roben Shappell, Deputy Chair  
Mary Marshall, Commissioner  
Pete Buehler, Commissioner  
Jorge Battle, Cemetery Administrator  
Martin Hubbard, Mayor  
Sue Dove, Trustee

Chairman Gray called the meeting to order at 9:09 am.

**Pursuit of Grant - Chapel & Vault** – Mayor Hubbard said he thinks support of Senator DeFrancisco will be favorable for the application of the grant. Trustee Dove stressed the importance of focusing on specific repairs and plans for the chapel and vault. She spoke with Architect Chris Kozub who is willing to meet at the chapel to discuss what needs to be done. Mayor Hubbard said for the Board to keep in mind that along with the grant, the cemetery is responsible for 15% of the costs. Using an architect will help with these costs along with keeping the historical value of the structures. Comm. Buehler mentioned that the Board should look into contacting a mason as well to have the stone work done properly. Mayor Hubbard agreed with having an architect and mason involved, and all sites should be set on securing the grant. Trustee Dove will set up a meeting with Mr. Kozub and let the board know when and where.

**Upkeep –**

**Tipped or fallen stones** - Mayor Hubbard spoke with Village Attorney Jordan Pavlus, and he said the headstones are included under perpetual care, which allows them to be paid for with the interest gained over the years from the Cemetery Trust Fund. The cost of the repairs to the headstones does not need to be included in the total grant request. Mayor Hubbard mentioned that because we already have a contract with Ballard Construction it would be easy to have them do the foundation work if they were interested. Ballard is not busy between July 4<sup>th</sup> and Labor Day, so that would be a good time to work in the cemetery. Mayor Hubbard stated that the work can be done by any vendor and still be paid for using perpetual care interest. Chairman Gray said the quote from Barnett was \$14,000.00, but was not sure if this included pouring the foundations. Chairman Gray said he will check with Barnett to see what is included in the quote. Trustee Dove said it would be a good idea to work with Clerk-Treasurer Patty Couch to figure out how much interest is available.

**Cemetery Administrator** – Mr. Battle said there were not any sales. He spoke with Jim Tracey about putting up a mausoleum. Mr. Battle went over a couple of locations with Mr. Tracey (Sec 11B Lots 426 & 393) that would be large enough for a mausoleum. Drawings and plans for the mausoleum will be necessary to be approved by the Cemetery Board. Chairman Gray suggested

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writing up an agreement for who will be responsible for the upkeep in the future. Trustee Dove suggested that Village Attorney Pavlus be involved with this. Deputy Chair Shappell said the DPW may not be able to do the foundation because of the size.

**Budget Preparation** – Chairman Gray asked about the cost of the driveway in the event that the cemetery does not receive the grant. Trustee Dove said to keep it separate from the budget, and Mayor Hubbard suggested presenting it to the board as a one-time cost. He explained that it can be requested, but to clarify that it will not be a consistent increase in the cemetery budget. Deputy Chair Shappell went over the map from Director Harty which shows the costs of paving. To install binder in Sec 11B, the cost will be \$6,500 and to install top course in 11A, the cost will be \$8,500. Chairman Gray mentioned that the current Pug Utility Vehicle in the cemetery is old and has no brakes. He suggested talking with Foreman Dave Short to see if he could get a price on a new one, and if the current amount budgeted for a new lawn mower will be used this fiscal year. Trustee Dove suggested the possibility of splitting the cost of the pug with the DPW because it does not have to be exclusive to the cemetery, and also check to see if any other equipment that needs to be replaced. Chairman Gray noticed that the detail of expenditures shows there were no costs for planting trees/bushes. Mr. Battle mentioned that Sec 11B map shows there are trees and bushes planted, but not actually there. Trustee Dove said this should be done and the money should be spent by the end of this fiscal year. Comm. Buehler suggested talking with Tony Lobello to get a price to plant the missing trees and bushes, and also suggested that it can be done over time instead of completed all at once.

Mayor Hubbard left the meeting at 9:33 am.

**Barnett Charges** – Barnett has paid.

**A Village Minute** – Trustee Dove reported that the transfer of Austin Park to the Town was finalized. The Town is hoping for input from the Village on future decisions. Also, Mirbeau's request for a zone change from A3 to A2 and a section from A2 to A3 has been approved.

**Transactions** – There were no new transactions to report this month.

**Other Business** –

- Deputy Chair Shappell reported that there were 48 total burials for the year and there has been an increase in the amount of cremations versus full burials.
- Chairman Gray mentioned that there is no cost to use the chapel. Deputy Chair Shappell said there is only a request for a donation, but it is not necessary for use of the chapel. Trustee Dove said that it would be a good idea to get the word out that the chapel is available for use. Mr. Battle suggested setting a price to help fund future repairs and maintenance. **On motion of Comm. Buehler, seconded by Comm. Marshall, the Board approved setting a price for the use of the chapel**

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**in Lakeview Cemetery at \$100.00, upon the unanimous vote of the members present in favor of the motion, it was carried 4 – 0.**

**Next Meeting** – Scheduled for February 20, 2018 at 9:04 am.

**On motion of Chairman Gray, seconded by Comm. Buehler, this meeting was adjourned at 10:02 am.**

Respectfully Submitted,

Kierstin Karlik  
Deputy Clerk-Treasurer