

Village of Skaneateles
Cemetery Board of Lakeview Cemetery
Regular Meeting – May 16, 2013

Present: Robert Gray, President
Patricia Blackler, Commissioner
Gary Trenti, Commissioner
Mary Sennett, Village Trustee
Barbara Spain, Cemetery Archivist
Dennis Dundon, Clerk to the Boards

President Gray called the meeting to order at 9:00.

1. Budget - The Board noted the tentative budget amounts planned for FY 2014. It assumes that the requested discretionary amounts of \$1,500 for plantings and \$500 for signage are contained in the Materials/Supplies category. President Gray said that LoBello has said that \$1,500 is the amount necessary for replacement of plantings. Once these are done, the 3 year project to replace dead or damaged items will be concluded. Comm. Blackler noted that she has seen the new mower that has been received this spring. Discussion ensued as to whether that will be a FY'13 or FY'14 expenditure, since funds are present in both budgets. Trustee Sennett said that she would review the Materials/Supplies category to verify available funds for the two priority needs, and determine the actual accounting for the mower obligation.

President Gray said that Mr. Jordan, Seasonal Worker, does not want to sell graves. He believes he was hired to mow and to do upkeep. President Gray believes that one of the workers should be in charge of the recordkeeping. He hopes that Mr. Lotkowitz can attend the next Board meeting to elaborate on the specific roles of the workers. Comm. Blackler said that while she has spent some time reviewing the cemetery records that are kept on-site, that she has not reviewed the 'blue book' where burials are supposed to be recorded. She wonders if it is being kept current. She has been keeping up with the map updates.

2. Change in Allocation of Purchase Fees – Pres. Gray said that the revised allocation formula appears to be working, and can be dropped as an agenda item.

3. Ms. Shappell's questions – Roben Shappell noted that in a recent transaction involving a double cremation interment on a Saturday, the fee was \$1,100. A full burial is \$900. She questioned the relationship of the fees. President Gray stated that the fee build up is 2 cremations at \$450 each and a single \$100 premium charge for Saturday. Since there is a requirement to update records and record two burials, the fee structure is appropriate. He said that most cemeteries handle this situation similarly.

Ms. Shappell mentioned Janet Aaron's situation which is still awaiting finalization. In this case, there is a grave of less-than-standard length located next to her parents' location. While too

short for a full burial, she contemplates using it for 2 cremations. The Board felt that designating the plot as available for that purpose would be correct. Full pricing would apply, again because of the need to update records and record two burials.

4. Upkeep – The Commissioners noted that the seasonal workers are doing a good job despite being only two in number. President Gray noted that they are opening up Burrows chapel and vault weekly to air out, as was requested at the Board’s last meeting. Comm. Blackler will handle the new directional signage based on what Trustee Sennett reports regarding the budget.

5. Administrative Signs – Pres. Gray suggested that perhaps the Rules & Regulations and the Price List might be framed and mounted on the garage building for reference and to answer questions when people are visiting the cemetery. Comm. Blackler feels that is unnecessary. Pres. Gray said that it is a requirement at state regulated cemeteries. After further discussion, the Board agreed to table this matter for discussion at its next meeting.

6. Price Lists – Comm. Blackler has made sure that supplies are available at the cemetery.

7. Records Updates – Ms. Spain reported that she has entered an additional 1121 records into the Burial Record list that she maintains on her computer. That spanned the period from 1998 through 2012. That brings the total number of recorded burials to 9,258 for the period 1796 through 2012. They are organized in alphabetical order by surname. Comm. Trenti, noting that these can be searched and sorted on any field, complimented Ms. Spain on a good job.

Trustee Sennett recommends that the Village’s web site be reconfigured to add a Lakeview Cemetery button. By clicking through, a visitor could have access to the cemetery maps and the Burial List previously discussed. Ideally, this information would be searchable but not editable, perhaps by posting in .pdf format. She also suggested the inclusion of regulations and price lists as well. Comm. Blackler thinks that updating the Burial List annually would be sufficient. Ms. Spain will make the completed file available when done, and will try to make it a read-only configuration.

8. Other Business – Comm. Blackler said that she has been on-site several times. In those visits she has:

- Had a dilapidated book of cemetery records copied to make it less fragile. This information covers the period 1796 – 1988.
- A supplement covering 1988 – 2012 has been provided for the workers.
- Replaced phone books.
- Updated and replaced the fee schedule
- Updated the maps for Section 11A.
- Researched the history of the cannons from public sources.

She intends to:

- Stabilize maps for other sections. Some are written in pencil on cardboard.
- Institute a process for handing Intent to Buy forms by making sure they are signed in duplicate with one copy being retained at the cemetery.

9. Transactions –

Section 6, Lot 108, 1 3rd north grave, monumented
Deed 244, Book 8
Trust Deed 3256

Sharon Hoffman & Catharine Taylor
14078 Collins Ranch Place
San Diego, CA 92130

Section 6, Lot 118, 6 graves, monumented
Deed 245, Book 8
Trust Deed 3257

Barry & Casaundra McMaster
11 Robinson St.
Darien, CT 06820

Next Meeting – The next regularly scheduled meeting will be held on June 20, 2013 at 9:00 am.

President Gray observed that all members of the Board are doing a great job. Their dedication and participation is exemplary. The diversity of expertise and experience has made for a well-functioning Board.

On motion of Pres. Gray, seconded by Comm. Blackler it was unanimously approved to adjourn the meeting at 9:51 am.

Respectfully submitted,

Dennis Dundon, Clerk to the Boards