

Chestnut Hill Community Cemetery Association
(CHCCA)

Annual Meeting Minutes

June 18, 2022

Call to Order: Larry Ward, Chairman, called the meeting to order at 10:05am on June 18th at the Chestnut Hill Community Church.

Attendees: Board members Brenda Taylor, Janet Ward, Larry Ward, Dennis O'Keeffe, Royce Moran, Mark Mallette, Tammy Caldwell (via Facetime), and 2 additional attendees were present. Brenda offered a prayer.

Minutes: The minutes of the June 20, 2021, annual meeting were read by Royce Moran, Secretary. Janet Ward motioned to accept, and Brenda Taylor seconded the motion. Motion passed.

Treasurer's Report: Tammy Caldwell, Treasurer, offered the treasurer's report via Facetime. Janet Ward presented a copy of the report. Receipts equaled \$2328.24, which included the cemetery's portion of the NCCF Grant of \$1400.00 from 07/06/2021. Bills for the year totaled \$3551.27, consisting mostly for mowing and the new cemetery sign. Our bank statement balance as of 6/18/22 was \$30,069.29. Additional funds in transit, which included NCCF Grant of \$1640.00 for 2022, minus outstanding checks produced a check book balance of \$31,349.29. Janet Ward motioned to accept the Treasurer's report. Brenda seconded the motion. Motions passed. Full report available.

Cemetery Report: Janet Ward, Reservation Secretary, reported that there were 3 new burials this past year, which brings the total burials to 214 plots, leaving 257 remaining plots. Full report available.

Multiple tombstones still need repair; however, A1 tombstone was repaired by a volunteer. Thank you to that volunteer.

Old Business:

Notification of meetings – Although there was a signup sheet last year for those interested in the cemetery's meetings and need for hands-on help, only 6 people offered contact information. A new contact sheet is available again this year. Please allow the committee to reach out to those interested in our meetings and when help might be needed.

Insurance coverage – The church is covered with liability insurance, and since the church and cemetery were sold to Chestnut Hill Community church as a unit, and all deeds indicated the same, we assume the cemetery and its directors are also covered by the same policy. However, to be on the safe side inquiries have been made to confirm this assumption. To date no feedback on liability for directors has been forthcoming from the agent.

Trustee's Maintenance Management– a very large and very dead tree just inside the fence of the cemetery must be addressed as soon as possible. Committee members visited the cemetery to observe the condition of the tree and discuss the problem. It must be felled or limbed-up before the tree or limbs cause damage to the tombstones nearby or hit a visitor. One large limb was already on the ground, covered with poison ivy. Mark Mallette pulled the limb out of the cemetery, so visitors on Decoration Day would not be harmed. However, due to its location – very close to several tombstones and immediately next to the Gambill property – we must ask permission to drop it on their property.

Thanks to Mark Mallette for the complete removal of the old cherry tree. The only expense was the rental of the equipment.

New Business:

Community Attendance:

Notifications to the community – we will attempt to contact as many people as possible next year a month in advance. The cemetery committee is eager to have participation from the community.

Cemetery Issues:

Plotting the cemetery – Josh Roten, owner of Ashelawn Funeral Home, has suggested that we allow all future burials to be sized 5X10 for a single and 10X10 for double plots.

Randy Rhodes, surveyor, agreed to be hired to give an estimate to survey and officially plot the cemetery. He has suggested that a program using stakes and plot corners be employed to control and maintain the uniformity of the cemetery lines and plots. Janet Ward is to gather more details and prices to determine if this is feasible. He also indicated that there are several grave sites that are not marked or identified.

Vehicle access to the cemetery – Pathways for burial vehicles, hearses, and limos entering the cemetery need to be defined before more plots are reserved or burials take place. Currently the vehicles wind their way in and out hoping to not disturb a gravesite. Multiple reservations and new tombstones have already moved beyond most of the populated area. Two options were proposed: 1} turnaround loop with two side-by-side lanes for in and out, 2} a horseshoe plan using separate entrance and exit gates. Janet will review options and make proposals. Either avenue will change the number of available plots remaining.

Cemetery bench - Tracie Downer asked permission to replace the wooden bench in Row A with a granite one at her expense. The current wooden bench needs to be moved anyway due to its proximity to a dead tree that will need to come down. Suggestions indicated a need to introduce rules governing what and where future items might be allowed. Janet made a motion to accept Tracy's offer of a granite bench to replace the current wooden bench near possible to the current size and location. Brenda Taylor seconded the motion. Motion was passed.

Cemetery Maintenance –

- 1- **Mowing:** Due to the cost of gas the committee would like to increase the amount for mowing the grass from \$280 to \$300 per month split with the Church and cemetery, respectively. Janet motioned to approve the increase. Tammy seconded the motion. Motion was approved.
- 2- **Benches** – We are in need of volunteers to help clean and stain the wooden benches. It has become necessary to move another bench as well. It was suggested that the bench be moved and/or replaced after the plotting of the cemetery and the vehicle right-of-way has been determined.
- 3- **Cleaning** – The use of glass vases or other glass containers that are left on tombstones, or anywhere in the cemetery, will be removed and disposed of. The glass poses a danger for the visitors and the mowing crew.

Director elections – Two board positions, each for 3-year terms, are expiring. Per the Association's By-Laws, one must be a former CHUMC member, a member of CHCC, or a family member of a former member of CHUMC.

Directors whose term of office have expired are:

Tammy Caldwell, Treasurer
Janet Ward, Reservation Secretary

Association's nominations are:

Tammy Caldwell
Janet Ward

Larry Ward, Chairman, asked for nominations from the floor. None were forthcoming. Janet Ward motioned nominations be closed. Brenda Taylor seconded the motion. Motioned was carried. Mark Mallette moved that newly elected directors remain as Treasurer and Reservations Secretary, respectively. Royce Moran seconded the motion, and it was carried.

Announcements:

Decoration Sunday – June 18, 2023
Annual CHCCA meeting – June 17, 2023

Brenda Taylor moved to close the meeting.
Dennis O'Keeffe seconded the motion.
Meeting adjourned at 11:05am.

Respectively submitted,
Royce Moran

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