

Batavia Union Cemetery – MINUTES of MEETING
Annual Joint Meeting of Batavia Township Trustees & Batavia Village Council
May 10, 2021

Batavia Union Cemetery
Minutes of Joint Meeting
Monday, May 10, 2021

The Batavia Township Trustees and the Village Council met in a joint session on Monday, May 10, 2021, at 6:00 pm at the Batavia Village Hall.

Batavia Union Cemetery Board Members present:

Rex Parsons Kathy Turner

Batavia Union Cemetery Board Officials present:

Steve Shinkle, Clerk-Treasurer and Wayne Smith, Sexton

Batavia Township Trustees present:

Randy Perry Rex Parsons

Batavia Township Official present:

Jennifer Haley, Fiscal Officer

Batavia Village Council Members present:

Mr. Handra Ms. Turner Mr. Garrison Ms. Cole Ms. Moore

Batavia Village Officials Attending Meeting

Fiscal Officer Waite

Others Attending Meeting

None

Rex Parsons, Chairman of the Batavia Union Cemetery Board, opened the meeting at 6:00pm.

Steve Shinkle, Batavia Union Cemetery Clerk-Treasurer, presented the **attached report** with the following agenda items:

2020 Batavia Union Cemetery Board Financial Report

2020 Projects and Achievements

2021 and Future Projects

Appointment of At-Large representative for a 3-year term.

Donna Amann, the current at-large representative on the board, has submitted here resignation from the board effective December 31, 2021. The board will be advertising the opening and will make the appointment later this year.

Adjournment

Ms. Turner made a Motion adjourn, seconded by Mr. Handra.

Vote: 7-0 Meeting adjourned at 6:28pm

Batavia Union Cemetery
65 North Second Street
Batavia, Ohio 45103
513-732-2020

May 10, 2021

Batavia Township Trustees, Batavia Township Administrator, Batavia Village Council Members, Batavia Mayor, Batavia Village Administrator,

The Joint Meeting of the Batavia Union Cemetery will be held on Monday May 10th, 2021 at 6:00 pm at the Batavia Village Council Chambers.

Joint Meeting Agenda Items

The current Cemetery Board Members are Rex Parsons, Township Trustee Representative, Kathy Turner, Village Council Representative, Donna Amann, Member at Large (township resident). At the January 7, 2021 meeting Rex Parsons was appointed by the Board members as Chairman of the Board for 2021. The Cemetery Board meets in regular meetings the first Wednesday of the month at 6:00 pm in Batavia Village Council chambers. The Joint Meeting of the Cemetery Board is held each year before the first regular Council Meeting in May, as required by Ohio Revised Code.

2020 Batavia Cemetery summary of information provided to Council Members and Trustees. Council Members and Trustees were provided with the Annual Financial Report of Batavia Union Cemetery earlier this year. The Batavia Union Cemetery in 2020 end the year in the black by \$4,992.50.

Batavia Union Cemetery financials for 2013 through 2020 can be viewed online at the Ohio Checkbook web page under Local Government & School, Special Districts. CHECKBOOK.OHIO.gov

2020 Projects and Achievements

The Batavia Union Cemetery conducted 4 joint workdays in 2020. During the first workday the general cleanup of fallen tree limbs and debris was conducted along with removal of all Christmas decorations from the cemetery in preparation for the mowing season. On the second workday general cleanup of the cemetery was conducted with dirt and debris removed from waterways along cemetery roadways, US Flags were placed on veteran grave sites in preparation for Memorial Day. On the third workday concrete rip rap was placed along the waterway along Section II Old in attempts to stop erosion of the bank that is threatening to expose gravesites along the bank of the waterway. The raised flower bed area around the Howitzer artillery piece was completed with the addition of topsoil and replanting of the plants. On the fourth workday general clean-up and leaves were removed from the cemetery and new US Flags were placed on any veteran gravesite with missing or damaged flags in preparation for Veterans Day.

2021 and Future Projects

The Cemetery Board in March of 2021 was informed by Bat'L Landscaping, that he would no longer be able to mow the cemetery. As the cemetery was in needed of mowing in April as emergency Wayne Smith, Cemetery Sexton was able to obtain the service of D & J Landscaping, who is mowing for \$1125.00 per mowing, \$25.00 less per mowing than Bat'L Landscaping. This 2021 mowing contract also includes mulching of Cemetery Entrance, Columbarium, and

Scattering Garden areas, and weeding and weed control in these areas, to improve overall appearance of the cemetery.

Cemetery has experienced a 13% increase in Insurance cost from \$1007.00 in 2020 to \$1139.00 in 2021.

Future Projects

The continued placement of rip rap materials along creek bank to reduce erosion and stop the encroachment on grave sites located in Section II Old were needed.

Continue cutting back and removal of underbrush on the perimeter of cemetery back to the property lines.

Continue resetting and restoration of headstones located in older sections of the cemetery.

Property Line Fence between Section 4 New and property owners on Woodside Drive.

Signage at the corner of Cemetery Lane and Old St. Rt. 32 for Batavia Union Cemetery.

Signage to make cemetery entrance one way traffic pattern going to right and one way exit coming out. This would require permission from The Village of Batavia as Cemetery Lane is a village street.

Repairs to masonry gate post and the Wrought Iron Entrance gates.

Improvements to cemetery's excess dirt dump site on Cemetery Lane.

Improvements to landscaping in the area of the columbarium and scattering garden.

Repaving of cemetery roadways (Batavia Township and Village of Batavia joint venture)

Appointment of Batavia Union Cemetery Member at Large

Appointment of Member at Large representative, 3 year term

January 1, 2022 to December 31, 2024

On May 5, 2021, Donna Amann has regrettably submitted her resignation at the end of her current term. The cemetery board intends to advertise for residents of Batavia Township or Batavia Village interested in serving on the Cemetery Board to submit letters of intent with qualifications. Once letters of intent are received this information will be shared with Council Members and Trustees. The Cemetery Board will then request a Special Joint Meeting to complete the appointment of the Member at Large for 3 year term. The nomination and appointment is at the discretion of the Council and Trustees.

Respectfully,

Stephen A. Shinkle

Steve Shinkle, Clerk-Treasurer
Batavia Union Cemetery

Batavia Union Cemetery 2020 Statistics

	2020	2019	2018	2017	2016
Lot Sales, Corner Markers, Deeds	\$15,330.00	\$9,420.00	\$6,305.00	\$14,030.00	\$10,010.00
Interments	55 (19 cremations) \$34,075.00 29 Mowings	48 (12 cremations) \$16,150.00 19 Mowings	34 (6 cremations) \$15,600.00 24 Mowings	53 (11 cremations) \$15,860.00 26 Mowings	52 (13 cremations) \$18,300.00 30 Mowings
Grave Digging	\$23,450.00	\$22,400.00	\$16,500.00	\$24,550.00	\$21,300.00
Tree Pro - Tree Service	\$2,485.00	\$5,000.00	--	--	--
Chief Beaver Tree Service	--	--	\$3,300.00	\$3,600.00	\$5,550.00
Headstone Deposits Collected	\$7,500.00	\$7,800.00	\$2,100.00	\$7,000.00	\$8,100.00
Headstone Deposits Returns	\$6,000.00	\$3,300.00	\$2,750.00	\$7,675.00	\$7,165.00

Batavia Union Cemetery Report for 2020

	2020	2019	2018	2017	2016
Total Receipts	\$98,507.84	\$82,743.79	\$63,383.85	\$63,383.85	\$79,165.49
Total Expenditures	\$93,515.34	\$73,787.01	\$78,197.84	\$86,916.43	\$86,889.36
Difference	\$4,992.50	\$8,956.78	-\$14,813.99	-\$23,532.58	-\$7,723.87
Checking Account Balance	12/31/2020	12/31/2019	12/31/2018	12/31/2017	12/31/2016
	\$22,280.67	\$18,655.37	\$12,141.76	\$20,005.21	\$26,767.45
Minus Headstone Deposits	\$7,075.00	\$5,875.00	\$1,375.00	\$3,525.00	\$3,900.00
True Balance	\$15,205.67	\$12,780.37	\$10,766.76	\$16,480.21	\$22,867.45

Batavia Union Cemetery Receipts for 2020

Cash Receipts	2020	2019	2018	2017	2016
Appropriations Village of Batavia	\$20,000.00	\$16,000.00	\$16,000.00	\$16,000.00	\$15,000.00
Appropriations Batavia Township	\$20,000.00	\$16,000.00	\$16,000.00	\$16,000.00	\$15,000.00
Sale of Cemetery Lots	\$13,900.00	\$8,500.00	\$5,700.00	\$5,700.00	\$9,200.00
Headstone Deposits	\$7,500.00	\$7,800.00	\$1,800.00	\$1,800.00	\$6,600.00
Admin Fees / Deed Transfers	\$310.00	\$290.00	\$160.00	\$160.00	\$150.00
Sale of Corner Markers	\$1,120.00	\$630.00	\$385.00	\$385.00	\$630.00
Opening And Closing Grave Fees	\$33,300.00	\$32,910.00	\$22,900.00	\$22,900.00	\$32,560.00
Miscellaneous Receipts					
Bank Interest CD - Peoples Bank	\$62.65	\$61.50	\$60.36	\$60.36	\$8.72
Bank Interest Checking - Peoples Bank	\$6.68	\$10.37	\$9.49	\$9.49	\$16.77
BWC Refunds	\$2,308.51	\$408.92	\$369.00	\$369.00	---
Donations Craig Lytle - Flowers	\$0.00	\$133.00	---	---	---
Total Receipts	\$98,507.84	\$82,743.79	\$63,383.85	\$63,383.85	\$79,165.49

Batavia Union Cemetery Disbursements for 2020

Cash Disbursements	2020	2019	2018	2017	2016
Clerk Salary	\$6,228.00	\$6,228.00	\$5,988.00	\$5,712.00	\$5,340.00
Sexton Salary	\$12,468.00	\$12,469.00	\$11,988.00	\$11,424.00	\$10,680.00
OPERS (Retirement)	\$2,617.44	\$2,617.44	\$2,516.64	\$2,399.04	\$2,243.00
Medicare	\$271.20	\$271.20	\$260.76	\$248.40	\$232.00
Worker's Comp.	\$397.50	\$436.50	\$245.89	\$660.49	\$632.12
Auditing Services	\$996.30	\$0.00	\$1,102.90	\$0.00	\$1,107.00
UAN Fee's	\$603.00	\$804.00	\$354.00	\$786.00	\$936.00
Repairs & Maintenance	\$545.45	\$269.85	\$888.65	\$2,409.95	\$582.84
Travel & Meeting Expenses	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00
Property Insurance Premiums	\$1,007.00	\$927.00	\$865.00	\$819.00	\$758.00
Liability Insurance Premiums	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00
Office Supplies	\$0.00	\$37.13	\$0.00	\$97.41	\$0.00
Bank Fees - NSF - Stop Payment	\$0.00	\$10.00	\$0.00	\$0.00	\$10.00
Legal Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Legal Notice Publication Fees	\$0.00	\$126.00	\$273.00	\$235.14	\$31.50
Contracted Services-Grave Digging	\$23,450.00	\$22,400.00	\$16,500.00	\$24,550.00	\$21,300.00
Contracted Services-Mowing	\$34,075.00	\$16,150.00	\$15,600.00	\$15,860.00	\$18,300.00
Contracted Services-Tree Removal	\$2,485.00	\$5,000.00	\$3,300.00	\$3,600.00	\$5,550.00
Stone Wall Repairs- Vault House Repairs	\$0.00	\$0.00	\$0.00	\$1,800.00	\$0.00
Contracted Services - Headstone Repair	\$0.00	\$0.00	\$2,000.00	\$2,000.00	\$2,000.00
Contracted Services-Surveying	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Contracted Services-pavement repairs	\$0.00	\$0.00	\$2,995.00	---	---
Contracted Services - Bat'L/Bard Landscape	\$0.00	\$350.00	---	\$200.00	\$2,480.00
Contracted Services - Columbaria Footer	---	---	---	---	\$3,471.90
Contracted Services - Massen Masonary	---	---	---	\$1,800.00	---
Contracted Services - Cremation Vaults	\$866.00	\$1,321.04	\$440.00	\$1,100.00	---
Other Expenses-Headstone Deposit returns	\$4,750.00	\$900.00	\$2,750.00	\$4,375.00	\$7,165.00
Other Expenses-Cornermarkers, etc.	\$720.00	\$850.00	\$300.00	\$240.00	\$780.00
Other Expenses-Headstones Purchased	\$1,650.00	\$2,050.00	\$1,250.00	\$2,500.00	\$1,790.00
Other Expenses - Grass Seed & Straw	\$185.45	\$269.85	---	---	---
Other Expenses - cemetery signs	\$0.00	\$0.00	\$580.00	\$0.00	\$0.00
Other Expenses-Grave Plot Buy Back	\$0.00	\$0.00	\$7,800.00	\$3,900.00	\$1,300.00
Total Expenditures	\$93,515.34	\$73,787.01	\$78,197.84	\$86,916.43	\$86,889.36