

**TOWN OF SILVER CITY
MINUTES OF THE CEMETERY BOARD
REGULAR MEETING**

**Public Works Administration Building, 610 East 8th St. Silver City, New Mexico
July 27, 2016 - 1:30 p.m.**

Present: Jeff Fell, Chair
Elizabeth Miller, Vice-Chair
Carl Scholl
Linda Nunez

Also Present: Peter Pena, Public Works Director
Olivia Britton, Finance Department
Ann Mackie, Town Clerk

CALL TO ORDER – The meeting was delayed until Clerk Mackie's arrival. Chair Fell called the meeting to order at 1:51 p.m. Councilor Cano was absent. Stacy Domino-Mrazik's term expired on May 31, 2016 and she moved out of state so there was a vacancy on the Board.

CHANGES TO THE AGENDA – None.

APPROVAL OF THE MINUTES – April 27, 2016 Regular Meeting – Chair Fell asked for a motion to approve the minutes. Ms. Miller asked for clarification under Reports, Item A. where it said sidewalks helped the mortuaries, and it was corrected to say "would help Town staff." Mr. Scholl moved to approve the minutes. Ms. Miller seconded. All were in favor, motion carried.

PUBLIC INPUT - None.

REPORTS -

A. Public Works Representative - Mr. Pena said they were working on keeping the weeds down at the Cemetery. He said the rain may cause rutting or sunken graves so people could call them to fix it. Ms. Miller asked about the drawings on the tire bale wall. Mr. Pena said Diana Leyba-Ingalls was preparing to work on the wall to create the mural, but they needed to get another stucco contractor first.

B. Chair - Chair Fell asked about the status of filling the vacancy on the Board. Clerk Mackie discussed how the position was being advertised and said they had not received any applications yet.

UNFINISHED BUSINESS -

A. Review and discuss the Rules and Regulations, in particular Part III Opening and Closing.

The Board discussed several options of how Part III Opening and Closing, Item 5, could be changed so it would be more specific. Chair Fell suggested the following statement, "Services to include the tear down must be concluded at least 2 hours prior to sundown." There was further discussion, and Mr. Scholl and Mr. Pena liked the statement. Mr. Scholl moved to accept Chair Fell's statement. Chair Fell seconded. Mr. Scholl and Chair Fell voted aye and Vice-Chair Miller and Ms. Nunez voted no. The motion died due to the tie vote. There was further discussion about making it more specific with times. Vice-Chair Miller, Ms. Britton, and Ms. Nunez wanted language that was more specific. There was more discussion about overtime costs; how the Town staff worked in pairs at the Cemetery for safety reasons; and how it was mostly up to the mortuaries to explain the Cemetery rules to the families. After their discussion Chair Fell suggested the following statement that was more specific for Item 5, "During the months of April through September, internments can take place beginning at 8:00 a.m. with services and tear down concluded at 5:00 p.m. During the months of October through March, internments can

take place beginning at 8:00 a.m. with services and tear down concluded at 3:00 p.m. (Monday through Saturday). Special arrangements can be made for Sundays or holidays by contacting the Town Manager." The Board members agreed and asked Clerk Mackie to revise the Rules and Regulations brochure accordingly and bring it back to the next meeting so they could review it and vote on it. Mr. Pena said he would show it to the Town Manager before the next meeting to get his input on the changes.

NEW BUSINESS -

A. An update on the Town and Country Garden Club's brochure about the Rose Garden. Chair Fell asked if Ms. Domino-Mrazik had given any update to Clerk Mackie before her term ended on May 31st. Clerk Mackie said no. There was further discussion about how the Town and Country Garden Club had always been represented on the Cemetery Board, especially by Rider South. Chair Fell suggested they send a letter to the Garden Club to invite them to the regular Cemetery Board meetings and to advise them there was a vacancy on the Board in case one of their members would want to apply to serve on the Cemetery Board.

B. Schedule the next meeting and discuss agenda items. The next regular meeting was scheduled for Wednesday, August 24, 2016. Discussion of the Rules and Regulations would resume under Unfinished Business on the next agenda. There was further discussion about how a tree grant application was submitted for Italian Cypress trees to be planted on Cypress Street in the old section of the Cemetery. Mr. Pena said they were thinking about xeriscaping the new section of the Cemetery since it did not have access to water.

ADJOURNMENT – Chair Fell asked for a motion to adjourn. Mr. Scholl moved to adjourn at 2:35 p.m. Vice-Chair Miller seconded. All were in favor, motion carried.

/s/

Jeff Fell, Chair

Attest:

/s/

Ann L. Mackie, Town Clerk