

**MIDDLETOWN CEMETERY BOARD
MINUTES
JANUARY 15, 2020**

CEMETERY BOARD: Fred Tyson, Belinda Cox, Ken Blandford, Charlene Kinyalocets, Beth Birch

COUNCIL REPRESENTATIVE: Mayor Nicole Condrey

STAFF: Donna Beauregard, Public Works Parks Leader – Parks & Grounds

MEETING: Called to order at 5:02 p.m.

ROLL CALL

Present: Ken Blandford, Charlene Kinyalocets, Fred Tyson and Beth Birch. Excused: Belinda Cox.

Also present was City Staff Representative, Parks Leader, Donna Beauregard.

APPROVAL OF MINUTES

Ken Blandford made a motion to approve the October 16, 2019 Minutes, Fred Tyson seconded. Motion passed.

ELECTION OF OFFICERS

Donna Beauregard opened the floor for nominations for Chair for 2020. Charlene Kinyalocets made the motion to nominate Ken Blandford for Chair. Beth Birch seconded. There were no other nominations. Donna then opened the floor for nominations for Vice-Chair for 2020. Ken made the motion to nominate Beth Birch for Vice-Chair. Charlene seconded. There were no other nominations. Both motions passed.

AUDIENCE COMMENTS

OLD BUSINESS

Financial Report:

Donna Beauregard distributed copies of the updated Financial Report. The fund raising function of the Board, as well as an explanation of how the funds are handled, was explained to the new Board member, Beth Birch. Donna explained that the funds in the Cemetery Account are held by the Finance Department and are used for the Cemetery, exclusively. The City cannot use them for General Fund items, or without the Board's majority consent.

Vault Project

Charlene Kinyalocets reported that the vault project has not been started. Donna Beauregard said she will contact Alex Webb again to make sure he understands he has the City's okay to go ahead. Donna said she would make arrangements with him to give him a key to the vault. The Board hopes to use the vault in the future as a small museum.

New Revolutionary War Veterans Markers

Charlene Kinyalocets shared a copy of the draft program for the event on April 19, 2020 she had received from Michael Gunn of the SAR (Sons of the American Revolution). Charlene said she would email the program to the members of the Board and to the new Council rep, Mayor Condrey. Donna Beauregard said she would email Beth's and the Mayor's email addresses to Charlene. Charlene stated she would be contacting the schools to see if students would like to attend the ceremony, maybe for extra credit. She will also contact the Mayor about speaking at the ceremony. Ken Blandford asked if Deb Morrison had submitted the invoice for the marker the Cemetery Board voted to purchase. Donna said she would contact Deb to find out.

NEW BUSINESS

Charlene Kinyalocets reported the date of Keep Middletown Beautiful's Earth Day Event this year is Saturday, April 18. This is the day before the Marker Ceremony. Donna Beauregard stated she would make sure any debris from Earth Day work done in the Cemetery would be removed that day. Charlene said she would be in contact with KMB and AK Steel volunteers to coordinate the work to be done in the Cemetery that day. She will email Board members with updates on the event as plans are made.

Schedule of Meeting for 2020

The Board members agreed to continue meeting four times a year, instead of monthly. The possibility of calling for an additional meeting, if needed, was discussed. Donna Beauregard requested a week's notice to inform proper personnel, so that the public is notified. The dates of the Board meetings for the remainder of 2020 are April 15, July 15, and October 21.

Beth Birch asked who gives permission for trees to be removed from the Cemetery. Charlene Kinyalocets responded that the AK Steel volunteers on Earth Day removed large conifers, at the request of the Board. Beth then asked who was responsible for eradicating the ground hogs. Donna Beauregard told her the City takes care of this when holes are discovered.

Ken Blandford asked what had been done regarding resurfacing the gravel roads in the Cemetery. Donna Beauregard reported that after the Board had voted to use the asphalt grindings from the City, Deb Morrison, via an

email to her, had expressed concerns about the Historical designation of the Cemetery, and whether the grindings would comply. Consequently, the project has been put on hold. Historical designation of the Cemetery was then discussed. The Cemetery has been designated a Historical site by the City, but not the State. Charlene Kinyalocets reported that the Tytus home on South Main is the only Nationally-registered structure in Middletown. She said to get Nationally registered, we would need to start with the State. Fred Tyson stated someone should contact the State and find out what the requirements are and what we would need to do to get designated by the State. Charlene said the historical designation would be advantageous to obtain grants. Ken suggested we might contact the City of Lebanon for information, because they have a Pioneer Cemetery also.

BOARD MEMBERS' COMMENTS

Ken Blandford welcomed new Board member, Beth Birch.

OTHER

Next Cemetery Board meeting will be April 15, 2020.

ADJOURN

Charlene Kinyalocets motioned to adjourn the meeting, Fred Tyson seconded, motion passed. Middletown Cemetery Board adjourned at 6:15 p.m.

Ken Blandford, Chair

Donna Beauregard, Secretary