

**MINUTES OF THE TOWN OF WAYNESVILLE CEMETERY COMMISSION
REGULAR MEETING
January 17, 2023**

THE WAYNESVILLE CEMETERY COMMISSION held its regular meeting on Tuesday January 17, 2023, at 2:00 p.m. in the training room of the Public Services Building, 129 Legion Drive, Waynesville, NC.

A. CALL TO ORDER

Chairman Sharon Franks called the meeting to order at 2:00 p.m. with the following members present:

Edwin Fish
William Revis
Warren Putnam
Sharon Franks
Lisa Cook

The following Committee member was absent:

Elizabeth Atkinson
Roy Pressley

The following staff members were present:

Asset Services Manager- Julie Grasty
Cemetery Services Specialist- Matt Wright
Public Works Director-Jeff Stines

1. Adoption of Minutes

A motion was made by Commission Member Bill Revis, seconded by Commission member Edwin Fish, to approve the minutes of the October 18, 2022, regular meeting as presented. The motion passed unanimously.

2. Resignation of Elizabeth Atkinson

Prior to the start of the meeting Elizabeth Atkinson presented her letter of resignation to Chairman Sharon Franks. Asset Services Manager told the Committee she would turn the letter into the Town Clerk's office for her to post the vacancy.

3. Public Comment

No public Comment

4. Cemetery Update:

Asset Services Manager Julie Grasty gave an update of Cemetery Operations. The Cemetery is fully staffed at this time. Wreaths Across America was a success and the wreaths will be removed this weekend. Committee members were given photos of the parking in the Cemetery at Halloween. There was much discussion about parking and what would be a good solution.

A motion was made by Commission Member Warren Putnam for Asset Services Manager to work with the Public Works Director to devise a plan to prevent parking in the Cemetery during events such as Halloween/Thanksgiving, seconded by Commission Member Edwin Fish. The motion passed unanimously.

5. Discussion-

- a. **20-Year Plan-** There was much discussion about budgeting for the RFQ in the upcoming budget. It was the consensus of the Committee to have Asset Services Manager Julie Grasty to budget \$ 40,000 in the Cemetery's Professional Services line-item budget.
- b. **FYE 2024 Budget-** There was much discussion about other items to include in the 2024 budget. It was the consensus of the Committee to budget for the following: Arch Repair with Rock Work, additional rock work repair for walls and increase materials and supplies for hand rails.

E. Other Business


Committee members were given the 2023 meeting schedule.


The next meeting is scheduled for March 21, 2023, at 2:00 pm.

F. Adjourn

With no further business, a motion was made by Commission Member Edwin Fish seconded by Commission Member Warren Putnam to adjourn the meeting at 3:14 pm. The motion carried unanimously.

ATTEST:


Julie Grasty, Asset Services Manager


Edwin Fish, Vice-Chairman