



TOWN OF WAYNESVILLE

Cemetery Committee

16 South Main Street
Waynesville, NC 28786
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www.waynesvillenc.gov

Board Members

Elizabeth Atkinson
James Burke
Edwin Fish-Chairman
Roy Pressley
Warren Putnam
Bill Revis
Sharon Franks

Asset Services

Manager
Julie Grasty

AGENDA

February 8, 2022-2:00 PM

Call to order-Chairman Edwin Fish

1. Approval of Minutes from October 19, 2021 meeting
2. Public Comment
3. Cemetery Update-Julie Grasty, Asset Services Manager
4. Discussion:
 - a. Continued Discussion of Veterans Section Regulations
 - b. Proposed Moving South Hill Street Sign
 - c. FY 2022- 2023 Budget
5. Other Business
6. Adjourn

MINUTES OF THE TOWN OF WAYNESVILLE CEMETERY COMMISSION
REGULAR MEETING
October 19, 2021

THE WAYNESVILLE CEMETERY COMMISSION held its regular meeting on Tuesday October 19, 2021, at 2:00 p.m. in the training room of the Public Services Building, 129 Legion Drive, Waynesville, NC.

A. CALL TO ORDER

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

Edwin Fish
William Revis
James Burke
Warren Putnam
Elizabeth Atkinson
Roy Pressley
Sharon Franks

The following staff members were present:

Asset Services Manager- Julie Grasty
Cemetery Services Specialist- Matt Wright

1. Oath of Office

Asset Services Manager Julie Grasty administered the Oath of Office to new Commission Member Sharon Franks.

2. Adoption of Minutes

A motion was made by Commission Member James Burke, seconded by Commission member Warren Putnam, to approve the minutes of the July 20th, 2021 minutes as presented. The motion passed unanimously.

3. Election of Chairman and Vice-Chairman

At the beginning of each new year the Cemetery Commission must elect a new Chairman and Vice Chairman. Asset Services Manager Julie Grasty opened the floor for nominations for Chairman.

A motion was made by Commission Member Roy Pressley, seconded by Commission James Burke to re-elect Edwin Fish as Chairman. The motion passed unanimously.

A motion was made by Commission Member Bill Revis, seconded by Warren Putnam to re-elect James Burke as Vice-Chairman. The motion passed unanimously.

4. Public Comment

No public Comment

5. Cemetery Update:

Asset Services Manager Julie Grasty updated the Committee on Staffing issues, handrail replacement has been completed throughout the Cemetery, Signage for Green Hill, and Dix Hill to be installed the first week of November and the kickoff meeting for the new Cemetery Software is Monday. Mrs. Grasty also updated the Committee on cleaning of the Veterans markers in time for upcoming Veterans Day.

6. Discussion of Sec. 18-9 Veterans Memorial Section Regulations

Commission Member Roy Pressley voiced concern about the last regulation not permitting American Flags on the graves. He asked that be stricken from regulations since American Flags were allowed throughout the Cemetery. Commission Member Roy Pressley also asked that a section be added that no changes be made to the Veterans Memorial Section unless it was approved by American Legion Post 47 of Waynesville. The committee agreed and asked Asset Services Manager Julie Grasty to add that to the regulations and bring it back to the committee at the January 18th, 2022 meeting.

7. Discussion of Section 18-20 Placing articles on lots generally.

Asset Services Manager presented the Committee with the additions to Section 18-20. The Committee discussed the complaints members and staff had received in reference to people placing items on lots without permission. There was much discussion about the placement of solar lights without permission.

A motion was made by Commission Member James Burke, seconded by Commission member Bill Revis to add the verbiage as written to Section 18-20. The motion passed unanimously.

8. Discussion-20-Year Plan

There was much discussion about the need for additional parking and road. It was decided that the committee would like to discuss the requirements for sidewalks and roads with the Town Engineer once one is hired. The committee asked Asset Services Manager Julie Grasty to have the Engineer attend an upcoming meeting.

Commission Chairman Edwin Fish informed the committee about an upcoming press release highlighting the good things in the Cemetery such as the handrails, software upgrade and the direction for the future.

E. Other Business

The next meeting is scheduled for January 18th, 2022 at 2:00 pm.

F. Adjourn

With no further business, a motion was made by Commission Member Warren Putnam seconded by Commission Member James Burke, to adjourn the meeting at 3:40 pm. The motion carried unanimously.

ATTEST:

Julie Grasty, Asset Services Manager

Edwin Fish, Chairman

DRAFT

SEC. 18-9.Veterans Memorial Section Regulations

A burial plot is provided at Green Hill Cemetery Veterans Section for eligible Haywood County Qualified Veterans under certain conditions. This Memorial area is to honor our Veterans of Haywood County who gave so much to maintain our Freedom. The Memorial area is provided by the Town of Waynesville, The American Legion Haywood Post 47 and is maintained by the Town of Waynesville.

Qualified Veteran Eligibility:

1. A qualified Veteran is any former member of the U.S. Armed Forces whose service on active duty was terminated under honorable conditions.
2. Legal resident of Haywood County:
 - At the time of death
 - Lived in Haywood County for at least 10 years
 - Resident at the time the Veteran entered the U.S. Armed Forces

Proof of Eligibility:

1. It is the responsibility of the Veteran, his or her survivors or legal representative to furnish any evidence necessary to establish the eligibility of the Veteran before the internment.
2. The DD Form 214 is used to verify honorable military service. Other forms of proof may be acceptable such as:
 - Verification of residence at the time of entry into military service as documented on DD Form 214.
 - Residence at the time of death and 10-year residency can be verified by tax records, voter registration, personal income or property tax forms and other official records from U.S. government, state, or municipal agencies.

GRAVE SITE REGULATIONS

Flag poles are constructed on the Veteran's Memorial Section, each containing the American Flag and POW/MIA Flag. These are placed to honor all Veterans in internment.

During the mowing season and during routine maintenance, conditions may require the removal of all floral items at any time. Flowers will be removed when they become unsightly or when it becomes necessary to facilitate Cemetery operations such as mowing.

- Fresh cut flowers may be placed on graves at any time in **approved** flower containers.
- Floral items will be removed from graves as soon as they dry, fade, or become unsightly.

- During the period of **November 1 through March 1** (depending on the mowing seasons beginning and end) artificial flowers may be placed on graves. If you desire to keep your artificial flower arrangement, they must be removed before **March 1** of each year.
- Permanent plantings are not permitted on graves at any time. Potted plants will be permitted on graves only 14 days before and 14 days after Easter Sunday and Memorial Day.
- Christmas wreaths or grave blankets are permitted on graves during the Christmas Season (December 1-31) and will be removed no later than January 15 each year. Grave blankets may not exceed 3 x 5 feet. All graves may be decorated by Wreaths of America with a Christmas Wreath in December of each year.
- Statues, vigil lights (of any kind), breakable objects of any nature and similar commemorative items are not permitted on graves at any time.
- Floral items or any other type of decoration may not be secured to the grave marker at any time.
- Permanent flower containers are not permitted.
- All graves may be decorated by the American Legion with small American Flags during Memorial Day and Veterans Day. These Flags will be removed within 5 days after the holiday.

No additions or deletions may be made to the Veterans Memorial Section Regulations without the full approval of the American Legion Haywood Post 47.

Current



Option #1

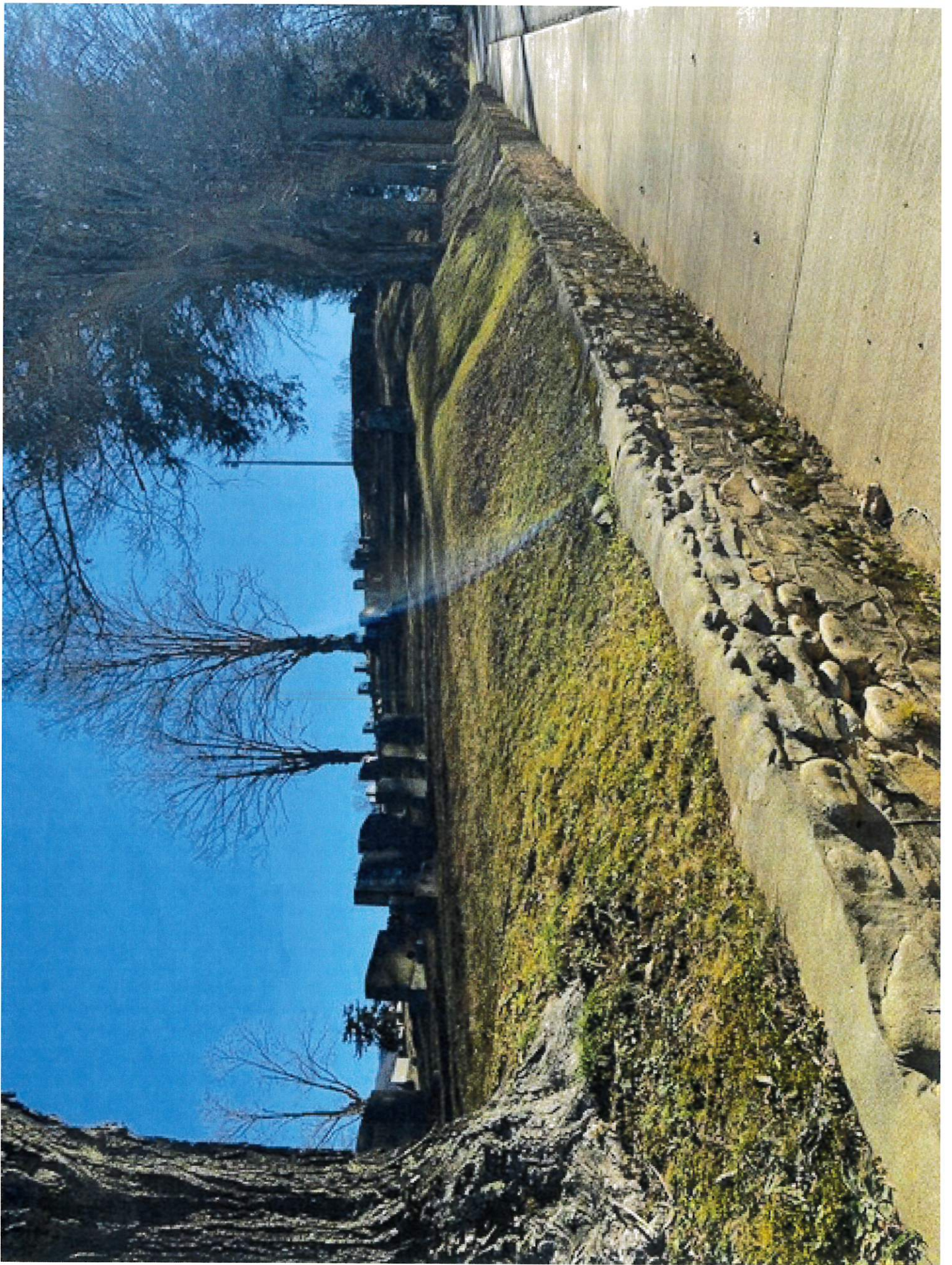


Option #2



Option 3





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TOWN OF WAYNESVILLE
YEAR-TO-DATE BUDGET REPORT

P 1
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FOR 2022 12

ACCOUNTS FOR:
10 General Fund

104740 Cemetery

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
104740 511210 Regular Pay	98,076	0	98,076	76,949.70	.00	21,126.30	78.5%
104740 511220 Overtime Pay	1,000	0	1,000	377.92	.00	622.08	37.8%
104740 511230 Temporary And Par	7,000	0	7,000	.00	.00	7,000.00	.0%
104740 511810 FICA	8,114	0	8,114	5,752.09	.00	2,361.91	70.9%
104740 511820 Retirement Expens	11,314	0	11,314	8,700.80	.00	2,613.20	76.9%
104740 511825 401K Expense-CEME	4,954	0	4,954	3,866.35	.00	1,087.65	78.0%
104740 511830 Hospital Expense	36,156	0	36,156	22,427.82	.00	13,728.18	62.0%
104740 511832 Life Insurance Ex	252	0	252	202.30	.00	49.70	80.3%
104740 511833 Dental Insurance	758	0	758	966.16	.00	-208.16	127.5%
104740 511840 HEALTH REIMBURS E	6,390	0	6,390	.00	.00	6,390.00	.0%
104740 511850 Unemployment Ins.	2,150	0	2,150	.00	.00	2,150.00	.0%
104740 511860 Workers Comp. Exp	34,000	0	34,000	12,875.30	12,175.00	8,949.70	73.7%
104740 521990 Prof. Services/CQ	5,500	0	5,500	2,182.85	.00	3,317.15	39.7%
104740 532120 Uniform Expense	2,206	0	2,206	.00	.00	2,206.00	.0%
104740 532510 Gas	992	0	992	.00	.00	992.00	.0%
104740 532520 Tires	3,650	0	3,650	.00	.00	3,650.00	.0%
104740 532530 Vehicle Repairs/M	18,000	0	18,000	5,920.99	.00	12,079.01	32.9%
104740 532920 Materials And Sup	1,000	0	1,000	.00	.00	1,000.00	.0%
104740 533180 Travel And Traini	250	0	250	483.03	.00	-233.03	193.2%
104740 533210 Telephone	2,000	0	2,000	430.81	.00	1,569.19	21.5%
104740 533310 Electricity	0	0	0	83.30	.00	-83.30	100.0%
104740 533340 Water	0	0	0	113.62	.00	-113.62	100.0%
104740 533350 SEWER	2,400	0	2,400	414.34	.00	1,985.66	17.3%
104740 533520 Equipment Repairs	9,000	0	9,000	.00	.00	9,000.00	.0%
104740 534490 Other Contractual	1,990	0	1,990	.00	.00	1,990.00	.0%
104740 534510 Property And Gen.	740	0	740	.00	.00	740.00	.0%
104740 534520 Vehicle Insurance	1,150	0	1,150	.00	.00	1,150.00	.0%
104740 534580 Other Insurance C	8,000	0	8,000	5,845.00	.00	2,155.00	73.1%
104740 545900 Capital Improve	24,303	0	24,303	.00	.00	24,303.00	.0%
104740 548100 Internal Service							
TOTAL Cemetery	291,495	0	291,495	147,592.38	12,175.00	131,727.62	54.8%
TOTAL General Fund	291,495	0	291,495	147,592.38	12,175.00	131,727.62	54.8%
TOTAL EXPENSES	291,495	0	291,495	147,592.38	12,175.00	131,727.62	