



TOWN OF WAYNESVILLE

Cemetery Committee

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Board Members

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

Asset Services

Manager
Julie Grasty

AGENDA

October 19, 2021-2:00 PM

Call to order-Chairman Edwin Fish

1. Oath of Office
2. Approval of Minutes from July 20, 2021 meeting
3. Election of Chairman and Vice-Chairman
4. Public Comment
5. Cemetery Update-Julie Grasty, Asset Services Manager
6. Discussion:
 - a. Proposed Changes to Ordinance
 - b. 20-Year Plan
 - i. Veterans Section
 - ii. Additional Parking & Road Access
7. Other Business
8. Adjourn

**MINUTES OF THE TOWN OF WAYNESVILLE CEMETERY COMMISSION
REGULAR MEETING
July 20, 2021**

THE WAYNESVILLE CEMETERY COMMISSION held its regular meeting on Tuesday July 20, 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

The following staff members were present:

Asset Services Manager Julie Grasty
Land Use Administrator Byron Hickox

1. Adoption of Minutes

A motion was made by Commission Member James Burke, seconded by Commission member Roy Pressley, to approve the minutes of the April 20th, 2021 work session as presented. The motion passed unanimously.

2. Public Comment

No public Comment

3. Cemetery Update:

Asset Services Manager Julie Grasty updated the Committee on Staffing issues, handrail replacement throughout the Cemetery, Signage for Green Hill and Dix Hill and the potential for new Cemetery Software.

4. Request for Historical Tour of Green Hill-Historic Preservation Commission

Land Use Administrator Byron Hickox attended the meeting on behalf of Historic Preservation Commission for approval of the annual Green Hill Cemetery Tour. Mr. Hickox stated this would be the 5th year of the tour, members will be dressed in clothing of the period of the person they are portraying, and everyone will stay in the road or walk-way. Attendees will either walk or be shuttled from the American Legion Parking Lot.

A motion was made by Commission Member Warren Putnam, seconded by Commission member James Burke, to approve the Historic Preservation Commission 's tour of the Green Hill Cemetery on Saturday, October 9, 2021 with Saturday October 16, 2021 reserved for inclement weather. The motion passed unanimously.

5. Discussion-20-Year Plan

- a. Commission Member Bill Revis provided the Committee with his 20-Year Plan list . It was the consensus of the Committee that this was a good place to start, and this list should be prioritized.
- b. There was much discussion about the Veterans Section and the need for additional designated spaces for Veterans. The Committee will go before the Board in the near future to request additional spaces and to include the Veterans Section Rules and Regulations to the Cemetery Ordinance. Chairman Edwin Fish asked the Committee's thought on adding this section to the Ordinance and it was the consensus of the Committee to ask the Board to include it in the Ordinance.

A motion was made by Commission Member Roy Pressley to rewrite Sec. 18-9 to include the Rules and Regulations for the Veterans Section, seconded by Warren Putnam. The motion passed unanimously.

Asset Services Manager Julie Grasty explained that the changes would have to be approved by the Board of Alderman and that maybe the Committee would go before the Board only one time to request additional spaces and changes to the Ordinance.

- c. There was much discussion of placing articles on graves without permission. Commission Member James Burke asked if it was considered trespassing to place items on someone's grave without permission. There was discussion about placement of flags of Veteran's graves along with wreaths at Christmas.

A motion was made by Commission Member James Burke seconded by Bill Revis to instruct staff to work with the Town Attorney to rewrite Sec. 18-20 to include "It shall be unlawful for any person to place any personal property on any lot, space or columbarium niche without permission."

- d. There was much discussion about forming sub-committees to work on the 20-year plan. The following two sub-committees were formed:

Infrastructure Sub-Committee-Bill Revis, James Burke & Elizabeth Atkinson

Veterans Sub-Committee-Warren Putnam, Roy Pressley & Edwin Fish

E. Other Business

The next meeting is scheduled for October 19th, 2021 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 3:54 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 the V.F.W. Post 5202 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.
- Small American Flags are not permitted on graves at any other time as the large American Flag on the flag pole represents all Veterans.

Sec. 18-20. Placing articles on lots generally.

It shall be unlawful for any person to place any item/article without authorization of law or consent of the surviving spouse or next of kin of the deceased. With the exception of military honor such as Memorial Day, Veterans Day, Sons of the Confederacy, Wreaths Across America etc....