

TOWN OF WAYNESVILLE

Cemetery Committee

16 South Main Street
Waynesville, NC 28786
Phone (828) 452-2491 • Fax (828) 456-2000
www.waynesvillenc.gov

Board Members

Elizabeth Atkinson
James Burke
Edwin Fish-Chairman
Sandy Giles
Randy Mathis
Warren Putnam
Bill Revis

Asset Services

Manager
Julie Grasty

Outside Facilities Supervisor
Jonathan Yates

AGENDA

October 20, 2020-2:00 PM

Call to order – Chairman Edwin Fish

1. Oath of Office to remaining members
2. Approval of Minutes from August 18, 2020 regular meeting
3. Introduction of Cemetery Staff-Jonathan Yates
4. Public Comment
5. Discussion:
 - a. American Legion-Veterans Section (Follow-Up from 9/17/2020 Meeting)
 - b. Columbarium Build-Out
 - c. Clean-Up Update
 - d. 20 Year Plan
6. Other Business
7. Adjourn

MINUTES OF THE TOWN OF WAYNESVILLE CEMETERY COMMISSION
REGULAR MEETING
August 18, 2020

THE WAYNESVILLE CEMETERY COMMISSION held its regular meeting on Tuesday August 18, 2020, at 2:00 p.m. in the training room of the Public Services Building, 129 Legion Drive, Waynesville, NC.

A. CALL TO ORDER

Asset Services Manager Julie Grasty 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

Commission Members Sandy Giles and Randy Mathis were absent.

The following staff members were present:

Asset Services Manager Julie Grasty
Outside Facilities Supervisor Jonathan Yates

1. Asset Services Manager Julie Grasty welcomed the members and introduced Warren Putnam as the new elected member.
2. Asset Services Manager Julie Grasty administered the Oath of Office to each member.

B. Election of Chairman and Vice-Chairman

Asset Services Manager Julie Grasty opened the floor for nominations for Chairman of the Commission. Two individuals, Commission Member Randy Mathis and Commission Member Edwin Fish, were nominated.

Commission Member Randy Mathis received two votes and Commission Member Edwin Fish received three votes. Edwin Fish is the new Chairman.

Chairman Fish opened the floor for nominations for Vice Chairman and James Burke was the only nominee.

A motion was made by Commission Member Bill Revis, seconded by Commission Member Elizabeth Atkinson, to close the nominations. The motion carried unanimously.

C. Public Comment

Debra Knapik
40 Colonial Court
Waynesville, NC 28786

Mrs. Debra Knapik addressed the committee over concerns in the Veterans Section. Mrs. Knapik stated that when her husband was buried in the Veterans Section, she did not receive the rules and regulations of the Veterans Section. She asked that in the future that the families of anyone buried the Veterans Section be given the rules and regulations.

The committee thanked Mrs. Knapik for attending the meeting. The committee then asked if a card could be designed for the Veterans Section like the one for the rest of the Cemetery. Julie Grasty, Asset Services Manager stated that she would design and have a guideline card printed to hand out to families and given to all Funeral Homes.

D. Discussion

- a. **Board/Commission Manual**-Each member was given a copy of the manual, Julie Grasty, Asset Service Manager asked if there were any questions. No member had questions.
- b. **Cemetery Ordinance**-Discussion again about developing a card for the Veterans Section to be given with each burial.
- c. **FY 2021 Budget**-Julie Grasty, Asset Services Manager reported to the Commission that since COVID-19 the budget was strictly a "bare bones" budget. She has asked for money for software improvements, signage and overall Cemetery improvements but was not funded due to budget constraints. Chairman Edwin Fish asked if the Street Department budget could pay for handrails and repairs to the road due to tree roots. Julie Grasty will discuss with Public Works Director.
- d. **Fall Clean Up Schedule**-Julie Grasty, Asset Service Manager reported that beginning in October items would be tagged for removal in early November. An example of the "red tag" was given to each member as reference. After the clean up in November, items will be tagged as necessary for a "continuous" clean up.

E. Other Business

- Chairman Edwin Fish asked the members if he could speak on behalf of the Commission to address Cemetery Staff performing "spot mowing" town-wide. He stated that Cemetery Staff need to be concentrating on the Cemetery maintenance. The members were all in agreeance for Chairman Fish to speak to the Town Manager about the "spot mowing".
- There was much discussion about the Commission having work session outside of the quarterly meetings.
- Member Bill Revis asked about the Commission developing a 20-year Comprehensive Plan for the future, the plan work would be included in future work sessions.

The next meeting is scheduled for October 20, 2020 at 2:00 pm.

F. Adjourn

With no further business, a motion was made by Commission Member James Burke seconded by Commission Member Warren Putnam, to adjourn the meeting at 3:50 pm. The motion carried unanimously.

ATTEST:

Julie Grasty, Asset Service Manager

Edwin Fish, Chairman

GREEN HILL CEMETERY VETERANS SECTION

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.

1. Fresh cut flowers may be placed on graves at any time in approved flower containers.
2. Floral items will be removed from graves as soon as they dry, fade or become unsightly.
3. 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.
4. 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.

5. 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.
6. Statues, vigil lights (of any kind), breakable objects of any nature and similar commemorative items are not permitted on graves at any time.
7. Floral item or any other type of decoration may not be secured to the grave marker at any time.
8. Permanent flower containers are not permitted.
9. 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.
10. Small American Flags are not permitted on graves at any other time as the large American Flag on the flag pole represent all Veterans.

RESOLUTION NO. 15-85

STATE OF NORTH CAROLINA

COUNTY OF HAYWOOD

RESOLUTION ON VETERANS' MEMORIAL PLOT II

WHEREAS, the Town of Waynesville set aside a Veterans' Memorial Plot in 1947 to honor the memory of those men who lost their lives in the service of their country; and

WHEREAS, the Veterans' Memorial Plot has been used as a burial place, free of charge, for any person who served in the armed forces of this country; and

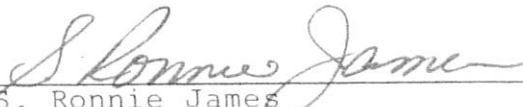
WHEREAS, the Veterans' Memorial Plot has been used nearly to its capacity,

NOW, THEREFORE, BE IT RESOLVED by the Board of Aldermen of the Town of Waynesville that:

1. A Veterans' Memorial Plot II be set aside in the Shook Survey of Green Hill Cemetery. Said plot will be approximately the same size and will accommodate about 225 gravesites.
2. Development of the plot will be in coordination with the Cemetery Supervisor.
3. Arrangements for burial in said plot will be made by the American Legion Post #47 in Waynesville.

Adopted this 8th day of October, 1985.

TOWN OF WAYNESVILLE


S. Ronnie James
Mayor

ATTEST: