

**TOWN OF SILVER CITY
MINUTES OF THE CEMETERY BOARD
REGULAR MEETING**

**Memory Lane Cemetery, Silver City, New Mexico
August 22, 2018 - 10:00 a.m.**

Present: Linda Nunez, Chair
Jeff Fell, Vice-Chair
Elizabeth Miller
Dale Giese

Also Present: Peter Pena, Public Works Director
Jesus Alvillar, Parks Supervisor
Olivia Britton, Finance Dept. Representative
Ann Mackie, Town Clerk

CALL TO ORDER – Chair Nunez called the meeting to order at 10:07 a.m. Paul Baca (excused) and Councilor Cano were absent. A quorum of the Board was present.

CHANGES TO THE AGENDA – None.

APPROVAL OF THE MINUTES – July 25, 2018 Regular Meeting – Chair Nunez asked for a motion to approve the minutes. Mr. Giese moved to approve the minutes, and Mrs. Miller seconded. All were in favor, motion carried.

PUBLIC INPUT – Councilor Cano stated the Town Council would be considering an ordinance at their August 14 Council meeting that would change the board meeting requirement to quarterly, rather than monthly, and also if a member had three absences they would be replaced. There was further discussion as follows: several members objected to being replaced after three absences; how it should be three unexcused absences; how absences may decrease if they only had quarterly meetings; and how a member being absent for three quarterly meetings would mean they were not active on the Board.

REPORTS -

A. Public Works Representative – Mr. Pena reported they were doing a lot of clean up at the Cemetery due to the mud and rain. He said the survey plat was about 90 percent complete and he provided copies to everyone, including Jaime Embick, Community Development Director. He commented on issues that the surveyor was still working on. He said Ms. Embick could start planning for the next steps. He also said after the heavy rains and subsequent evaporation, some graves would need further maintenance with extra dirt and gravel, and that people could just call him to report any problems.

B. Town and Country Garden Club Representative – Mr. Giese commented on the following: how they were probably down to 300 blooms in the Rose Garden; how they fertilized the roses twice a year at a cost of \$200 each time; how they would get a locksmith to look at the case locks; and how the Rose Garden looked good.

C. Community Development Director - Jaime Embick studied the survey provided by Mr. Pena. She said the first thing they could do is meet at the Cemetery so she could see what their ideas were, and then she would create a rough draft of a Master Plan and start having public meetings. She discussed how they could get the surveyor to change some things regarding easements, ingress and egress, and mark out lines for burials to be, etc. There was further discussion about how there were about 2,000 spaces for burials available for the future; the undeveloped land; how there were probably less than 20 persons buried each year in the Memory Lane Cemetery; and how they would have their next Board

meeting at the Cemetery in the Rose Garden if the weather was nice. Ms. Embick said she could start the National Registry process now that she had the survey, and she had some history of the Cemetery from Carl Scholl, former Cemetery Board member. She said after the Cemetery is registered she would be able to apply for funding with the New Mexico Historic Preservation Division's Certified Local Government Program. She said the Town of Silver City was one of them and she was the coordinator, and that she could apply for one of their brick and mortar grants so they could get the Cemetery's entry way redone, etc. She said they could probably get started on the Master Plan in another six months. There was further discussion.

D. Chair - Chair Nunez commented on a burial that was done the weekend after the 4th of July that had an issue with overtime for the opening and closing. She said it was close to \$400 for the overtime. Luis Terrazas from Terrazas Funeral Home entered the meeting and discussed an issue where a family was charged extra money for overtime charges after the funeral. He said he wanted to see if there was a way to set the price once and not ask for more money after the funeral because it was very awkward to ask for money afterwards. He also said charging overtime after 2:30 p.m. was unreasonable and that Silver City was the only Cemetery that did so. Mr. Pena said the overtime was fair as long as it was documented correctly, however, he would talk to the Town Manager about changing it to charge the overtime after 5:00 p.m. instead of 2:30 p.m. There was further discussion about the following: rock problems; darkness after 5:00 p.m.; how the funeral homes needed to get their application to the Town 48 hours before the funeral date; how the funeral homes' customers would get very upset for being charged overtime after 2:30 p.m.; how the Cemetery crew worked from 6:00 a.m. to 2:30 p.m. so that was why there were overtime charges; how the family could move the funeral out a day if there were issues with rock so there would be no overtime charges; how the Cemetery rules say there are overtime charges; how the customers should be told there could be overtime charges ahead of time so they could be prepared for it; and how the shift of the crews may need to change, etc. Ms. Britton discussed how families were placing prohibited items on gravesites in the New Section, and she asked for direction from the Board on how to handle it. They discussed how she could call the family and/or a certified letter could be sent to the family by the Town's Code Enforcement Officer to advise the family to remove the items within a certain number of days or they would be removed by the Town.

UNFINISHED BUSINESS –

A. Discussion and possible vote on the historical brochure. Ms. Britton said the volunteer at the library was still working on it, but they were having trouble finding information on some of the names listed on the brochure. She said the Library Director said he would keep her posted on the research.

NEW BUSINESS -

A. Discussion about the survey of the Cemetery, and possible vote on the next steps to develop a Master Plan. See Reports C above. No vote was taken.

B. Discuss the problems of certain gravesites. Mr. Pena stated the Parks Supervisor, Jesus Alvillar, had problems with a family that did not want anything moved from a gravesite so he was unable to use a backhoe so the adjacent grave had to be dug by hand. There was further discussion on a remedy, i.e. have the Town Manager call the family, have the Code Enforcement Officer address it, or have a police officer present. Chair Nunez told Ms. Britton that she should make notes about the various problems at the Cemetery and notate it in the computer and on the big Cemetery map.

Discuss the agenda items for the next meeting scheduled for August 22, 2018. The Board said they wanted to discuss the Master Plan at the next Cemetery Board meeting that they planned to hold at the Cemetery. They also wanted to hear more about overtime charges during Mr. Pena's report.

ADJOURNMENT – Chair Nunez asked for a motion to adjourn. Mr. Giese moved to adjourn at 11:04 a.m. Mr. Baca seconded, All were in favor, motion carried.

/s/ _____
Linda Nunez, Chair

Attest:

/s/ _____
Ann L. Mackie, Town Clerk