

**RECORD OF PROCEEDINGS**  
**Waterville Township Trustees' Meeting**

Held at: 6:30 p.m. at the Village of Whitehouse Council Chambers on October 23, 2018.

**OFFICIALS:**

**Waterville Township**

Brett Warner, Chairman – present  
Kyle Hertzfeld, Trustee – present  
Duke Wheeler, Trustee – present  
Jennifer Bingham, Fiscal Officer – present

**City of Waterville**

Lorie Brodie, Mayor – present  
Anthony Bruno, Council Member – present  
Barb Bruno, Council Member – present  
John Rozic, Council Member – present  
Rod Frey, Council Member - present  
Tim Pedro, Council Member – present  
Mary Duncan, Council Member – present  
James Bagdonas, City Administrator – present  
Philip Dombly, Law Director – present

**Village of Whitehouse**

Don Atkinson, Mayor – present  
Louann Artiaga, Council Member – present  
Richard Bingham, Council Member – present  
Mindy Curry, Council Member – present  
Robert Keogh, Council Member – present  
Rebecca Conklin Kleiboemer, Council Member – present  
William May, Council Member – present  
Jordan Daugherty, Village Administrator - present

William May called the Joint Meeting to order with the pledge of allegiance

Role of the Waterville Township Trustees was call with Mr. Warner, Mr. Hertzfeld and Mr. Wheeler present.

Whitehouse Village Administrator, asked Mr. Brett Warner to begin the discussion on the proposal for Union Cemetery.

Mr. Warner stated that in the past year he has spoken to City of Waterville Administrator, James Bagdonas about the formation of a Union Cemetery. Mr. Warner stated that in the past year, Waterville Township has been facing financial

challenges. The Township through agreements with the City of Waterville and the Village of Whitehouse has been providing maintenance of the cemetery in Waterville and three cemeteries located in Whitehouse. The Township itself maintains a very small, old Civil War cemetery that is closed. These agreements provided for Waterville Township to keep the money collected from the sale of cemetery lots and the fees associated with opening and closing graves. These monies are no longer cover the cost to maintain the cemeteries. Mr. Warner believes the formation of a Union Cemetery with representation from each entity is a possible solution to the continued care of the cemeteries. Mr. Warner advised that the Township currently employs two individuals who provide care to the cemeteries in addition to maintaining the Township's roads. It was his hope that if formed, the Union Cemetery would retain these two individuals. Mr. Warner stated that he believes a Union Cemetery could collect funds to needed equipment or land improvements. Mr. Warner stated that as a Township, part-time employees are eligible to be offered benefits and perhaps those costs could be shared with the Union Cemetery.

Jennifer Bingham shared financial information that was available to members in attendance. The current time reporting for payroll does not separate the employee hours by each individual cemetery. Also an attempt to identify the number of sales and funerals by cemetery was conducted, however, some of the prior record keeping did not provide sufficient information to arrive at exact numbers.

Discussion among the joint members included:

- 1.) Whether or not the Township is maintaining any perpetual fees, which the Fiscal Officer advises, there are none.
- 2.) How tax rate for a Union Cemetery are set and the appropriate structure of the Union Cemetery, which is a separate legal governing entity. Millage would be determined by the Union Cemetery Board and can be adjusted to meet anticipated needs. Mr. Bagdonas estimated that 0.35 mils would be needed to generate \$103,611 in revenue. This equates to roughly \$23.15 per year on the average home values in the area, assumed to be \$189,000
- 3.) Members from the Whitehouse Village Council, with the exception of Mr. Richard Bingham, felt the citizens would support the formation and associated taxes of a Union Cemetery
- 4.) Members from the Waterville City Council also believed there would be adequate support for a Union Cemetery
- 5.) Barb Bruno, stated that she would like to see a cost analysis

Ms. Bingham advised that she does not believe there are sufficient funds available in the Cemetery Fund of the Township to cover expenses through the end of 2018. She asked if each the Village of Whitehouse and the City of Waterville would be willing to make a \$2,500 contribution to assist in covering the remaining cost through the end of the year. Any funds left in the Fund would be transferred to the Union Cemetery at the time it is formed. Mr. Bagdonas, indicated that this would require an amendment to the existing agreement between the Township and the City.

Finally, a recommendation was made to appoint members from each entity to serve on a working committee to review the costs and other areas of need for the formation of a Union Cemetery. Mr. Warner indicated an interest in serving on the working committee along with the Fiscal Officer. Mr. Wheeler nominated Mr. Warner to serve on the working committee as the representative for Waterville Township. Mr. Hertzfeld seconded. Motion carried.

There being no further business to discuss, Mr. Hertzfeld made a motion to adjourn the meeting. Mr. Warner seconded.

The meeting was adjourned at 7:42 p.m.

Attest: s/s/Jennifer Bingham

Trustees:

s/s/Brett Warner

s/s/Kyle Hertzfeld

*original on file*