

**Galien Township Cemetery Committee Meeting Minutes**  
**January 16, 2017 – 7:00PM**  
**Township Hall/Fire Station**

The meeting was called to order by Chairperson Jen Richter at 7:02PM.

Roll Call

Committee Members – Present - Leann Carpenter, Althia Dal Polo, Frieda Keefer, Kate Westveer, Jen Richter, Kendra Truhn, Bruce Williams, Jerry Mast

Approve/Set Agenda

Leann moved to approve the Agenda as presented, Kate supported, voice vote, no nays, motion carried.

Minutes

Kate moved to approve the minutes of the November 21, 2016 regular meeting as presented, Leann supported, voice vote, no nays, motion carried.

Old Business

**Missing Deed Book** - Contact had been made with Henrietta Hein regarding the missing deed book and Jen read her responses confirming that there should be a deed book in the Township's records containing the deeds from October 1986 through December 1997. The Committee discussed that without being able to locate this deed book, we will have to seek out the deed holders to supply the missing deeds. Suggestions of how to get the word out that we are wanting copies of these deeds was also discussed, i.e. postings around town, back of tax bills, website, etc.

**Pontem Software Update** - Jen reported that she is at letter "I" of the card file with entry into the system and has completed entry of all the deed books we have. She indicated that the remaining entry should be completed in the next couple weeks. Additionally, Pontem has the maps approximately 50% complete and should be wrapping up those in the next few weeks as well.

**Cemetery Rules** - Kate provided a summary set of short rules – 9 items (attached). Bruce discussed enforcement of the rules and whether provisions were contained in the rules. Kendra asked for the language "set by the board" in item number 7 to be removed as that is not our operational policy. The Committee reviewed and discussed the draft of the short rules. Kate moved that we present the draft of short cemetery rules, with the removal of the item 7 language "which is set by the Board", to the Township Board for their approval. Leann supported, voice vote, no nays, motion carried.

The Committee also discussed the full set of rules but took no action on those at this meeting.

**Trees along U.S. 12** – Bruce reported that the state had removed several trees along U.S. 12 and will come back in the spring to grind the stumps.

New Business

**Burial Location Policy** – Jen indicated that she will be taking a new policy before the Township Board that specifies the Township Clerk is to determine the proper burial location before an internment is made.

**Flag Pole Light** – Geoffrey Hurst has volunteered to help install lights for the Fire Station flag pole and the Cemetery flag pole as well. Jerry is working with him once the winter weather clears to make arrangements for the installation of these lights.

Visitor Comments

There were no visitor comments.

The next meeting was set for February 20, 2017 at 7:00pm at the Township Office.

Kate moved to adjourn the meeting, supported by Leann, voice vote, no nays, motion carried.

Meeting was adjourned at 7:55.

Respectfully submitted by:

/s/ Gerald O. Mast