



GALIEN TOWNSHIP

103 Kiley Drive, P.O. Box 246, Galien, MI 49113
269-545-8143 - galientwpboard@yahoo.com - galientownship.org

Cemetery Committee Meeting Minutes **Regular Monthly Meeting – June 19, 2017, 7:00PM - Township Office**

The meeting was called to order by Chairperson Jen Richter at 7:10PM.

Roll Call

Committee Members – Present – Kate Westveer, Jen Richter, Kendra Truhn, Jerry Mast

Approve/Set Agenda

Kate moved to approve the Agenda as presented with the addition of item 6c, Schedule Next Cleanup Day, Jerry supported, voice vote, no nays, motion carried.

Minutes

Kate moved to approve the minutes of the May 15, 2017 regular meeting as presented, Kendra supported, voice vote, no nays, motion carried.

Old Business

Pontem Software Update/Map Verification – Jen reported that she has entered the data into Pontem that she currently has. Pontem shows the cemetery graves to be about 50% occupied, which Jen feels is low and suspects that more graves are occupied than the system shows. She questioned whether the next step is to walk the cemetery or enter missing information from the cemetery book that Historical Society compiled. The Committee discussed those options.

Additionally, Jen noted that the new section of the cemetery was discovered to actually have 20 rows instead of 19 as indicated on the old maps. This will require a change in Pontem to add a row.

Donation Bank Account – Jen and Kendra talked with our accounting firm regarding the cemetery donation money collected. The Committee discussed this information and decided to keep it as petty cash rather than opening a special account. There is approximately \$78 collected and it will be used to buy supplies for the cemetery as needed.

New Business

Wet and Forget Stone Cleaner – Kate spent some time searching and found the “Wet and Forget Stone Cleaner”. She is going to purchase some to try on her family stones to see how it works in cleaning the stones.

Row Markers – Jen found some row markers sold by Holland Supply that she would like to buy to mark the rows in the new section. The committee discussed the size to use and ultimately decided on the 4 ½” size, which cost about \$4.08 each, plus lettering. Jen will take this to the Township Board for approval of the purchase.

Schedule Next Cleanup – The Committee discussed potential cleanup dates and what they wish to accomplish. Kate mentioned planting some flowers, trimming some shrubs and Jen suggested further cleanup around the building. Kendra made a motion to schedule the next cleanup for 9:00AM on Saturday July 22, 2017. Jerry supported the motion. Voice vote, no nays, motion carried.

Visitor Comments

There were no visitor comments.

The next meeting was set for July 17, 2017 at 7:00pm at the Township Office.

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

Meeting was adjourned at 7:53.

Respectfully submitted by



Gerald O. Mast