

## MINUTES

The Town of Manteo Board of Commissioners met in a Special Joint Meeting with the Cemetery Board September 23, 2008 at 9:00 am at the Manteo Town Hall meeting room.

Board of Commissioners present: Mayor Jamie Daniels  
Commissioner H.A. Creef, Jr.  
Commissioner David Farrow  
Commissioner Christine Walker

Cemetery Board members present: Chair Bettie Blanchard  
Member Edward Mann  
Member Joanne Williams

The following member(s) were absent: Commissioner Darrell Collins  
Commissioner Hannon Fry  
Commissioner Richie Burke

Also present at the meeting were: Assistant Town Manager/Finance- Shannon Twiddy  
Town Clerk-Becky Breiholz; Deputy Finance Evelyn Rollason, IT Administrator-Steve Jozik; Ray Meekins Seaboard Survey; David Twiford-Twiford Funeral Home.

Mayor Daniels called the Joint session of the meeting to order 9:15 am

**SUBJECT:** Approval of agenda:

**MOTION:** Commissioner Walker seconded by Commissioner Creef to approve the agenda as presented was approved by the following vote: Ayes: Commissioners Farrow, Creef, and Walker Noes: None. Absent: Collins, Fry and Burke

**SUBJECT:** Joint meeting with the Cemetery Committee and the Board of Commissioners to review the requests by the Cemetery Board and the development, short range goals and long range goals of the cemetery. Mayor Daniels turned the meeting over to Chair Bettie Blanchard who thanked the BOC for the meeting. Mrs. Blanchard asked that Deputy Finance Officer Evelyn Rollason give a report on the cemetery. Ms. Rollason showed the Board her diagram that she uses to sell cemetery plots and explained that in the old section of the cemetery one of the problems is that several lots have been given the same number and that some of the actual burial sites are not running in the same direction. Ms. Rollason explained that it is not about entering the data into the new software but it is trying to match up the sites with those in the graves. Also, on her diagram the areas that are gray we do not know who is there as there were no records. We have a list of names that someone did in the 1980's but there is a huge section of graves that need to be identified. Mr. Twiford with Twiford Funeral Home also explained that a lot of the graves in the old portion date back to the 1800's and were never marked. A section of the old portion of the cemetery was designated for a mausoleum/gazebo. Commissioner Farrow commented that in

earlier days you were given a bill of sale and not a deed, it wasn't until later that deeds were issued. Mrs. Blanchard commented that we placed ads in the paper and church bulletins that anyone with deed at the cemetery to please bring it in to the Town Hall but received very little response. Finance Officer Shannon Twiddy commented that the Town is only responsible for the cemetery after it was taken over in the 1980's and that there is no problem with the software. The problem is getting the data in the old portion and that will have to actually be done on site. The software company has recommended a contractor who might be able to help doing this but without direction from the Board there is nothing else that can be done. Ray Meekins with Seaboard Survey went over the survey he did and lacking documentation graves may not match recorded plan. He commented that he has found several deeds from 1984. Mrs. Twiddy commented that the Town has a radar device used to locate water lines and possibly we could use that to locate graves. Mr. Jozik IT Administrator commented that the maps were developed from data we gave the software company and we cannot adjust; it would need to be sent back to the software company. It could be referenced on the software that grave is not in actual alignment with the map but we cannot change the map. Mr. Twiford commented that they did locating of graves and matching up who was buried there at two cemeteries in Elizabeth City and it was very time consuming. Mrs. Blanchard commented that it is no problem getting volunteers to go to the cemetery to match up graves but would need to have a proper form to put in the data. A lengthy discussion took place on ways to get the data matching the graves. Mr. Meekins commented that he could give the BOC some options and prices and Mrs. Twiddy asked that it possibly be broken down into sections. Mrs. Blanchard commented that the Cemetery Board wanted to have a general idea of who was buried where rather than worrying about the site being 2 feet off and that it was more about the people who are buried in the grave. She also commented that Brad Creef, Edward Mann and Tommy Gray with the County are willing to help with the locating of graves. Mr. Jozik suggested possibly getting a college that has an archeology program to help out. Mr. Meekins suggested possibly having the aerial photo blown up and break it into sections.

Mr. Twiford gave the board current prices for area cemeteries; and that at Laurel Memorial and New Hollywood Cemetery charge \$700-\$900 per plot depending on the section and \$300 per grave in the cremation garden section of New Hollywood. Southern Shores charges \$200 per plot for town residents and \$2,000 per plot for out of town residents. Laurel Memorial and New Hollywood require that cremation urns be placed in an urn vault prior to interment and at the moment Manteo requires a vault for a casket but not for an urn interment. He also commented that for the cremation area the Board would need to establish some regulations one being the size of the site and he recommends a 30" x 30" plot for cremation urns and to require an urn vault. Mr. Mann asked if he could dig a hole and pour ashes in of several people and Mr. Twiford commented that the Town has no regulations at this time so it could be done, but that the BOC might want to consider setting regulations. At the cemeteries in Elizabeth City they only allow two urns per site and most of the cemeteries in Dare County limit who they sell to. Mrs. Blanchard commented that no regulations have been developed for the columbarium at the new section of cemetery. It was brought up that the trees around the Roanoke Island Memorial Gardens were cut down for the Dare County airport and a lot of citizens were upset and considering having family moved from there to the Manteo Cemetery. Mrs. Blanchard commented that the fee schedule probably needs to be restructured and to look at it to make it self sufficient. Mayor Daniels asked that the Cemetery Committee make a recommendation to

the BOC. Commissioner Farrow commented that he wanted to make sure that all grave plots and lots were marked on each corner so we can locate them. Mrs. Blanchard commented the Cemetery Board was at a stand still and could do no more and that they need a person to work with Twiford's to develop and map the columbarium; develop regulations for the new section; pricing and other duties.

Edward Mann gave the Board an estimate for the sidewalk in the new portion of the cemetery from Hatchell Concrete \$16,397 for exposed aggregate. Mrs. Twiddy commented that the cemetery budget had \$23,447 from the Meekins Trust which could be spent on the sidewalks and landscaping and that the money has already been budgeted but will need a motion to execute the contract.

**MOTION:** Commissioner Farrow seconded by Commissioner Walker to execute contract for the sidewalks was approved by the following vote: Ayes: Commissioners Farrow, Creef, and Walker Noes: None. Absent: Collins, Fry, Burke.

Joanne Williams gave the Board a review of the job description for a supervisor for the Cemetery. They are aware that there are financial constraints but they need someone for a limited part-time, contract position to help implement the short term and long term plans. A master plan was developed for the cemetery when they applied for the Meekins Trust Fund Grant. Mayor Daniels would like a copy of that plan be given to the BOC and would like to have another joint meeting with the cemetery committee after their next meeting.

The Board discussed getting a survey from Ray Meekins on the new part of the cemetery so that the columbarium can be laid out; getting the sidewalk completed and the landscaping finished. Once that is done they can start selling in the new section. Mayor Daniels asked that Planner Erin Trebisacci and John Boniface work with implementing the master plan at the new section. Another item discussed was selling single grave sites at the new part and possibly designating a section where only single graves can be sold. Commissioner Farrow re-stated that he would like corner markers on single sites as well as plots. Mr. Twiford commented that he would work with Ms. Rollason on a form before anyone is interred. Commissioner Farrow commented that the old portion of the cemetery would take care of itself overtime.

**MOTION:** Commissioner Farrow seconded by Commissioner Walker to adjourn at 11:20 am was approved by the following vote: Ayes: Commissioners Farrow, Creef, and Walker Noes: None. Absent: Collins, Burke and Fry.

This the 23<sup>rd</sup> day of September 2008

ATTEST:

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Mayor Jamie Daniels

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Town Clerk Becky Breiholz