

1. 1:30 P.M. July 28, 2021 Cemetery Board Meeting Materials

Documents:

[2021 07 28 AGENDA CEMETERY BOARD.PDF](#)
[2021 04 28 DRAFT MINUTES CEMETERY BOARD.PDF](#)
[2021 07 28 LEGAL NOTICE CEMETERY BOARD.PDF](#)



CEMETERY BOARD

AGENDA

Wednesday, July 28, 2021 at 1:30 p.m.

REMOTE GOTO MEETING IN COMPLIANCE WITH THE NM OPEN MEETINGS ACT

Call to Order

Roll Call

Changes to the Agenda

Approval of Minutes

- April 28, 2021 Regular Meeting

Public Input

Reports

A. Public Works Representative:

- 1). Update on the Manager's decision of the Board's recommended changes to the Rules and Regulations for Part II, Item 7, regarding cremains burial spaces.
- 2) Update on the Manager's decision regarding the Board's recommended cost for plots.

Unfinished Business

- A. Update from Mr. Fell and Ms. Britton on future reports from the Town and Country Garden Club.

New Business

- A. Review the Master Plan and discuss adding items to the Infrastructure Capital Improvement Plan.
- B. Discuss the agenda items for the meeting scheduled for October 27, 2021.

Adjournment

**TOWN OF SILVER CITY
MINUTES OF THE CEMETERY BOARD
REGULAR MEETING
April 28, 2021 - 10:00 a.m.**

REMOTE GOToMEETING IN COMPLIANCE WITH THE NM OPEN MEETINGS ACT

Present: Twana Sparks, Chair
Linda Nunez
Jeff Fell
Paul Baca

Others Present: Councilor Guadalupe E. Cano
Peter Pena, Public Works
Olivia Britton, Finance Department

CALL TO ORDER – Chair Sparks called the meeting to order at 10:05 a.m. Chair Sparks stated Mrs. Miller was missing as she has resigned and moved away. A quorum of the Board was present.

CHANGES TO THE AGENDA - None.

APPROVAL OF MINUTES – January 27, 2021 Regular Meeting – Chair Sparks asked for a motion to approve the minutes. Mr. Fell moved to approve the January 27, 2021 Minutes, and Mr. Baca seconded. All were in favor, motion carried.

PUBLIC INPUT – None.

REPORTS –

A. Public Works Representative –

1) Update on the coping issues in the new section. Mr. Pena said there have not been many issues with coping anymore. He stated they are working through the issues with people removing items as they were supposed to and it seemed to be getting better. More people are understanding the rules. At this point he doesn't feel they have too much of an issue there.

2) Update on the Manager's decision of the Board's recommended changes to the Rules and Regulations for Part II, Item 7, regarding cremains burial spaces. Mr. Pena said he did not get a chance to talk to Alex Brown, Town Manager, about the pricing. Mr. Pena stated he misplaced where he had written down the prices but once he got those, he would talk to him on Monday. Chair Sparks stated the current price of a full plot is six hundred dollars and Mr. Fell thought it was pretty low. She said if one hundred dollars was going to be charged for a cremains plot, then she said it would make each large plot worth eight hundred since there are eight spots. She didn't think that was a very big increase but it would make it the same price across the board. Unless they plan to charge more for the cremains plot, then the charge for a large plot could be increased comparatively. She asked for any feelings on that. Mr. Pena clarified that the prices would increase from six hundred to eight hundred on plots and one hundred for the cremains. He said he would discuss those with Alex. He said as far as the rules and the board creating those for the cremains section, he said he was fine with that. He would just discuss the possible increases.

3) Update on the Manager's decision regarding the Board's recommended cost for plots. Chair Sparks also stated that Mr. Brown may also not be aware that the board had voted to require persons placing a granite stone or plaque, that they would all be a specific consistent size of sixteen by eighteen by four inches. Mr. Pena stated he would mention that to him and update at the next meeting.

B. Chair-Chair Sparks stated she had contacted Luis Terrazas to notify him that the board was planning on providing cremains plots along with requiring specific size of granite headstones or plaques. Mr. Terrazas asked that he be notified once done and he would comply with the requirements and pass along the information to persons they speak with. Chair stated they would do so once Mr. Brown had given his approval to the changes. She also contacted Harry Bright with the same information and he stated that it would not affect him whatsoever as they do not sell plots but rather refer them to Town Hall. She would update him as well so he could pass along information once the rates are approved. She also stated she did not contact Paul Baca as he was on the board and would have the information firsthand.

Chair also stated that she was going to bring up an item that will be addressed under new business and stated Mr. Baca was not able to make a few meetings recently. It was stated by Linda that meetings used to be in the early afternoon but not convenient for Mr. Fell and thus changed to mornings. Mr. Fell will not be around much longer so she inquired if afternoon meetings would be better. Mr. Baca indicated that would work for him due to his mornings being busy with services. Chair commented that Mr. Baca's term would be coming up for re-appointment and she hope he would continue to be on the board. Mr. Baca indicated he would. She also asked for suggestions of other people she could ask to be on the board. She spoke to Susan Berry who indicated she was too busy and spoke to John Snedeker, but he hasn't responded. She asked those present if they had any suggestions of persons who would be interested in serving. She would also try to post it on Grant County goodies. Jeff mentioned that the vacancies have been posted on the town's website and messages were being forwarded to the clerk's email or they can call town hall. Chair stated she would still try to post it on Grant County goodies.

UNFINISHED BUSINESS -

A. Update from Mr. Fell and Mrs. Britton on future reports from the Town and Country Garden Club. Mr. Fell said he was still not ever able to make contact with anyone. He asked Mr. Pena is he was ever able to obtain a contact number for the same person and asked if they were able to contact the. Mrs. Britton stated she was told that the Town and Country Garden Club was hardly open and they were very hard to get ahold of at their thrift store. Chair Sparks stated she would make an attempt to stop by the thrift store and see if anyone there can tell her if they would be able to put in a combination lock or tell her who to contact regarding getting access. She stated the lock was the only issue. Mr. Pena stated a combination lock would be the best option as they could have the combination, City Hall could have it and it could be given out to those needing access. Chair suggested putting a new lock on so they would have to contact the Town. Mrs. Britton stated the existing lock was already gone. Chair stated she would still try to reach out to them about if they want a lock, and indicate next time it would have to be a combination lock for future access.

B. Discussion and possible vote on bench style headstones for the cemetery. Chair inquired if everyone had received the email and pictures of the items and asked if anyone had any opinions. Mr. Pena stated they were very nice and there were a couple of them that were too big. He stated they need to fit within a five by ten (foot) space and based on the written rules, the bases were too big. Mr. Baca stated the bases can always be cut down as they are usually a little bit over five (feet) but you can also order them at four and a half (feet), or four (feet) but being it is the just the base, it can always be cut. Chair inquired how the board wrote the rules for the size of the headstones in that area and if there were specific measurements. She stated if the board was going to say benches were allowed, then they need to meet the requirements. Mrs. Nunez suggested it be stated that they be three (feet) to fit right in the middle of the five (foot) measurement. Mr. Fell inquired if the board continued to allow for people to purchase double plots, or adjacent plots. Mrs. Nunez said yes. Mr. Fell voiced his concern with setting

a particular dimension on the headstones due to the fact that some people may wish to purchase a double headstone. It wouldn't be an issue with two plots. Mrs. Nunez stated there were already provisions in place that addressed the issue of double plot headstones. It exists for both single plot and double plots. Mr. Fell asked if the current rules stipulated that bench style headstone are allowed and if the sizes were specified. Mrs. Nunez cited the following from the rules, "all single stone headstones should be no taller than forty-two inches, no wider than eighteen inches and no longer than thirty-six inches. All double plot headstones should be no taller than forty-two inches, no wider than eighteen inches, and no longer than forty-eight inches. Chair asked if the wording "all headstones, including bench headstones shall all be...." could be included to avoid the issue and all must be within those size regulations. Ms. Nunez indicated the stipulation could be included at item five. Jeff inquired if there was language in the current rules that excludes benches and where. Ms. Nunez stated there was and stated it should not be omitted or taken out to avoid the new section becoming like the old section, where anything is allowed. Mr. Fell indicated he liked Chair Sparks recommendation but inquired what made it any different, or would keep anyone from doing so in the old section and why was it only applicable to the new section. Ms. Nunez stated that there were no regulations in the old section and the intent was to keep that from occurring in the new section. Mr. Fell made a motion to amend the Rules and Regulations, Part Four, Graves and Markers, Section 2 -New section, under items Three and Four after the word headstones, a comma be inserted to include "bench style," Ms. Nunez seconded the motion as stated. All were in favor, motion carried.

NEW BUSINESS –

A. Election of Chair of the Cemetery Board. Chair Sparks stated a Vice-Chair needed to be re-elected to the board as a result of Elizabeth Miller resigning. Ms. Nunez made a motion to appoint Mr. Paul Baca as Vice-Chair. Mr. Fell seconded the motion by acclamation. All in favor, motion carried.

B. Review of Master Plan and discuss adding items to the Infrastructure Capital Improvement Plan. Chair stated this was the first time she heard of a master plan but knew it needed to be done annually. The last one on record was from 2018, quite possibly because there was nothing to add. Mr. Fell inquired if Jaime Embick should have been at the meeting since she helped draft the plan. Mr. Pena stated three of those projects are under the ICIP but to date no funding has been received, and they remain on the ICIP agenda. Chair stated there was possibly an item that could be removed since it has been accomplished. Mr. Fell stated the remaining ICIP Infrastructure, curb and gutter, correcting drainage issues, asphalt surface, sidewalk projects are ongoing and work is still in process. Mr. Pena suggested that they talk to Alex prior to the next legislative session so he can help to carry it through the legislature. He stated a simple meeting with him to serve as a reminder in December would help prior to legislative session in January. Mr. Pena indicated he would be happy to meet with Alex regarding that.

Mr. Fell indicated it would be worth keeping the items on the agenda and invite Ms. Embick to the meeting as the information needed to be updated. He recommended Chair Sparks meet with Jaime and Mr. Pena to review and update it. Chair agreed to give her a call to discuss the list and update it so Peter can meet with Alex in December. Councilor Cano suggested that the board would want to meet with Alex prior to December because the Prospector's meet first part of December or late November and that's when a list of all the priorities are made. Ms. Nunez stated the board will meet in October. Chair indicated it would be put on the Agenda for October.

C. Discuss the agenda items for the meeting scheduled for July 28, 2021. Chair stated she could not think of any items to add to the agenda other than to add discussion of the ICIP projects with Mr. Brown to the October, 2021 agenda. She then stated the next meeting would be for July 28, 2021 at 1:30pm

being that Mr. Fell's term will end on June 30 and he is not reapplying and asked Mr. Baca if he was available and fine with the meeting time. Mr. Baca agreed. Chair entertained a motion to adjourn. Ms. Nunez made a motion to adjourn at 10:35. Mr. Baca seconded the motion. All in favor, motion carried.

Twana Sparks, Chair

Attest:

Town Clerk

DRAFT

LEGAL NOTICE

The Cemetery Board of the Town of Silver City will hold a Remote Regular Meeting on Wednesday, July 28, 2021 at 1:30 p.m. The meeting will be held remotely via GoTo Meeting and in compliance with the NM Open Meetings Act. Please join the meeting from your computer, tablet or smartphone.

Town of Silver City Cemetery Board Meeting.

<https://global.gotomeeting.com/join/360201285>

You can also dial in using your phone.

United States: [+1 \(872\) 240-3212](tel:+18722403212)

Access Code: 360-201-285

The public is invited to attend. The complete agenda is available on the Town's website at www.townofsilvercity.org. You may call the Town Clerk at phone 575-534-6346 if you have any questions. If you are an individual with a disability who needs a reader, amplifier, qualified sign language interpreter or any other form of auxiliary aid or service to attend or participate in the meeting, please contact the Town Clerk at 534-6346 at least one week prior to the meeting or as soon as possible. Public documents, including the agenda or minutes, can be provided in various accessible formats. Please contact the Town Clerk if a summary or other type of accessible format is needed.