

CEMETERY COMMITTEE MEETING

Wednesday, September 17, 2025 at 2:00 PM
Hamburg Township Hall Board Room

MINUTES

CALL TO ORDER

Dolan called the meeting to order at 2:15 p.m.

Motion made by Dolan, seconded by Daniels, to have Treasurer Daniels chair the cemetery committee meeting.

Voting Yea: Dolan, Daniels, (Negri absent)

ROLL CALL OF THE COMMITTEE

PRESENT

Mike Dolan
Jennifer Daniels
Mary Kuzner
Duane Hoepfner
Alice Winkelman

Jason Negri arrived at 3:08 p.m.

CALL TO THE PUBLIC

Alice Winkelman from the Hamburg Township Historical Society discussed ideas in which the Historical Society could collaborate with the Township to enhance the cemeteries in the township and provide community involvement. A legacy round table will be held Saturday, October 25, 2025, at 12:30 p.m. at the museum.

CONSENT AGENDA

1. 3.3.2025 Cemetery Meeting Minutes
2. 8/27/2025 Memo from sexton re: Richter burial issues

Motion made by Dolan, seconded by Daniels, to approve the Consent Agenda as presented.

Voting Yea: Dolan, Daniels

APPROVAL OF THE AGENDA

Motion made by Dolan, seconded by Daniels, to approve the Agenda as presented.

Voting Yea: Dolan, Daniels

UNFINISHED BUSINESS

3. Court Authority Appointed Form

Motion made by Dolan, seconded by Daniels, to table the Court Authority Appointed Form to the next meeting.

Voting Yea: Dolan, Daniels

CURRENT BUSINESS

4. MAMC Conference August 2025

Motion made by Dolan, seconded by Daniels, for Supervisor Negri and Sexton Hoepfner to work together to prepare a list of items discussed at the August 2025 MAMC Conference and bring forward at the next meeting.

Voting Yea: Dolan, Daniels

5. Regulation Enforcement – Signage

Motion made by Daniels, seconded by Dolan, to direct Clerk Dolan to complete signage verbiage and place order by September 26, 2025.

Voting Yea: Dolan, Daniels

6. Mapping Software

Motion made by Dolan, seconded by Daniels, for all those having interest to bring forward mapping software packages, programs, costs and other ideas at the next meeting so that a decision can be made as soon as possible.

Voting Yea: Dolan, Daniels

7. South Hamburg Cemetery

Dead Tree

Mausoleum - Hire a landscape architect? Statuary? Benches? ADA graded pathway?

Fencing / Entry Gate

Road graded and graveled

Motion made by Daniels, seconded by Dolan, to direct Sexton Hoepfner to obtain at least one more quote for maple at South Hamburg Cemetery and gather two for Placeway tree, to use the contractor with the lowest cost and move forth on tree removal not to exceed combined price of \$9,000.00 making sure to obtain liability insurance.

Voting Yea: Dolan, Daniels

Motion made by Dolan, seconded by Daniels, to utilize Tabitha Dolan as a free source to provide conceptual drawings for low cost enhancements to the mausoleum and surrounding area.

Voting Yea: Dolan, Daniels

Motion made by Daniels, seconded by Dolan to have Supervisor Negri assume the role of Chair for the balance of the committee meeting.

Voting Yea: Dolan, Daniels, Negri

Motion made by Negri, seconded by Dolan, to obtain updated pricing on aluminum wrought iron appearing fencing of approximately 100' for the corner of Strawberry and Hamburg Roads and bring forward to next meeting.

Voting Yea: Dolan, Daniels, Negri

Motion made by Negri, seconded by Daniels, for Sexton Hoepfner to obtain pricing to gravel the 2-track drive thru-way and the Deputy Clerk to look into possible donations.

Voting Yea: Daniels, Negri, Dolan

Motion made by Negri, seconded by Daniels, for Sexton Hoepfner to look into skid steer pricing.

Voting Yea: Dolan, Negri, Daniels

8. North Hamburg Cemetery Planning

Layout/design; include space for green burials and/or scatter garden

Motion made by Negri, seconded by Dolan, to table discussion pertaining to the North Hamburg Cemetery Planning.

Voting Yea: Daniels, Dolan, Negri

9. Tree Trimming at all Cemeteries

Motion made by Negri, seconded by Dolan, to authorize tree trimming NTE \$3,000.00.

Voting Yea: Dolan, Daniels, Negri

10. Ordinance

Model ordinance from MTA

Restrict headstone & foundation size (recommendation from Coldwater)

No placing foundations/headstones during October through April; wait 3 months after Burial

Motion made by Negri, seconded by Dolan, to put in the Rules and Regulations that monument dimension size will be no more than 46" wide x 2' high for a single grave plot and no more than 56" wide x 2.5' high for a double grave plot.

Voting Yea: Dolan, Negri, Daniels

Motion made by Negri, seconded by Dolan, to include in ordinance that foundations will not be laid by Hamburg Township from October 15th through April 15th.

Voting Yea: Dolan, Negri, Daniels

11. Budget

The budget line items and dollar amounts were discussed.

CALL TO THE PUBLIC

A call was made with no response.

BOARD COMMENTS

Supervisor Negri scheduled the next Cemetery Committee Meeting for Thursday, October 2, 2025, at 10:00 a.m.

ADJOURNMENT

Motion made by Daniels, seconded by Negri, to adjourn.

Voting Yea: Negri, Daniels, Dolan

Meeting Adjourned at 4:09 pm

Respectfully submitted,

Mary Kuzner

Mary Kuzner
Recording Secretary