**NOTICE**

REGULAR MEETING – CORNING CEMETERY DISTRICT

BOARD OF TRUSTEES – THURSDAY, JULY 18, 2019 AT 6 PM

CORNING CEMETERY DISTRICT, 4470 OREN AVENUE, CORNING

Chairman Dean Cofer; Vice Chair Shirley Townley; Trustee Lorenzo Casia; Trustee Doug Hatley; Trustee John Richards; and Clerk of the Board/Office Manager Wendy Pauling.

**AGENDA**

1. Call to Order at 6 PM, followed by Pledge of Allegiance.
2. Introduction of visitors and guests.
3. Review & Approve Minutes, Warrants, Correspondence, and Affix Signatures on Certificates of Burial Rights.
4. Public comment is limited to 3 minutes (not on agenda items).

**REPORTS**

1. Board Secretary – **1.** Reportable actions taken at the closed session, following the June 20, 2019 board meeting: **(a)** effective June 28th gates, except for the east gate will be closed at the end of each work day, and on weekends all gates will be closed except for the east gate. **$3,000 Annual Savings. (b)** The work week of the district’s Part-time Secretary has been reduced from five 6-hour days per week *to* three six-hour days. **$9,360 Annual Savings**.

***For a combined total savings of $12,360.***

2. The new revised Employee Manual will be sent out to the board prior to next month’s meeting, and will be discussed and approved following board approval.

1. Chairman’s Update regarding the current status of the district.

**NEW BUSINESS – ITEMS FOR BOARD DISCUSSION AND/OR ACTION**

1. Review, discuss and move to approve the district’s budget for the upcoming fiscal year.

**ADJOURN MEETING**

The next Board meeting will be held on August 15, 2019 at the cemetery office starting at 6 PM.

*Note: District Trustees shall hold regularly scheduled meetings on the 3rd Thursday of each month at the cemetery office starting at 6 PM. Occasionally (due to holidays or other reasons) meetings may be changed by majority vote of the Board and with advance notice given at the preceding meeting.*