

## **MEETING NOTICE**

### **REGULAR MEETING – CORNING CEMETERY DISTRICT BOARD OF TRUSTEES – THURSDAY, January 20th, 2022 (6 PM) AT THE DISTRICT OFFICE, 4470 Oren Avenue, Corning**

Chairman Dean Cofer; Vice-Chair John Richards; Trustee Delores May, Trustee Sandy Sehorn; Trustee Robert Snow; *and*, Wendy Pauling, Cemetery Manager/Clerk of the Board.

#### **AGENDA**

1. Call to Order at 6 PM, followed by the Pledge of Allegiance to our country.
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**

5. Cemetery Manager.
6. Chairman.

#### **8. NEW BUSINESS ~ ITEMS FOR BOARD DISCUSSION AND/OR ACTION**

- A. Reappointment and Oaths of office for trustees, Robert Snow, Sandy Sehorn, and Dean Cofer and elect Board Chair and Vice Chair for 2022.
- B. Consider a resolution to adopt proposed Records Retention Policy.
- C. Consider approving additional paid holidays for employees.
- D. Consider increasing the minimum amount of hours paid to employees for work on non-scheduled workdays.
- E. Consider a change in business hours for office.
- F. Consider district purchase of plaques for May-Wade bench.
- G. Consider proposals for re-roofing office, shop and maintenance shed.
- H. Consider reimbursement of \$200 of personal funds that Pauling spent on purchase of equipment.
- I. Consider approving transfer fees for transfers of lot ownership within a family.
- J. Consider adopting policy to disallow observation of lowering of casket for infants or undersize caskets.

- K. Consider approval for manager to attend CAPC conference in March.
- L. Consider approval of estimate for Backhoe repairs by Beeler Tractor.
- M. Consider proposals from contactors for backhoe operators when the district has need and discuss passing additional cost to the customer.
- N. Consider proposals for installation of garage door on shop.

**ADJOURN MEETING**

No further business the meeting will be duly adjourned. The next Board meeting will be held on February 17, 2022, starting at 6 PM, at the cemetery office, 4470 Oren Avenue, Corning.

*Note: District Trustees hold regularly scheduled meetings on the 3<sup>rd</sup> 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 (with advance notice given at the preceding meeting – unless an emergency arises).*

*Posted*