



Cemetery Restoration Advisory Board  
April 6, 2018 Meeting Minutes  
Village Hall

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**Call to Order:**

The meeting was called to order by Chair Zets at 3:19 p.m.

**Roll Call:**

Brian Zets, Chair	P/A – departed 4:41pm
Denise Kohn, Vice-Chair	P
Bill Resch	P
Nancy Ferguson	A/P – arrived 3:35pm
David Cline	P
Mary Fee	A

Staff members present: Jennifer Mason, Clerk of Council, and Mark Nemec, Public Service Director

**Annual Organizational Meeting:**

**Elect Chairperson:**

Denise Kohn moved to elect Brian Zets as Chairperson. Bill Resch seconded and all voting members voted in favor of electing Brian Zets as Chairperson.

**Elect Vice-Chairperson**

Bill Resch moved to appoint Denise Kohn as Vice-Chair. Brian Zets seconded and all voting members voted in favor of electing Denise Kohn as Vice-Chair.

**Elect Secretary:**

Brian Zets moved to appoint Clerk Jennifer Mason as Secretary. Denise Kohn seconded all voting members voted in favor appointing Clerk Mason as Secretary.

**Establish date, time, and location for 2018 meetings:**

The board agreed to meet on an “as needed” basis.

**Approval of the June 23, 2017 meeting minutes:**

Chair Zets moved to approve the minutes and Vice-Chair Kohn seconded. All voting members approved and the minutes were passed.

### **Approval of the Agenda:**

Chair Zets asked if anyone had any proposed changes to the agenda. Hearing none, Chair Zets moved to accept the agenda. Member Resch seconded and all voting members approved the agenda.

### **Hearing of Visitors:**

#### **Mark Smith – Owner of Gravestone Transformations**

Mark Smith reported negotiating with the City Manager Joseph Stefanov on a contract. He had a few other jobs and projected starting on the New Albany cemetery in mid-June. He wanted to meet with the CRAB to get their vision of where and how they wanted the bases and headstones arranged at the site. Mr. Smith and the board discussed known grave locations and the many markers for which the grave was unknown.

The board discussed what items were budgeted by council to do the restoration. An excerpt of the relevant council meeting minutes is attached as Exhibit A.

Mr. Smith described the process of bringing out the stones on palettes and unstacking them. He invited CRAB members and others helping to match the “puzzle pieces” when the stones were delivered. Matching was a time-intensive job. Mr. Smith and the board discussed what to do with the pieces. Mr. Smith told the board that those were often stored indefinitely. The board referred to the Final Report of the Cemetery Restoration Advisory Board which advised burying them in a known location. Mr. Smith didn't have the report and Clerk Mason furnished him with one.

Mr. Smith asked if the board wanted to keep family groups together. He gave examples of when that was advisable and when families were sometimes split apart. Example: Civil War soldiers and their wives were sometimes buried in separate cemeteries. There were no known veterans in the New Albany Cemetery. The board generally expressed favor towards keeping families together.

Mr. Smith asked the board about creating rows or creating groupings. The board referred to the Final Report and favored groupings since so many actual grave sites were unknown.

Mr. Smith asked for the location of the building that was discovered in the archeologists report. That building was recovered after it was mapped. Members discussed the approximate location of the building.

Mr. Smith asked if the data pegs from the archaeological survey were still in the ground. Public Service Director Mark Nemec believed that they were. Mr. Smith asked

for flags where the data pegs were located and Director Nemec agreed that could be done prior to bringing out the stones.

Mr. Smith asked for the ground to be rolled before the ground became too dry. The soil would need to be compacted, otherwise, when it softened, it would settle under the restored stones and they would sink. Director Nemec volunteered that his staff would roll cemetery area.

Mr. Smith told CRAB members that, traditionally, feet always face east. As for placement, Mr. Smith recommended honoring it in the way it was done in the past.

The board discussed where the stone groupings would go. Member Ferguson stated goals of putting unmatched headstones where there were no identified graves, avoiding the buried building base, identifying open spaces, and avoiding the creek side. CRAB members discussed avoiding utility trenches and the creek. They discussed where they expected an entrance to go and Member Ferguson set off 15 feet for that entrance. Members referred to a map on page 102 of the Ohio Valley Archaeology Inc. report, which original map is attached as Exhibit B, and marked general areas where stones could be placed attached as Exhibit C. Clerk Mason circulated copies of Exhibit C and the board agreed that stones could be placed in those areas. She made copies of Exhibit C to distribute to members and to give to Mr. Smith.

Members discussed being able to trace replaced stones to where they were originally found. It was agreed that this was accomplished by the Ohio Valley Archaeology Inc. report.

Member Ferguson wanted to know when the CRAB would meet to discuss the cemetery on Central College Road. She wanted to meet in September or October.

Mr. Smith wanted the board to look at the list and tell him who they wanted where. Member Ferguson expressed wanting to keep families together and told Mr. Smith to use his discretion. Vice-Chair Kohn asked if Mr. Smith was okay with the map provided by the board and he said he was.

Director Nemec needed a week's notice from Mr. Smith to set up bringing out the stones. Director Nemec and Mr. Smith exchanged business cards.

Member Ferguson asked and Director Nemec answered that the Service Department could create the plaque containing the names of the deceased as set forth in the Final Report. Member Ferguson and Director Nemec discussed a historical marker like the one at the Ealy House. Member Ferguson believed a form was available through the Ohio History Connection. Director Nemec said the Service Department had done one, but it had be a while ago. Member Ferguson said she would start a draft for a Historical Marker.

**Other Business:**

None.

**Schedule the next meeting:**

No subsequent meeting was scheduled. It was previously agreed that additional meetings could be scheduled as needed.


**Poll members for comment:**

None.

**Adjournment:**

Vice-Chair Kohn moved to adjourn. Member Ferguson seconded. The meeting was adjourned at 5:04 p.m.

Signed:



Brian Zets, Chair



Jennifer Mason, Clerk/Secretary

10/2/15

Date



NEW ALBANY CITY COUNCIL  
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OTHER BUSINESS:

Cemetery Restoration

Clerk of Council Jennifer Mason reported that the Cemetery Restoration Advisory Board (CRAB) met at council's request to prioritize work. The CRAB recommended prioritizing as follows.

Phase I - Immediate:

- Repair, restore, and reset existing headstones. Cost ~\$14,000.
- Replace and reset 6 headstones too damaged to repair; and reproduce and reset 6 headstones for which there was complete information but no stone was located. Cost ~\$9,000.
- Erect a flag pole and historical marker at the site.
- Add one or more page(s) to the city's website about the cemetery

The CRAB also recommended that a security camera be trained on the site and monitored by the Police Department, and that some landscaping be done around the flag pole and historical marker.

Phase II – When the city further developed the area around the cemetery:

Additional fencing, signage, hardscaping, etc. as recommended in the CRAB's Report and Recommendation to Council.

Mayor Spalding asked if there was currently money in the budget to take care of the Phase I items which totaled around \$38,000. Broken down, the additional cost estimates were comprised of a flag pole at ~\$4,375, a bronze, historic marker at ~\$3,750, landscaping and flowers at ~\$2,500, and a security camera at ~\$4,375. City Manager Joseph Stefanov told council the estimates were conservative with a 25% contingency built in.

Council Member Briscoe stated she was in favor of the historical marker and security camera, but she suggested waiting on the flagpole and landscaping until the surrounding area was planned. Council Member Durik did not know if a security camera was necessary and expressed interest in only restoring the stones, as that was time sensitive, and leaving the rest for later. Clerk Mason told council that CRAB had forgone installation of a fence or wall until later, as they didn't want a temporary fence to become permanent, but recommended another security measure. Council Member Brisk supported a camera due to vandalism issues, to acknowledge the historical significance of the cemetery, and to protect council's investment in the restoration.

Council discussed the historical marker and whether a flag pole would be lit, adding to cost. Mayor Spalding observed that another flag pole was already in the vicinity at the back of Village Hall. Council further discussed other plans for the vicinity which had not been settled, including a veteran's memorial.

Mayor Spalding moved that council authorize the city manager spend up to \$35,000 to complete Phase I of the cemetery restoration – specifically to include headstone repair and restoration, the purchase



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and placement of a bronze marker, updates to the city's website, and the purchase and installation of a security camera, and, to the extent that resources were available, landscaping the improved cemetery. Council Member Briscoe seconded. Mayor Spalding solicited comment from the public present. No spoken comments were offered. Council voted with six yes votes to approve the motion.

CRAB member Nancy Ferguson thanked council for supporting the restoration which she felt would draw the appreciation and respect of the community.

### New Albany East Community Authority Member Appointment

Council Member Shull moved to appoint Dean Cooper to the New Albany East Community Authority. Council Member Brisk seconded and council voted with 6 yes votes to appoint Dean Cooper to the NAECA for the 2 year term of 5/18/17 to 5/17/19.

### BOARDS AND COMMISSIONS:

PLANNING COMMISSION: No meeting.

PARKS AND TRAILS ADVISORY BOARD: No report.

ARCHITECTURAL REVIEW BOARD: No meeting.

BOARD OF ZONING APPEALS: No meeting.

BOARD OF CONSTRUCTION APPEALS: No meeting.

CEMETERY RESTORATION ADVISORY BOARD: The CRAB report was given by Clerk Mason under Other Business.

ECONOMIC DEVELOPMENT COMMISSION: No meeting.

PUBLIC RECORDS COMMISSION: No meeting.

### CORRESPONDENCE AND COMMUNICATION:

NONE.

### EXECUTIVE SESSION:

Mayor Spalding moved to go into executive session pursuant to New Albany Charter Section 4.03 (E) for economic development purposes; pursuant to Ohio Revised Code 121.22(G)(3) for conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action; and pursuant to Ohio Revised Code 121.22 (G)(1) to consider appointment, employment, promotion or compensation,

# Exhibit B

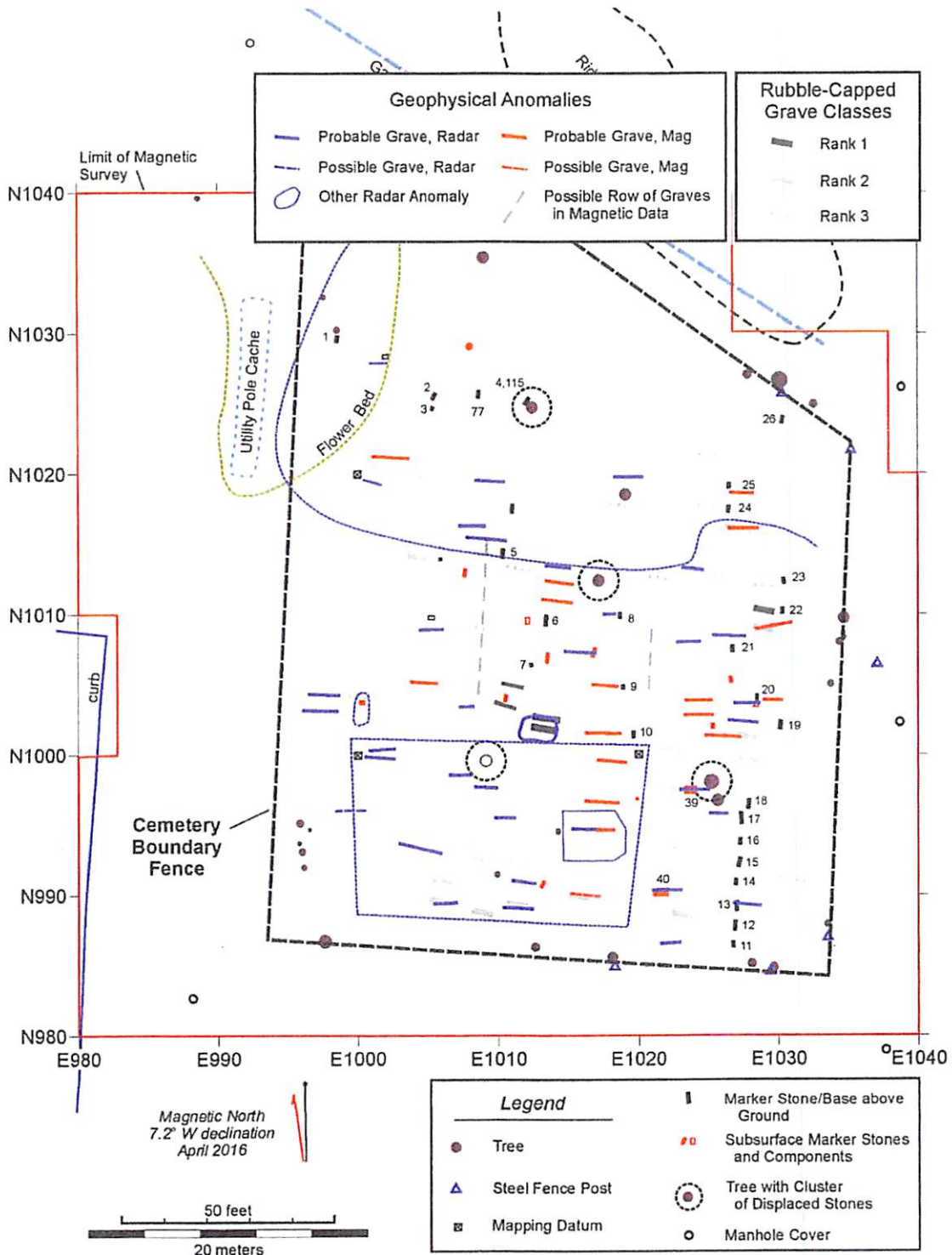


Figure 7.1. Summary map showing all geophysical anomalies, stone-rubble-capped graves, and marker stones from above and below ground.



# Exhibit C

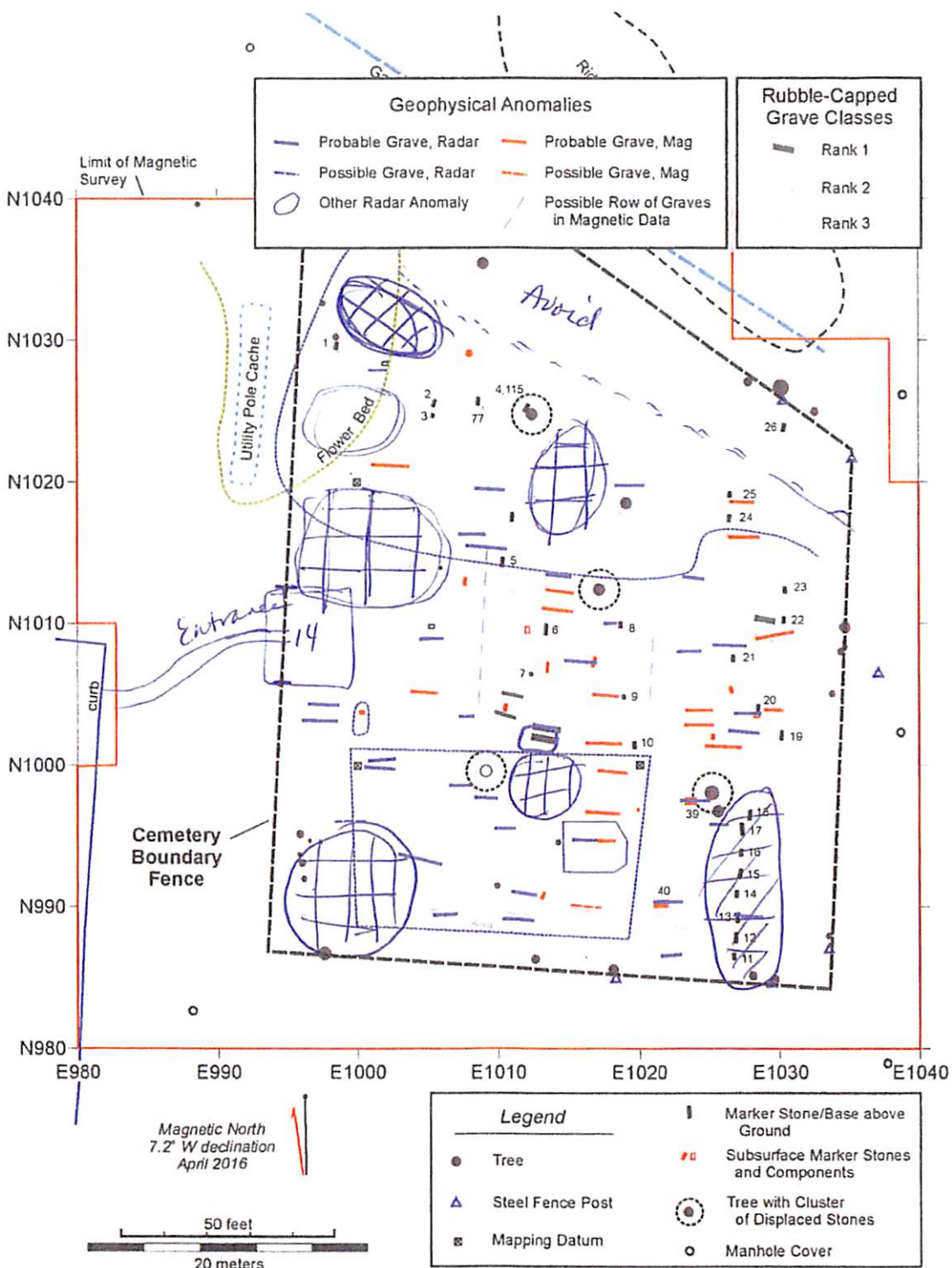


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