



**BROOKSVILLE CEMETERY ADVISORY COMMITTEE
AGENDA
JOSEPH E. JOHNSTON, III, CITY COUNCIL CHAMBERS
201 HOWELL AVENUE
October 5, 2022**

5:30 p.m.

ORDER OF BUSINESS

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. INTRODUCTION OF NEW MEMBER

3.i. Jason Vendrone

Documents:

[CEMETERY MEMBER LIST REV. 9-20-22 \(1\).PDF](#)

4. APPROVAL OF MINUTES
- 4.i. June 15, 2022 Cemetery Board Minutes

Documents:

[06-15-22 CEMETERY ADVISORY COMMITTEE MINUTES \(1\).PDF](#)

5. DISCUSSION ITEMS
 - 5.i. Cemetery Upgrades
 - 5.ii. Cemetery Projects Updates
6. OLD/NEW BUSINESS
 - 6.i. Founders' Week Cemetery Tours - October 11th And October 15th At 10:00 A.m.
7. CITIZEN INPUT
8. NEXT MEETING DATE Tentative - December 28, 2022
9. ADJOURNMENT

Please be advised that two or more City Council Members may attend and participate in this meeting. In accordance with the Americans with Disabilities Act, persons with disabilities needing a special accommodation to participate in this proceeding should contact the City's ADA Coordinator no later than 48 hours in advance of the meeting at (352) 540-3810. Meeting agendas and supporting

documentation are available from the City Clerk's office and on line on the City's website. Any person desiring to appeal any decision with respect to any matter considered at this meeting, may need a record of the proceedings including the testimony and evidence upon which the appeal is to be based, and therefore must make arrangements for a court reporter to ensure that a verbatim record of the proceedings is made.

CEMETERY ADVISORY COMMITTEE

The Brooksville Cemetery Advisory Committee was created by City Council on March 16, 1992 by adoption of Resolution No. 92-13 and members appointed thereto on April 20, 1992 for initial staggered terms of office as indicated in the Resolution. All subsequent terms of office upon expiration will be for four years, all expiring in December of their respective term, as amended by Policy No. 4-2008 adopted by City Council 10/6/2008. Council further directed that subsequent appointments of replacement Committee Members shall be City residents or have a documented tie to the Brooksville Cemetery. This advisory committee is responsible to make recommendations on improving the present services being offered and future needs of the cemetery, including activities or improvements that would enhance the attractiveness and aesthetic beauty of the cemetery.

The following is a list of the members of the Brooksville Cemetery Advisory Committee, their terms of office, addresses and phone numbers:

SARAH "SALLY" SPERLING

Ms. Sperling was appointed on June 6, 2022 to a four-year term of office which was extended to expire on December 31, 2026.

520 Oakhill Court
Brooksville, Fl. 34601
Home: 352-848-0696
spierling@tampabay.rr.com

Kathleen Anne Hudak, CHAIR

Ms. Hudak was reappointed on December 16, 2019 to a four-year term of office through December 31, 2023. She was reappointed Chair by the Committee on June 15, 2022.

123 S. Brooksville Avenue
Brooksville, Florida 34601
Home: 352-277-3287
silvergael@aol.com

Jan Knowles

Ms. Knowles was reappointed December 17, 2018 to a four-year term of office through December 31, 2022.

26287 Soutl Road
Brooksville, Florida 34601
Work: 352-279-5182
janknowlesfl@gmail.com

Jason M. Vendrone

Mr. Vendrone was appointed on 9/19/22 to fill a four year term of office (due to resignation of Mr. Vann) through December 31, 2026.

91 Oak St.
Brooksville, Florida 34601
Work: 352-754-4037
jtvendrone@gmail.com

Ronald Lawson, VICE CHAIR

Mr. Lawson was appointed May 4, 2020 to a four year term of office through December 31, 2024. Mr. Lawson was appointed Vice Chair by the Committee on June 15, 2022.

9 Crosby St.
Brooksville, Fl. 34601
Home: 352-799-0513
Mrron154@yahoo.com

Joseph L. Merritt

Mr. Merritt was appointed April 4, 2021 to fill the unexpired 4 year term of office of Roberta Hilliard. At the request of staff, the term was extended through December 31, 2025.

14138 Bassingthorpe Dr.
Spring Hill, Fl. 34609
352-799-6699 (business)
Joemerritt@tampabay.rr.com

Pat Brayton

Appointed on January 3, 2022

City Council Liaison - Voting Member

201 Howell Avenue

Brooksville, Florida 34601

Work: 352-540-3810

Email: pbrayton@cityofbrooksville.us

Ex-officio & Support Staff

As of 7-1-22, Support Staff:

City Clerk's Office

Work: 352-540-3810

Jason Raley, Cemetery Sexon

Work: 352-540-3806

jralley@cityofbrooksville.us



**BROOKSVILLE CEMETERY ADVISORY COMMITTEE
MINUTES
JOSEPH E. JOHNSTON, III, CITY COUNCIL CHAMBERS
201 HOWELL AVENUE
BROOKSVILLE, FL 34601**

June 14, 2022

CALL TO ORDER

The meeting was called to order by Chairwoman Kathleen Hudak at 5:30 PM. Present were Brooksville Cemetery Advisory Committee Members: Chairwoman Kathleen Hudak, Ronald Lawson, Council Liaison Pat Brayton, Joe Merritt, Sally Sperling and Jan Knowles (5:35 p.m.). Also present: Jason Raley, Cemetery Sexton; Angie Whisnant, Parks and Recreation Director; and Jennifer Battista, City Clerk/Recording Secretary.

PLEDGE OF ALLEGIANCE

INTRODUCTION OF NEW COMMITTEE MEMBER – SALLY SPERLING

New Member Sperling was introduced.

INTRODUCTION OF NEW CEMETERY SEXTON, JASON RALEY

Jason Raley was introduced.

APPOINTMENT OF CHAIR AND VICE CHAIR

Nomination

Nomination was made by Knowles and seconded by Lawson to reappoint Kathleen Hudak as Chairman. There were no further nominations.

Current Vice Chairman Lawson agreed to continue to be Vice Chair. There were no other nominations.

APPROVAL OF MINUTES

Motion:

Motion was made by Brayton and seconded by Lawson to approve the March 2, 2022 minutes. Motion carried 5-0. [Member Jan Knowles not yet present for this vote]

DISCUSSION ITEMS:

1. **Discussion of change of rules to allow balloons under the same restrictions as other holiday decorations. The following language is proposed**

Decorations and balloons (mylar or other) for holidays or memorable occasions,

such as celebrating the birthday of the deceased, may be placed 2 weeks before and may remain 2 weeks after a holiday or memorable occasion. If left longer than this amount of time, they may be removed at the discretion of the Cemetery staff.

[Note: On April 5, 2021, at the Cemetery Advisory Committee's recommendation, City Council approved no mylar balloons on grave sites]

Motion:

Motion was made by Brayton and seconded by Lawson to approve the language as proposed. Motion carried 6-0.

City Clerk Battista stated that any changes to the rules must go to City Council. Vice Chair Lawson advised that at a previous meeting, he had mentioned that he would visit the Lake Lindsay Cemetery. He reported that he did visit and spoke to the caretaker and they are not having the same vandalism issues and problems with unsightly items left on grave sites.

Updates on the following projects:

- **Cemetery operations reorganization**

City Clerk Battista advised that Cemetery, which was moved from Parks to the City Manager's office in October, 2019, will now be moved back under Parks beginning July 1, 2022.

She commended Eric Stokhom for the time he spent as Cemetery Sexton and she enjoyed working with him and appreciated his patience with her. She felt that the Cemetery is now at the next level it needs to be to move forward on improvements, staffing and records organization.

Moving it under the Parks will allow additional staff to be used at the Cemetery when needed, and vice-versa; Cemetery staff can help out with Parks when needed as well.

- **General Cemetery Upkeep**

The Committee discussed the recent problem with painted vault lids. Committee Member Merritt advised that some vault companies make different colored lids. The basic is concrete, but there are upgrades that are blue, brown, steel, etc. This could be a future problem in the Cemetery. [Note: the Cemetery Committee and City Council changed the rules in Dec, 2021 to allow only a clear, protective sealant on vault lids.] It was pointed out that are these are how the vault lids are manufactured and not a situation where the families are coming in and painting them.

Cemetery Sexton Raley reported that he will working on row markers, lighting, irrigation improvements, and many other areas of concern.

- **Cemetery (Newton) Mausoleum roof repair**

Will be handled in-house

- **Cameras installed at Cemetery**

Some cameras have already been installed and integrated with a video and TV monitoring system. Other cameras and locations are being considered.

- **Garden of Innocence new area**

It is cleared and ready for the irrigation phase.

- **Septic Tank on regular clean out cycle until connection to City sewer**

The Septic tank has been a problem for years and there is a plan to have the Cemetery office building put on City sewer. However, that is a few years in the future and, until that time, the septic tank will be put on a regular rotation for pumping.

Committee

- **New golf cart**

A four-seater with a dump bed has been purchased and delivered and is a huge benefit for taking families to gravesites or those interesting in purchasing a lot(s).

- **Plans for expansion on northwest portion**

This will be developed over the next few years.

- **Plans for ADA handicap paved pad**

This will be done in-house and located next to the office building.

- **Upgrade Cemetery software**

Sexton Raley is working towards a Cemetery software upgrade to get the decades worth of records scanned and into the system correctly. This will be a multi-year project.

- **Plan to request additional Cemetery staff and possible size increase for Cemetery office**

An Administrative Assistant has been requested for the Cemetery beginning in October, 2022. This staff member will work on all the backlog of records.

Increasing the staff may result in the need a for an increase in office space and the plan is for that to be done in-house.

- **Reminder: Put on your calendar – Founders’ Week Cemetery Tours:**

October 11, 2022 – 10:00 a.m.

October 15, 2022 – 10:00 a.m.

Signs used in past Founder’s Day Tours

Committee Member Knowles advised that there used to be signs marking the various “stops” at the Cemetery that can be used for the tours. Cemetery Sexton Raley advised he has not seen them at the Cemetery and Council Liaison Brayton suggested that the storage areas at the Cemetery could be checked.

OLD/NEW BUSINESS

Committee Member Sperling advised she gave her husband a Cemetery deed for a present one Christmas.

Increase on Cemetery Fees

Committee Member Merritt asked and City Clerk Battista confirmed that the price increase that the Committee recommended was approved by City Council. It is \$1,000.00 for City residents and \$2,000.00 for non-City residents.

CITIZEN INPUT

NEXT MEETING DATE (tentative) – September 28, 2022 (5:30 p.m.)

ADJOURNMENT

Meeting adjourned at 6:20 p.m.

Jennifer J. Battista, City Clerk
Recording Secretary

Chairman

Approved _____

