

**Town of Bath Cemetery Committee**  
**March 3, 2020 @ 4:00 PM**  
**Agenda**

1. Approve minutes from last meeting
2. Contract with BSWW to use backhoe for funerals
3. Hotel/Motel Application
4. Hiring 2020 Workers to mow/weed Greenway Cemetery
5. Make It Shine volunteers
6. Cacapon Institute Grant
7. Status of Board members of the TBCMMC
8. Adjourn

**Town of Bath Cemetery Committee**  
**March 3, 2020 @ 4:00 PM**  
**Agenda**

Members Present: John Bohrer, Chris Chapman, Elizabeth Skinner

1. Minutes from the November 5, 2019, meeting were approved by common consent.
2. Elizabeth Skinner informed Chris Chapman, chairman of the town council's committee that oversees the work of Berkeley Springs Water Works (BSWW), that the board of the Town of Bath Cemetery Management and Maintenance Corporation (TBCMMC) has informally agreed to the terms of the contract between BSWW and the TBCMMC. However, the TBCMMC did not meet today because most of the board members could not attend the meeting. Chris asked that the TBCMMC formally approve the contract before it is signed by both parties. Elizabeth will seek to get this done by the next time the Cemetery Committee meets.
3. Elizabeth Skinner reported that the town council has awarded the TBCMMC \$3,000.00 for the Fiscal Year 2020-2021.
4. Elizabeth Skinner will submit the attached ad to *the Morgan Messenger* for publication on March 11, 18, and 25. The contract will require contractors to provide their own equipment and materials to meet IRS requirements for an independent contractor. Elizabeth will send the ad directly to Percy Renovations to ensure that this contractor is aware of the bid process if Percy Renovations is interested. This company mowed and weeded the cemetery last year. The ad makes clear the terms of employment for the contractor that will be hired this year.
5. Elizabeth Skinner has begun to contact local groups to participate in Make It Shine in Greenway Cemetery (and in the town). This event takes place on April 1 with a rain date on April 8, 2020.
6. Elizabeth Skinner informed the Cemetery Committee that the Cacapon Institute has agreed to provide plants and bushes to hide the guard rail along Greenway Cemetery where the TBCMMC hopes to put a columbarium one day. Elizabeth Skinner and Kate Lehman will meet with Zachary Norris on Friday, March 6, to finalize the plants order.

The TBCMCC will work with the Warm Springs Watershed Association to recruit volunteers to help with the planting. The BSWW and/or the crew of the town will be asked to dig the holes.

7. Elizabeth Skinner reported that she is seeking new members for the TBCMCC, so that it can move Greenway Cemetery Projects forward. John said that he will ask if there are any members of the Morgan County Historic and Genealogical Society who would like to serve on the TBCMCC board.
8. The Cemetery Committee adjourned at 5:00 PM.