

Milford Community Cemetery Board  
Minutes of Meeting  
October 21, 2022

The Milford Community Cemetery Board of the City of Milford was held in the Joseph Ronnie Rogers Council Chambers at Milford City Hall, 201 South Walnut Street, Milford, DE 19963 on Friday, October 21, 2022. The meeting was available for public view and participation as permitted.

PRESIDING: Mayor Archie Campbell

IN ATTENDANCE: Members Scott Sipple, Mark Whitfield, Brian Baer

STAFF: Deputy City Clerk Katrina White

ABSENT: Brad Dennehy, Danny Skinner, Jean Wylie

Mayor Campbell called to order the Milford Community Cemetery Board meeting at 10:09 a.m.

Mayor Campbell introduced new member, Councilman Brian Baer.

***Minutes***

City Manager Whitfield made the motion to approve the July 15, 2022 meeting minutes. Scott Sipple seconded. The motion carried unanimously.

***Unfinished Business***

There was no unfinished business.

***New Business***

***Bike Path Easement***

City Manager Whitfield stated that there is a grant opportunity that has been applied for bike paths along US Route 113 that will extend from the shopping center up to the Wawa which will go through a portion of the cemetery. DeIDOT may be looking for an easement within the cemetery property. The question being asked is whether the Board would have any objection to providing an easement for a bike path.

City Manager Whitfield made the motion to approve any easement needed providing it is between the cemetery service road and US Route 113. Councilman Baer seconded. The motion carried unanimously.

Mayor Campbell stated that the Board has to remember to get a survey done.

### *Future Cemetery Management*

Mr. Sipple stated that he will remain on the board but will be retiring from managing the cemetery. He entered into a 2-year contract at the beginning of 2022 and the contract will expire on December 31, 2023. He said he would be willing to train and if the Board could find someone that could assume the duties, he would be willing to share the stipend that he receives.

City Manager Whitfield stated that the Board could contract out the grave portion and the duties that are done by Mr. Sipple. He said that he already has reached out to Matt Hovatter from Rogers Funeral Home to see if he would be interested in taking over that side of it. He said that the city is already involved in the maintenance part and the finance side is the only part the city is not involved in.

Scott Sipple stated that he would like to see the transition within the next 14 months.

### *AFS Cemetery Workstation Consideration*

City Manager Whitfield showed a presentation from All Funeral Services that was included in the packet. It is a startup software company based out of New York that will take on some of the duties done by Mr. Sipple and will modernize the cemetery operations.

Mr. Sipple said everything involving the cemetery records is manual with nothing computerized. He stated that there needs to be a place to house the records which consists of about 10,000 index cards and 6,000 lot pages.

City Manager Whitfield stated that the records will need to be computerized.

### *Financial Report*

City Manager Whitfield made the motion to accept the finance report that was included in the packet. Scott Sipple seconded. The motion carried unanimously.

### *Maintenance Report*

City Manager Whitfield stated that Director Brad Dennehy noted in the Maintenance Report that he is working on getting the signs for the cemetery which will be in November. City Manager Whitfield said that he likes the idea of putting up individual signs.

City Manager Whitfield made the motion to accept the Maintenance Report. Mr. Sipple seconded. The motion carried unanimously.

### *Public Comment*

There were no public comments.

Next Meetings:

January 20, 2023

April 21, 2023

July 21, 2023

October 20, 2023

**Adjournment**

With no further business, Mayor Campbell called for a motion to adjourn. City Manager Whitfield made a motion to adjourn. Councilman Baer seconded the motion. The motion passed unanimously.

The meeting was adjourned at 11:06 a.m.

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Katrina L. White, CMC  
Deputy City Clerk/Recording Secretary