

New Carlisle Cemetery Board
124 E Michigan Street New Carlisle, IN
August 26, 2025

The meeting was called to order with Members Joyce Gard, Dave Doll, Susan Moffitt, Town Council Member Nancy Pemberton, Town Crew Supervisor Tristan Drake, Director of Public Works John Mrozinski, and Assistant Public Works Carl Brown Grimm present.

Absent: Member Carol Middlebrook

Minutes Approval for July 22, 2025 Meeting, Council Member Nancy made a motion to approve the minutes and a second made by Dave.

Old Business: Carl and Susan gave an update on their work on digitalizing the cemetery records. Carl is up to the Gs and has processed 436 cards and approximately 1500 graves. Joyce gave a list found at the New Carlisle Library containing Veterans buried at the New Carlisle Cemetery from the following sources: "History of St. Joseph County (pages 733 -734)" and a list Joyce believes was compiled by Marguerite McCord Watt for the book "New Carlisle The Story of Our Town". Joyce also gave them a list of the names on the New Carlisle World War II Honor Roll from the plaque on the pillars in front of the Town Hall honoring the Veterans from New Carlisle. Joyce is making a list of all the veterans in the cemetery and checking on flag holders on each Veteran's grave. Joyce stated that there are some missing a flag holder and a few have 2 flag holders, one at the head stone and one at the foot stone. John suggested maybe we could ask the Town to split the cost to make sure all Veterans have a flag holder for next year. The cost is \$40 for metal and \$20 for a plastic flag holder.

Tristan reported that Dave Wagnerowski will have the plaques on the new Cemetery by Friday Aug. 29th or Saturday Aug. 30th. Tristan also had the new signs for the Cemetery Hours and ordinances at the new Cemetery and at the white fence at the old Cemetery.

The foundations for the Biggerstaff and Lutes graves has been set. Tristan contacted Building Inspector Middlebrook and the issue was quickly resolved. Inspector Middlebrook stated to Joyce he likes working with this contractor because they are very respectful of the families and the Cemetery. It was simply miscommunication.

New Business:

Purchase of New File Boxes – Carl gave a price sheet from Ace Office Machines for a 8x5 2 drawer box to hold the Cemetery Records. This box is not fire proof causing concern. Nancy asked if it could be stored in the safe? Susan thought it would be difficult but she may have room in a fire proof file cabinet. Carl will check on price for fire proof box for next meeting and Susan will check on the possibility of storing in a fire proof cabinet. It was decided that we do need to have some type of storage for the Cemetery files for a paper trail and for a historical value.

Request for Special Cremation – Tristan had a request for a cremation remains being put in a hand made wooden box by a relative and being buried in the Cemetery. John stated it could be a problem with water getting in the container. Tristan will get with that relative and ask for more details.

Cemetery Fee Discussion – Susan did research on Cemeteries owned by smaller municipalities. Our prices seem in line with the others listed with the exception of Cremation burials. We are \$100 less

than all the others on the list. Members will review the list and take a vote at September meeting to increase the price of the Cremation burials from \$300 to \$400.

Cemetery Clean Up – The fall Cemetery clean up will be October 20th (rain date October 21st) and Spring clean up will be the 3rd Monday in March with a rain date the following day. Tristan will check on getting signage, Nancy and Carl will ask the Clerk's office to put those dates on the Town information page and possibly we could ask Fire Station to put it on their sign.

Future projects – Nancy will ask Keith from Mishawaka Fairview Cemetery to attend September meeting by zoom to discuss questions on Columbariums. Nancy also suggested we may want to consider flat stones in a section of the Cemetery due to the higher cost of monuments. The flat stones also allow mowing over the monuments.

The next meeting will be changed to Tuesday, September 23rd, 2025 at 1:00

Adjournment: Nancy made a motion to adjourn the meeting and a second by Dave.