



HOWARD COUNTY CEMETERY PRESERVATION ADVISORY BOARD

3430 Court House Drive ■ Ellicott City, Maryland 21043

Administered by the Department of Planning and Zoning

www.howardcountymd.gov

410-313-2350

FAX 410-313-3042

TDD 410-313-2323

2018 CEMETERY PRESERVATION ADVISORY BOARD MEETING MINUTES

March

May

July

November



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March 2018 Minutes

Tuesday, March 6, 2017; 10:00 -11:30 a.m.

The bi-monthly meeting of the Cemetery Preservation Advisory Board was held in the Clarksville Room at 3430 Court House Drive, Ellicott City, MD 21043. All cases are public meetings unless otherwise indicated. All inquiries should be made to: 410-313-2350.

Members Present: Liz Larney, Chair; Chip Plitt; Fred Dorsey; Mike Bennett; David Zinner, Liaison to the Maryland Advisory Council on Cemetery Oversight

Absent: Edward Glawe

Staff Present: Beth Burgess, Ken Short, Yvette Zhou

Public: Melinda Chaney Farnsworth, Secretary of Savage Cemetery Company; Steve Breeden and Jim Shultz from SDC Properties

General Topics

Ms. Larney moved to approve November 2017 minutes. Mr. Dorsey seconded. The motion was unanimously approved.

CPAB grant applications update

- Ms. Burgess reported there are seven applications submitted. The total amount of grant requests is \$27,745 compared to the \$6,500 grant in total available (\$5000 from this year and \$1500 from last year). Ms. Burgess is working with the Howard County Genealogical Society to be the recipient of this grant, the same as last year.
- Mr. Bennett asked about the grant's eligibility criteria because St. Augustine Cemetery is still actively selling burial sites. Ms. Burgess said she will double check that fact as active burial sales would prohibit an application from being eligible. Ms. Burgess said she had spoken to St. Augustine because they questioned their eligibility being a church but the discussion was only around them having and maintaining a historic cemetery and not about having new active burial sites available for sale.
- Mr. Dorsey asked if previous applicants who have applied again will be limited on how much they are awarded because they are a repeat applicant. Ms. Burgess said there was no criteria stating a cemetery owner who applied last year couldn't apply again this year. She said the subcommittee has not met yet but she thinks the priority would be to the scope of work and to new applicants. She said, the only repeat applicant is St. Paul's Cemetery. The determination of the grant award should be based on need and scope.

Cemetery Updates:

35-4 Inglehart

- Mr. Breeden introduced the River Hill Garden site redevelopment plan to the Board. He said during the planning process a gravesite on the property was discovered. The gravesite is located next to the River Hill High School site within the buffer close to the property line and not in the center of the development. Mr. Breeden spoke with the previous owner because the current owner did not know the graves existed. Mr. Breeden obtained 1985 aerial photos and narrowed the site based on conversation with the previous property owner who remembered the headstones being between a chicken house and the property line. Mr. Breeden provided a drawing where he showed the possible location of the graves to the Board. Ground penetrating radar (GPR) was conducted and the foundations of the old chicken house was identified but no grave shafts were identified.
- Mr. Breeden said the previous owner kept the headstones in his garage and would provide them for the site. The headstones were four children in the 1850's to 1860's between the ages of one to seven years. Mr. Dorsey said there was whooping cough and cholera epidemic during that period.
- Mr. Shultz said the exact locations of the graves may be hard to find since the site has already been developed over the years.
- Ms. Larney asked what the site will be used for. Mr. Breeden said the redevelopment of the site will still be commercial/retail.
- Mr. Dorsey said if the plan is to memorialize the site, the headstones should lay flat on the ground instead of standing vertically in order to preserve the structural integrity of the stones.
- Mr. Short said Julie Schablitsky, the Chief Archaeologist of Maryland State Highway Administration, recommends using dogs instead of GPR to locate human remains. Mr. Breeden said he will research further since there is periwinkle in the area they believe to be the graves.
- Mr. Bennett said the soil around the grave shafts although from the 1860's is still soft compared to surrounding soil. However, the area has been disturbed by previous drainage fields.
- Mr. Zinner asked about the correct spelling of the "Inglehart" family. Mr. Breeden said there are seems to be different spelling variations and he will check which is correct. The Board agreed with the approach taken by the developer.

Preservation and Restoration Initiative for Neglected Cemetery Entities (PRINCE) Update

- Mr. Zinner said the Office of Cemetery Oversight has been working with the Department of Corrections to develop a program for prisoners to work at the cemeteries that may help prisoners secure jobs in the cemetery industry upon their release.
- Mr. Zinner shared a memorandum of understanding (MOU) is being drafted between the Office of Cemetery Oversight and the Department of Corrections. Discussions are ongoing about payment options. For example, six prisoners working for eight hours would cost \$300. Each cemetery must have a main contact acting as the coordinator. Therefore, cemeteries in poor condition on the inventory list may not be eligible due to lack of ownership.
- Mr. Zinner said having the cemetery inventory with all the conditions of each site noted would be helpful to identify top ten priorities. Another option is to integrate with the CPAB grant.
- Mr. Bennett is interested in the program and asked how long it will take for the program to fully implement. Mr. Zinner said the process is moving along but many details need to be worked out. Mr. Zinner said the prisoners would most likely perform landscape and low maintenance work and would not be able to work with chemicals or chainsaws without the approval of Department of Corrections.
- Mr. Zinner said the cemetery has to provide the tools. The Office of Cemetery Oversight applied for a grant to cover the cost of tools. Also, the Rosa Bonheur Society has a trailer and Mr. Zinner has approached the Society about renting the trailer.

Howard County cemetery suggestions for PRINCE

- Ms. Burgess said Howard County's MOU process would take time to route through the appropriate channels.
- Ms. Burgess said the County's inventory list rates the cemeteries as good, fair, poor. Mr. Zinner asked if the cemeteries in fair conditions should be considered for PRINCE. Ms. Burgess said given the grant decisions should be made within the next few weeks, it may not be enough time but perhaps next year. However, the program can be promoted for community outreach. Ms. Burgess said she can send the fair condition contacts to Mr. Zinner for priority consideration.

Coalition to Protect Maryland Burial Sites update

- The 2018 Annual Conference will take place on May 5th from 9:00am-3:00pm at the Sheppard Pratt Conference Center in Towson. The registration cost is \$50 for members and \$55 for non-members. Please sign up at www.cpmbs.org.
- Mr. Dorsey said the Collation is working with Preservation Maryland on a project with cemeteries in Charles County.

Legislation: House Bill 877

- Mr. Dorsey said the Bill is a second time for Delegate Knotts. The proposed bill requires a person who brings a certain action for sale of a burial ground to conduct a certain genealogical and historical search; authorizing a court to reject the sale of a burial ground under certain circumstances; prohibiting a person from desecrating human remains; requiring that the owner of a burial site that is more than 50 years old and in which the majority of persons interred have been interred for over 50 years shall consult with the Maryland Historical Trust regarding certain matter.
- Mr. Zinner said he is pushing for the bill to remove the State's Attorney's authority for disinterment for non-criminal matters. Delegate Knotts requested statistics on the number of non-criminal disinterment from the State's Attorney office but received no reply.

Other Business

- Mr. Zinner said the Rosa Bonheur Society is very close to drafting a MOU with the neighboring developer. The developer is ready to sign the agreement that he will make his best efforts to acquire the property and preserve the cemetery including landscaping, walking path, signage and other amenities.
- Mr. Zinner would like to organize a bike ride again in the summer, visiting five historic cemeteries sights similar to last year's event.

Ms. Larney moved to adjourned. Mr. Plitt seconded. The motion was unanimously approved, and the meeting was adjourned at 11:00 am.

Next meeting, Tuesday, May 8, 2018 at 10am in George Howard building



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May 2018 Minutes

Tuesday, May 8, 2018; 10:00 -11:30 a.m.

The bi-monthly meeting of the Cemetery Preservation Advisory Board was held in the Ilchester room on the 2nd floor at 3430 Court House Drive, Ellicott City, MD 21043. All cases are public meetings unless otherwise indicated. All inquiries should be made to: 410-313-2350.

Members Present: Liz Larney, Chair; Chip Plitt; Fred Dorsey; Mike Bennett; Edward Glawe
David Zinner, Liaison to the Maryland Advisory Council on Cemetery Oversight

Staff Present: Beth Burgess, Ken Short, Yvette Zhou

Public: Jerry Rushing, President of Savage Cemetery Company; Rev. Jane Wood and James Marcelus of Locust United Methodist Church; Wayne Davis; Jim DeArmev

General Topics

CPAB Business

- Ms. Larney moved to approve the March 2018 minutes. Mr. Dorsey seconded. The motion was unanimously approved.

Cemetery Updates

SDP-18-047: Locust United Methodist Church

- Pictures and plans of the church addition were shared, including the proximity to the graves and distance between the parking lot and burials. While some of the graves have headstones standing upright, some have fallen flat or flush to the ground. The proposed addition will cover most of the existing parking lot but will not impact the grave sites. Rev. Wood stated ground penetrating radar (GPR) was done throughout the site. Three anomalies were found, so that area will be preserved as a memorial garden. The Board discussed that the Applicant is requesting a 10 foot setback from any graves or headstones, not the 30 foot buffer for cemeteries. Mr. Zinner asked what areas had GPR performed. Rev. Wood said the entire area including the parking lot, the proposed building area, and the proposed sediment pond.
- Rev. Wood said DPZ disapproved the current plan and the Applicant has 45 days to provide revisions to DPZ. A meeting is scheduled with her Engineer to discuss why DPZ disapproved the plan and to find out what revisions are requested.
- Rev. Woods said the cemetery dates back to 1856, but was deeded to Locust UMC by Mr. James Parker on February 28, 2012. It was originally a family cemetery for the Parker Randall family. Mr. Zinner asked if there are active burials. Rev. Woods said the cemetery is at capacity, with the last burial in 1984, so the church merely maintains the grounds.

- Mr. Zinner and Ms. Larney inquired about plans for fencing or signage. Rev. Wood said the side of the cemetery facing Freetown Road is fenced off but there are no plans for fencing, including the memorial garden. Mr. Zinner asked why the church is building an addition. Rev. Woods said plans had been discussed for about 30 years to provide space for Sunday school. The congregation decided it was not feasible to tear down the existing building, so they are proposing an addition. Ms. Burgess asked if there will be a patio or door exiting from the rear of the addition, which could create foot traffic very close to the cemetery. Rev. Woods said no.
- Ms. Burgess said she will note the Board's comments when she reviews the plans.

Other Cemetery Review

#42-6 Burials located near the storage off Old Guilford Road:

- Images from the inventory done by the Genealogical Society were shared. Ms. Burgess is planning a future site visit, and asked Mr. Davis about his specific concerns.
- Mr. Davis said the surrounding area was historically a commercial port with ties to the mill and quarry. Mr. Davis is interested to plot the legal descriptions in the deeds. He explained a marker showed the graves date to the 1830's. There are two stones identified, one said Eliza Marlo (1838) and the other said Elverta Young. The other foot and headstones are granite but are not readable. He believes the burials are most likely quarry workers, and that there are approximately 70-100 burials in the cemetery. Mr. Davis would like help to learn how to identify the graves. Grid mapping the site may be a challenge due to the topography. Mr. Davis wants to involve the right people to identify the cemetery's origins for preservation. He said the Boys Scouts could potentially clean up the site further.
- Ms. Burgess said Julie Schablitsky, the Chief Archaeologist of Maryland State Highway Administration, contacted Mr. Short about archaeology opportunities. Mr. Davis noted SHA has been helpful and has cleared most of the land of overgrown vines but more clean-up is needed.
- Mr. Dorsey said there is a large stone faced down that may have writing. SHA was involved with the site when Route 32 was widened. Mr. Davis said the property is owned by HRD and he has worked with HRD for a release form to access the site. Mr. Dorsey said the stones were marked and flagged by SHA, and the depressions were marked with yellow flags. GPR will be very hard to do due to the heavy vines covering the ground.
- Ms. Larney asked about the size of the area and if there is a fence for protection. Mr. Davis said the size is about 0.25 acres located on a 4 foot high retaining wall but not fenced. Mr. Dorsey said the only fence is SHA's facing Route 32. Mr. Davis believes there could be more graves on the other side of the existing SHA fence since the site was originally a square plot.
- Mr. Zinner said SHA has a program with prisoners to clean up the roads. Mr. Davis said he was unsure why Ms. Schablitsky did not explore this option.

Preservation and Restoration Initiative for Neglected Cemetery Entities (PRINCE update)

- Mr. Zinner is frustrated by the lack of movement on this project. Mr. Zinner proposed an alternative plan for the County to discuss an agreement for prisoners to clean up area cemeteries. Ms. Burgess said the timing for agreement with the County may take just as long. Mr. Zinner said he and Mr. Mosko have developed a training curriculum for prisoners to learn about cemetery maintenance.

Coalition to Protect Maryland Burial Sites May 5th Conference update

- A copy of the meeting agenda was shared with the Board, and Glenn Wallace's handout on Mapping a Cemetery will be emailed to the Board.
- It was noted that the Coalition sends e-newsletters to anyone who signs up, and that individual membership is \$10 per year. Ms. Burgess said she found Anne Arundel and Prince George's County attendance and presentations to be helpful, and that both counties have an archeologist on staff.

Legislation: House Bill 877

- It was shared that the Bill passed, with more than half of the original language stricken.
- Mr. Zinner continues to work with the Coalition to draft language for 2019 legislation, proposing that the State's Attorney's responsibilities in non-criminal disinterment's be transferred to the Office of Cemetery Oversight.
- As part of the research prior to writing the Bill, the Coalition requested statistics on the number of non-criminal disinterment from the State's Attorney office, but the response was minimal.

Hands on History

- The date of the Howard County Fair is August 9th from 10am-3pm. Passes will be provided to Board members. A projector for slide show is needed.
- Mr. Plitt suggested the display table be away from the window for the optimal slide show. Ms. Burgess said she can cover the windows to block the light. Ms. Larney noted the program was generally under attended in the past, but is important and is a great networking opportunity.
- Mr. Zinner and Mr. DeArmev said they can attend. Mr. Plitt said he can if he is in town.
- Mr. Plitt suggested changing the presentation time in future years to 3pm-9pm. Mr. Dorsey said the farm board won't allow the change as families tend to attend in evening, and they want the rides to be successful. Mr. Dorsey's request was for Hands on History to be moved to Senior Day. The Board agreed this would be a better option as the current day and time is not ideal for higher outreach effectiveness.

CPAB grant update

- The Savage cemetery completed their grant task and submitted for reimbursement. Mr. Rushing reported the spring cleanup day was held April 7th and over 20 volunteered attended despite the weather. The project was very successful and Mr. Rushing hopes to continue cleanup efforts with the support of future grants. Ms. Burgess noted there is no current funding for an FY19 grant.
- Mr. Dorsey proposed that more consideration be given to sites that are in poorer condition (not only established cemeteries) by doing extra outreach to stimulate them to apply for 2019. Ms. Larney asked for suggestions as to specific outreach options. Mr. Dorsey suggested personal contacts from the Board, including door-knocking site visits, or possibly a specialized letter to promote future grant applications.

Action Items:

- Board to review the CPAB brochure in preparation for Hands on History.

Ms. Larney moved to adjourn. Mr. Plitt seconded. The motion was unanimously approved, and the meeting was adjourned at 11:14 am.

Next meeting, Tuesday, July 10, 2018 at 10am in George Howard building



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July 2018 Agenda

Tuesday, July 10, 2018; 10:00 -11:30 a.m.

The bi-monthly meeting of the Cemetery Preservation Advisory Board will be held in the Ilchester room on the 2nd floor at 3430 Court House Drive, Ellicott City, MD 21043. All cases are public meetings unless otherwise indicated. All inquiries should be made to: 410-313-2350.

Members Present: Liz Larney, Chair; Chip Plitt; Fred Dorsey; Mike Bennett;
David Zinner, Liaison to the Maryland Advisory Council on Cemetery Oversight

Members Absent: Edward Glawe

Staff Present: Beth Burgess, Ken Short, Yvette Zhou

Public: Melinda Farnsworth, Savage Cemetery Company; Jim DeArme

General Topics

CPAB Business

Mr. Dorsey moved to approve the May 2018 minutes. Mr. Plitt seconded. The motion was unanimously approved.

CPAB Grant Update:

- Bushy Park Community Cemetery completed their grant work and have submitted their \$1,000 grant request to the Genealogical Society.
- St. Paul's: Ms. Larney brought up the erosion on the front of St. Paul's cemetery from the May 27, 2018 flood. Eco-works was ready to move forward with stream restoration work but the County advised them to hold off on the project without further explanation. Ms. Burgess will talk to County staff to learn more details as the unstable slope could compromise burials adjacent to the erosion. Mr. Zinner asked about the stream restoration project cost but no one was aware of cost. A few cemetery plots have slipped towards the edge of the slope that need to be fixed soon to preserve the cemetery's integrity. Ms. Larney mentioned a fallen tree has also delayed cleanup efforts because it has fallen over a ravine where headstones reside. The Board was concerned about the cemetery not having enough time to finish their grant work by the end of August because of this delay caused by the flood. Mr. Zinner suggested the Board should grant an extension and the Board agreed. Ms. Burgess requested St. Paul's make

a formal written request seeking an extension of their grant to the Board. Mr. Plitt said the request can be emailed to the CPAB Board members before September's meeting.

- The Board discussed the remaining outstanding grant recipients: Melville Chapel, St. James and West Liberty UMC. Ms. Burgess will reach out to each of the grant recipients to remind them of the timeframe.
- Ms. Burgess said she has not received confirmation from DPZ if there will be funding for the 2019 CPAB grant but it is not expected.

Outreach

- The Board discussed outreach opportunities in addition to the grant letters, Hands-on-History Day and cemetery bike ride tour. Ms. Farnsworth suggested any outreach information to the cemetery owners would be helpful. The Board discussed a press release, partnering with the library system by providing brochures/literature, using more social media like Twitter and Facebook for outreach. Ms. Burgess said the grant letter does feature the CPAB link directing owners to more information on the County's website. Ms. Farnsworth said community events like the Savage Festival help spread the word about CPAB resources. Mr. Plitt asked if the County has social media. Ms. Burgess said yes but PIO handles all the social media and cemetery information would need to be approved by DPZ and PIO. Mr. Zinner asked about mailing cemetery owners inviting them to Hands-on-History Day to find out more about CPAB resources. Ms. Burgess said grant letters were sent to about 90 cemetery owners. Ms. Larney suggested sending a quarterly newsletter through Constant Contact could be another tool to communicate the Board's initiatives.
- Through the Cycled Health Program, there is a plan for another bike tour with the planning from Mr. Zinner and Mr. Dorsey. Mr. Dorsey said he has identified three routes for the cemetery bike tour in Columbia, Clarksville and Western Howard (consisting of Glenwood, Cookesville, Daisy and Lisbon) and that the bike tour should be open to other bike groups to draw more participation.

Preservation and Restoration Initiative for Neglected Cemetery Entities (PRINCE):

- Mr. Zinner said the process has been stalled because the Office of Cemetery Oversight cannot determine how to receive funds. The Savage Cemetery may be the first demonstration of this workforce. Ms. Farnsworth who is targeting a July 20th clean-up date, said although there is no charge from the prison, the Savage Community Cemetery is required to supply a port-a-potty, shovels, rakes and other appropriate equipment which will be an additional cost. Mr. Zinner said if the outcome is successful, the program can be advertised to other non-profit cemeteries who could benefit from PRINCE. Ms. Farnsworth said the cemetery would need to define the scope of work such as clearing the overgrown shrubs or restoring fallen headstones. Mr. Zinner said the prisoners will most likely take the certificate training course in November before the cleanup but will require onsite supervision, training and guidance how to clear out shrubs.

Cemetery Review Updates

- Ms. Burgess said there have been no plans submitted concerning cemeteries. She said the River Hill project that CPAB already reviewed may go to Planning Board due to the cemetery on the property.
- The #42-6 Burials located off Guilford Road: Mr. Dorsey said Wayne Davis met with Robert Mosko and Mr. Mosko toured the area and submitted a proposal for spraying the remaining vegetation this summer and next spring. Mr. Dorsey will review the proposal with Mr. Davis and will apply for the Trader grant. Mr. Davis is also looking to map the cemetery.

Board Review Process

- Mr. Dorsey said when a subdivision plan is presented to the County with cemeteries identified, he would like the Board to implement a formal process of providing recommendations to the appropriate entities. He said a letter outlining the Board's specific recommendations would be ideal. Mr. Dorsey said any pushbacks should be directly handled by the Board, not through Ms. Burgess. Staff provided samples of forms to the Board that could be customized. Ms. Burgess said the letter along with CPAB minutes can be uploaded to PDOX for the plan submission record. Mr. Plitt said he would prefer a simple process with an input sheet and minutes. Ms. Burgess will draft sample forms to review at the next meeting.

Legislation

- Mr. Zinner continues to work with the Coalition to draft language for 2019 legislation, proposing that the State's Attorney's responsibilities in non-criminal disinterment's be transferred to the Office of Cemetery Oversight. Mr. Zinner is seeking people to help with the creation of legislation and lobbying to get legislation passed.

Ms. Larney moved to adjourn. Mr. Plitt seconded. The motion was unanimously approved, and the meeting was adjourned at 11:19am.

Next meeting, Tuesday, September 11, 2018 at 10am in George Howard building



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November 2018 Minutes

Tuesday, November 13, 2018; 10:00 -11:30 a.m.

The quarterly meeting of the Cemetery Preservation Advisory Board was held on Tuesday, November 13, 2018 at 3430 Court House Drive, Ellicott City, Maryland.

Members Present: Liz Larney, Chair; Chip Plitt;

Members Absent: Fred Dorsey (Excused), Mike Bennett (Excused), Edward Glawe

Staff Present: Beth Burgess, Susan Overstreet

Public: Melinda Farnsworth, Savage Cemetery Company;

General Topics

There was not a quorum to vote on CPAB Business. The Board still discussed all the agenda topics.

Cemetery Inventory Updates

DPZ staff reviewed the cemetery inventory update to the Board and shared the plan to continue with site visits to the cemeteries throughout the winter provided weather cooperation. There were 84 completed Inventories, 64 sites left remaining and 8 noted as not found at current noted location.

Ms. Larney requested a “deed reference” column be added to the inventory

Violation Reports for #24-7

The Board discussed the violation at the Rhine Stone at Pine Orchard. The Board saw the fence as not removing access but providing more protection to the burial. The Board saw this fence would reduce dumping in that area,

Board Review Process Draft

The Board discussed the Board Review Process draft and made edits to the document

Ms. Burgess shared an email request from the Coalition to Protect Maryland Burial Sites organization. The Coalition sent a list of 8 legislative priorities and asked for feedback on what is of value to the CPAB for 2019 efforts. The Board agreed that it should be required to have all burial sites identified on all tax maps. CPAB agreed that there should be improved retention of all records pertaining to burials. They discussed how the State’s attorney role should be reviewed when it comes to the disinterment and re-interment of burials that do not pertain to criminal cases, like subdivisions.

Next meeting, Tuesday, January 8, 2019 at 10am at Lisbon room in George Howard building