

**ST CHARLES TOWNSHIP CEMETERY BOARD
MINUTES FOR THE QUARTERLY MEETING
WEDNESDAY MARCH 3, 2021**

I. CALL TO ORDER-7:00 PM

PRESENT: Tim Bober - Cemetery Board President, Jim Holderfield - Cemetery Board Member, Steve Catlin - Cemetery Board Secretary, Brooks Ronzheimer - Cemetery Superintendent, Ron Johnson - Township Supervisor, Ray Agrella - Cemetery Board Attorney.
ABSENT: Michael Wurtz - Township Accountant.

II. Minutes

Motion to approve the December 2, 2020 quarterly Board minutes by Mr. Holderfield.

Second by Mr. Catlin

Motion approved

III. Citizens Comments

None

IV. Financial Reports

A. Investment Report

B. Statement of Revenues and Expenditures vs Annual Budget.

C. Balance Sheet.

Motion to table the Financial Report due to absence of Mr. Wurtz by Mr. Catlin

Second by Mr. Holderfield

Motion approved

V. Cemetery Superintendent Report

Mr. Ronzheimer reports new dump truck has been received and is in operation.

The cemetery activity report December 2, 2020 - March 2, 2021 shows:

Credit Card Sales = 1

Sales= 20

Columbaria Sales= 9

Total Columbaria Niches Sold= 86

(Tower A=42, B=44)

Cremation Burials= 6

Full Burials= 16

Superintendent Ronzheimer also reported 132 lots people want to sell.
Motion to Approve Report by Mr. Catlin
Second by Mr. Bober
Motion approved

VI. Unfinished Business

a. Policy for Buyback of Grave Sites and Niches

Trustees reviewed the Cemetery District policy and took no action to change the rules and regulations. The Cemetery District, under the guidance of the Township Supervisor, will continue with the practice of exercising discretion in exceptional circumstances.

VII. New Business

A. Credit Card Issuance to Cemetery Office Supervisor Johnson
proposed issuing a credit card for use by Superintendent Ronzheimer for purchases of items beyond the scope of petty cash. Generally, this involves materials used for operations. As supervisor, Mr. Johnson reviews and approves all transactions. Trustees acknowledged the need and moved to approve:

By: Mr. Catlin

Second by: Mr. Holderfield

Motion Approved

VIII: Informational Items

A. New Pick-Up Truck

Superintendent Ronzheimer presented information on the need for a new pick-up truck. The current truck is 17 years old and lacking in reliability. He has received information from a dealer and will also seek information from the state purchasing pool recently used by the Road District.

B. Columbaria Rules and Regulations Revision

Mr. Holderfield presented research regarding practices from three cemeteries recommended by Eichof Columbarium. The goal is to simplify and standardize the process of engraving the cover plate. Specifically, Mr. Holderfield recommends the Cemetery District assumes control of the engraving process, relieving the owner of that responsibility. The cost of engraving would be included in revised Niche pricing. The Cemetery office would have full size samples representing the four approved

formats. Proposed changes to the Rules and Regulations attached as item A.

IX. Closed Meeting, if Needed

None

X. Other


None

XI. Adjourn

Move to Adjourn at 8:15

BY: Mr. Bober

Second: Mr. Catlin

A handwritten signature in black ink, appearing to read "Steven J. Catlin", written over a horizontal line.

Steven J. Catlin, Secretary