

**ST CHARLES TOWNSHIP CEMETERY BOARD
MINUTES FOR THE QUARTERLY MEETING
WEDNESDAY June 2, 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, Annette Miller – Township Bookkeeper.

ABSENT: Ray Agrella - Cemetery Board Attorney

Also Present: Mary Lynn Swanson – Township Trustee

II. Minutes

Motion to approve the March 3, 2021, quarterly Board minutes by Mr. Catlin.

Second by Mr. Bober

Motion approved

III. Citizens Comments

Township Trustee Mary Lynn Swanson gave praise to the Cemetery staff for the quality and sensitivity of their work. She thinks the Cemeteries are highly regarded and well run. The Cemetery Board concurred with her observations.

IV. Financial Reports

The financial reports for the March Board meeting(tabled) were presented by Annette Miller, Township Bookkeeper. Ms. Miller noted the reports represent year end status for the 2020-2021 budget cycle. The year end balance reflects a plus \$331,778.21. The Cemetery budget is on solid financial footing. All loans have been repaid.

A. Investment Report

Ms. Miller presented the May 31, 2021, investment report which shows a balance of \$331,123.61, the end of the first quarter.

B. Statement of Revenues and Expenditures vs Annual Budget.

Ms. Miller presented the May 31, 21021 Statement of Revenues and Expenditures. All is normal at this early stage of the budget year.

C. Balance Sheet.

Ms. Miller presented the May 31, 2021, Balance Sheet which reflects \$331, 123.61 as of the end of the first quarter.

**Motion to approve the Financial Reports
by Mr. Catlin
Second by Mr. Holderfield
Motion approved**

V. Cemetery Superintendent Report

Superintendent Ronzheimer reported on arrangement to move the piles of extra earth from grave digging. He has a contractor that can take 10 loads immediately for \$500 per load.

The cemetery activity report March 2, 2021-June 2, 2021, shows:

Credit Card Sales = 1

Lot Sales= 45

Columbaria Sales= 7

Total Columbaria Niches Sold= 92

(Tower: A=46, B=46)

Cremation Burials= 15

Full Burials= 16

Superintendent Ronzheimer also reported the backhoe has been repaired and should be good for several more years

Motion to Approve Report by Mr. Bober

Second by Mr. Holderfield

Motion approved

VI. Unfinished Business

NONE

VII. New Business

NONE

VIII: Informational Items

A. Employee Handbook-Update

Supervisor Johnson reported that the Employee Handbook has been updated by our law firm and given to all employees. Mr. Catlin reported he has reviewed and has a few questions, which he will bring to Mr. Johnson.

B. Maintenance of Columbarium Ground

Mr. Catlin asked for a review of the contracted landscaping services for the Columbarium grounds. Mr. Johnson reported

the contract calls for monthly weeding from April-November. The Board discussed creating a separate account for landscaping for all properties to make sure sufficient resources are earmarked for additional services such as mulching and occasional watering.

IX. Closed Meeting, if Needed

None

X. Other

Supervisor Johnson reported that Michael Wurtz, Township Accountant, retired, effective May 28th, 2021. Annette Miller has been appointed Township Bookkeeper. Welcome, Annette!

XI. Adjourn

Move to Adjourn at 7:46pm

BY: Mr. Catlin

Second: Mr. Bober

**Steven J. Catlin, Secretary
June 9, 2021**