

**ST CHARLES TOWNSHIP CEMETERY BOARD  
MINUTES FOR THE QUARTERLY MEETING  
WEDNESDAY September 1, 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, Ray Agrella - Cemetery Board Attorney**

**II. Minutes**

**Motion to approve the June 2, 2021, quarterly Board minutes by Mr. Holderfield**

**Second by Mr. Catlin**

**Motion approved**

**III. Citizens Comments**

**None**

**IV. Financial Reports**

**The financial reports were presented by Annette Miller, Township Bookkeeper. Ms. Miller noted the reports represent 50% completion status for the 2021-2022 budget cycle. The balance reflects a plus \$484,802.64. The Cemetery budget is on solid financial footing. All loans have been repaid.**

**A. Investment Report**

**Ms. Miller presented the August 31, 2021, investment report which shows a balance of \$484,802.64 and the end of the 2nd 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 the 50% stage of the budget year.**

**C. Balance Sheet.**

Ms. Miller presented the August 31, 2021, Balance Sheet which reflects \$484,802.64 as of the end of the 2nd quarter. Ms. Miller also noted the next installment of real estate tax revenue, in the estimated amount of \$130, 040.75, will be received on September 8, 2021.

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

**V. Cemetery Superintendent Report**

Superintendent Ronzheimer reported a very busy summer, with total revenue at \$97,100.

The cemetery activity report June 2, 2021- September 1, 2021, shows:

Credit Card Sales = 2

Lot Sales= 32

Columbaria Sales= 10

Total Columbaria Niches Sold= 102

(Tower: A=53, B=49)

Cremation Burials= 28

Full Burials= 17

Superintendent Ronzheimer also reported the backhoe is back in the shop for repairs and he is renting one in the interim.

Discussion ensued regarding enhanced maintenance for the Columbarium property. A plan will be developed for additional revenue in the new budget to support expanded maintenance.

Mr. Ronzheimer also reported that Skyline Tree Service, our preferred service provider, will be doing a community improvement project at South Cemetery, as part of Saluting Branches, an initiative of the Arborists United for Veterans Remembrance. The project will take place on September 22, 2021. Thanks to Superintendent Ronzheimer for coordinating this event.

**Motion to Approve Report by Mr. Catlin  
Second by Mr. Holderfield  
Motion approved**

**VI. Unfinished Business**  
**NONE**

**VII. New Business**

**A. Proposed 2022-2023 Levy & Budget Worksheets.**

**Ms. Miller presented the proposed levy for the 2022-2023 budget year.**

**The CPI for next budget year is 1.4%. Proposed levy would be 2.97% increase, or approximately \$11,337. The increase allows for bringing in all new construction into the tax pool. Board members are asked to review the proposed budget worksheets and make suggestions as expenditures. Supervisor Johnson noted an additional line item for Columbarium maintenance. There is also a new line item for Legal Services**

**VIII: Informational Items**  
**None**

**IX. Closed Meeting, if Needed**  
**None**

**X. Other**

**XI. Adjourn**  
**Move to Adjourn at 7:35pm**  
**BY: Mr. Catlin**  
**Second: Mr. Holderfield**