

**ST CHARLES TOWNSHIP CEMETERY BOARD
MINUTES FOR THE QUARTERLY MEETING
TUESDAY, MARCH 8, 2022**

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 December 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 100% completion status for the 2021-2022 budget cycle, the final statement.

A. Investment Report

Ms. Miller presented the February 28, 2022 investment report which shows a balance of \$628,765.30 at the end of the fourth quarter.

B. Statement of Revenues and Expenditures vs Annual Budget.

Ms. Miller presented the February 28, 2022, Statement of Revenues and Expenditures. Final revenue is up \$306,986.59 and expenditures down \$111,866.57. Excellent financial position.

C. Balance Sheet.

Ms. Miller presented the February 28, 2022, Balance Sheet which reflects \$628,765.30 as of the end of the fourth quarter, the final FY22 report. Ms. Miller projected a fund balance of approximately \$300,000 when real estate tax receipts start arriving in June. Trustees recognized the work done by Supervisor

Johnson and Superintendent Ronzheimer and budget support by Ms. Miller that contributed to the excellent budget outcome.

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

V. Cemetery Superintendent Report

Superintendent Ronzheimer reported a normal winter quarter, with total fourth quarter revenue at \$81,400. Total budget year revenue from sales transaction report is \$401,700, a \$107,100 increase over last year's total of \$294,600.

The cemetery activity report December 2, 2021 – March 5, 2022, shows:

**Credit Card Sales = 1
Lot Sales= 25
Columbaria Sales= 6
Total Columbaria Niches Sold= 115(312 capacity)
(Tower: A=63, B=52)
Cremation Burials= 15
Full Burials= 13**

Superintendent Ronzheimer also reported that the replacement pick-up truck is still on back order, along with many other vehicles in the combined purchasing pool for the State.

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

VI. Unfinished Business

2022 Columbaria Maintenance (Moved to New Business)

VII. New Business

A. 2022 Columbaria Maintenance (Holderfield)

Mr. Holderfield presented his proposal for maintenance of the Columbarium grounds. The proposal represents standards a

contractor must follow when agreeing to terms of a contract/agreement:

2022 COLUMBARIA MAINTENANCE CONTRACT REQUIREMENTS

PRESENTED TUESDAY MARCH 8, 2022

PERIOD OF MAINTENANCE

- **APRIL 1st -----NOVEMBER 30th OF EACH CALENDAR YEAR**

MAINTENANCE REQUIREMENTS OF CONTRACTOR

1. SPRING CLEAN-UP

Remove from site all leaves and all debris from all beds.

Cut back annual grasses, perennials and rose bushes

(Estimated cost \$1,300)

2. REMOVE EXISTING MULCH

(Estimated cost \$700. This would be an as needed item, but would be in order for 2022)

3. PREMIUM HARDWOOD MULCH

(Estimated cost \$2,700)

4. SPADE EDGING OF ALL BEDS TWICE A YEAR

(Estimated cost \$500)

5. BI-MONTHLY

Weed and dead head roses and perennials

(Estimated cost \$2,500)

6. BUSH TRIMMING & PRUNING TWICE A YEAR

(Estimated cost \$1,000)

7. FALL CLEAN-UP

Cut back perennials

Remove from site all leaves and all debris from all beds

(Estimated cost \$1,300)

(Total Estimated cost \$10,000)

MAINTENANCE REQUIREMENTS OF CEMETERY STAFF

- **MOWING OF GRASS WITHIN THE COLUMBARIA AREA.**
- **WATERING AS NEEDED.**
- **MONTHLY FEEDBACK BY CEMETERY SUPERINTENDENT TO TOWNSHIP SUPERVISOR REGARDING QUALITY OF THE CONTRACTOR'S PERFORMANCE.**

After discussion, the following motion was made:

“Move that the Columbaria Maintenance Requirements, as stated, be approved”

**Motion to Approve by Mr. Holderfield
Second by Mr. Catlin.
Motion Approved.**

VIII: Informational Items.

A. Niche Sales for Columbaria

Mr. Ronzheimer raised the issue of people purchasing multiple Niches in the Columbarium. Discussion ensued regarding guidelines for the future.

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

X. Other

XI. Adjourn

**Move to Adjourn at 7:57pm
BY: Mr. Catlin
Second: Mr. Bober**

**Steven J. Catlin, Secretary
March 11, 2022**

