

**ST CHARLES TOWNSHIP CEMETERY BOARD
MINUTES FOR THE QUARTERLY MEETING
WEDNESDAY, SEPTEMBER 7, 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 June 1, 2022, revised quarterly Board minutes by Mr. Catlin

Second by Mr. Holderfield

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 completion of the six months, 50%, of the 2022-2023 budget cycle.

A. Investment Report

Ms. Miller presented the August 31, 2022, investment report which shows a balance of \$821,186.47 at the end of six months. This sum represents an increase of \$197,877.27 over the May 31, 2022, report. Ms. Miller also presented an updated report to reflect recently received real estate tax revenue, with the revised balance at \$929,782.13.

B. Statement of Revenues and Expenditures vs Annual Budget.

Ms. Miller presented the August 31, 2022, Statement of Revenues and Expenditures. Six-month revenue exceeds budget by \$97,795 and expenditures are less than budget by \$168,550. The cemetery budget continues to be in excellent financial position.

C. Cemetery Sales

The Cemetery Sales report reflects activity for June, July, August and through September 7th, totaling \$125,850. Comparisons to budget currently not available. Detailed report under Superintendent's report.

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

V. Cemetery Superintendent Report

Superintendent Ronzheimer reported a busy summer season, with total revenue at \$125,850. Notably, 17 Columbarium niches were purchased.

The cemetery activity report shows:

Credit Card Sales = 1

Lot Sales= 39(Immediate Use Sales-7)

Columbaria Sales= 17(Immediate Use Sales-4)

Total Columbaria Niches Sold= 134(312 capacity)

(Tower: A=78, B=56)

Cremation Burials= 30

Full Burials= 111

Superintendent Ronzheimer reported the weather did not appreciably disrupt burials and his summer staff is back to school, creating staffing/mowing challenges. Board member Catlin reported he toured the cemeteries recently and observed that they look terrific.

Motion to Approve Report by Mr. Catlin
Second by Mr. Bober
Motion approved

VI. Unfinished Business

None

VII. New Business

None

VIII: Informational Items.**A. Proposed 2023-2024 Levy, Budget, Salaries (Miller)**

Ms. Miller reports that the budget cycle and tax levy process will begin next month. She will distribute budget worksheets for Board input.

IX. Closed Meeting, if Needed

None

X. Other**XI. Adjourn**

Move to Adjourn at 7:23pm

BY: Mr. Holderfield

Second: Mr. Bober



**Steven J. Catlin, Secretary
September 13, 2022**