

**ST CHARLES TOWNSHIP CEMETERY BOARD
MINUTES FOR THE QUARTERLY MEETING
TUESDAY, MARCH 7, 2023**

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

Guest: Jim Flanagan, Township Trustee

II. Minutes

Motion to approve the December 7, 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 accountant. Ms. Miller noted the reports represent completion of the 12 months, 100%, end of year of the 2022-2023 budget cycle.

A. Investment Report

Ms. Miller presented the February 28, 2023, investment report which shows a balance of \$956,986.01 at the end of the budget year.

B. Statement of Revenues and Expenditures vs Annual Budget.

Ms. Miller presented the February 28, 2023, Statement of Revenues and Expenditures. The final end of year revenue exceeds budget by \$169,383.36 and expenditures are less than budget by \$290,587.35. The 2022- 2023 end of year balance represents a \$328,220.71 increase over 2021-2022 (\$628,765.30).

The large under expended sum from 2022-2023 budget is due primarily to not receiving the ordered truck and the set asides for future cemetery road paving and possible future Columbaria.

The St. Charles Township Cemetery District continues to be in excellent financial position.

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

V. Cemetery Superintendent Report

Superintendent Ronzheimer reported a routine winter season. He added the ground has been wet. Total end of year sales revenue is \$370,650 compared to \$402,500 last year.

The cemetery activity report shows:

Credit Card Sales = 2

Lot Sales= 19(Immediate Use Sales-6)

Columbaria Sales= 6(Immediate Use Sales-2)

Total Columbaria Niches Sold= 5 (312 capacity)

(Tower: A=87, B=58)

Cremation Burials= 12

Full Burials= 16

North Mausoleum (Niche) 2

Mr. Ronzheimer also noted the lack of Niche sales in the bottom rows of the Columbarium. He suggested we revisit the pricing structure for the bottom row.

Also noted was the need to remove several trees at Union Cemetery, along the north border, to enable laying out more grave plots. Doing so will make up to 600 plots available. A map was provided to illustrate the area in question.

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

**VI. Unfinished Business
None**

**VII. New Business
None**

**VIII: Informational Items.
None**

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

X. Other

**XI. Adjourn
Move to Adjourn at 7:26pm
BY: Mr. Holderfield
Second: Mr. Catlin**

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

**Steven J. Catlin, Secretary
March 17, 2023**