

**ST CHARLES TOWNSHIP CEMETERY BOARD  
MINUTES FOR THE QUARTERLY MEETING  
Wednesday, September 6, 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 June 7, 2023, quarterly Board minutes by Mr. Holderfield.**

**Second by Mr. Bober.**

**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 six months, 50%, of the 2023-2024 budget cycle.**

**A. Investment Report**

**Ms. Miller presented the August 31, 2023, investment report which shows a balance of \$1,077,395.23.**

**B. Statement of Revenues and Expenditures vs Annual Budget.**

**Ms. Miller presented the August 31, 2023, Statement of Revenues and Expenditures. No out of ordinary expenditure's occurred during the last quarter. The Cemetery budget recently received tax revenue of approximately \$135,00, which is not reflected in the Investment report. The St. Charles Township Cemetery District continues to be in excellent financial position.**

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

**V. Cemetery Superintendent Report**

**Superintendent Ronzheimer reported a routine summer season. The ground has been very dry. Total sales revenue for the 2nd quarter is \$60,250 compared to \$125,850 last year. Mr. Johnson and Mr. Ronzheimer both indicated that the landscape maintenance at the Columbarium is going well, to which Mr. Catlin offered his agreement. Mr. Ronzheimer reported that John Collins, owner of a parcel of land in Union Cemetery, plans to sell that property owned by the Collins family. The purpose of the sale is to enable a mausoleum to be built by the land buyer. Since it is privately owned property, it is outside the jurisdiction of the Cemetery District, in the opinion of Mr. Agrella, Cemetery Board Attorney. It is unknown whether any zoning ordinances apply to a proposed new structure.**

**The cemetery activity report shows:**

**Credit Card Sales = 2**

**Lot Sales = 18(Immediate Use Sales-2)**

**Columbaria Sales = 3**

**Total Columbaria Niches Sold = 154 (312 capacity)**

**(Tower: A=93, B=61)**

**Cremation Burials = 13**

**Full Burials = 5**

**North Mausoleum (Niche) 0**

**Mr. Johnson reported the need to add a drainage line in front of the Columbarium, as part of the repaving project. The paving company advised that the current contours of the road and land would result in a large collection of water during heavy rain. The cost of the line was approximately \$18,000. The paving for Prairie Cemetery and Union Cemetery is done and looks great.**

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

**VI. Unfinished Business**

**None**

**VII. New Business**

**A. Salary Review**

**Mr. Bober introduced the topic of hourly salaries for cemetery workers and the continued pressure to retain employees. Mr. Ronzheimer explained that some employees are seeking hourly rates comparable to other township workers. A lengthy discussion ensued about the meaning of comparable jobs, length of service and the wage adjustments already made by Supervisor Johnson. It was noted that younger workers do not value the insurance benefit they receive, according to Mr. Ronzheimer. Can an employee decline a portion of insurance in lieu of a higher wage? Mr. Catlin noted that it reasonable to make a one-time wage adjustment to equalize the bottom wage level to that of the Highway Department. Mr. Johnson and Ms. Miller will review suggestions for possible actions.**

**Motion to table to December meeting by Mr. Holderfield**

**Second by Mr. Bober,**

**Motion Approved.**

**VIII. Informational Items.**

**a. Proposed 2024-2025 Budget Cycle**

**Ms. Miller reported the Cemetery District is planning to levy up to 5%, per the guidelines, due to elevated CPI. The budget cycle for 2024-2025 has begun. Board members are encouraged to offer input.**

**b. Amended Budget**

**Mr. Johnson reported the need to file an amended budget to cover the cost of tree/brush removal, fence repair and the drainage issue. Insurance will cover the fence repair, but we must front the money.**

**c. Columbarium Pricing.**

**Mr. Holderfield circulated a chart of Niche pricing by category, capacity, and location. This topic will be on the December agenda.**

**IX. Closed Meeting, if Needed**

**None**

**X. Other**

**XI. Adjourn**

**Move to Adjourn at 8:34pm**

**BY: Mr. Mr. Holderfield**

**Second: Mr. Catlin**

**Motion Approved**

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**Steven J. Catlin, Secretary**  
**September 12, 2023**