

**Cemetery Committee  
Regular Meeting  
Doc McIntosh's Room/Zoom  
Thursday, June 17, 2021  
6:00 PM**

**Members Present:** Charles Colaresi – Chairman, Riza Brown, Edward Hornkohl, Jr., Stephen Pastuszak

**Members Absent:** Dick Benson

**Staff present:** Town Clerk Kate Wall  
Grounds Superintendent Steve Wood

**1. Call to Order**

Chairman Colaresi called the meeting to order at 6:01 p.m.

**2. Audience of Citizens**

None.

**3. Read the Minutes of May 20, 2021 – Need to Approve**

Mr. Pastuszak moved to approve the May 20, 2021 meeting minutes.

Seconded by Ms. Brown.

Those voting in favor: Ms. Brown, Mr. Colaresi, Mr. Hornkohl, Mr. Pastuszak

Vote being: 4-0. MOTION CARRIED.

**4. Old Business**

**A. Public Grounds Report**

- Denison Cemetery:
  - Hydroseeded the hill / bank
  - Worthington Fire District is obtaining a quote to clean up its abutting property. A portion of the neglected area is part of a neighboring residential property.

**B. Andrew Helm's Eagle Scout Project**

**C. Approval of Annual Cemetery Report**

*2021-06-17 Cemetery Committee Meeting*

Ms. Brown moved to approve the Annual Cemetery Report.

Seconded by Mr. Pastuszak.

Those voting in favor: Ms. Brown, Mr. Colaresi, Mr. Hornkohl, Mr. Pastuszak

Vote being: 4-0. MOTION CARRIED.

The Committee noted that much was accomplished in the 2020/2021 Fiscal Year and discussed possible fencing projects for the 2021/2022 Fiscal Year.

- Denison - cannot be fenced until the adjacent properties are cleaned up.
- Ledge - cannot be fenced until the brick pillars are removed and rebuilt.
- Beckley – Superintendent Wood will obtain a price to fence the street-side of the property, possibly adding a gate.
- Christian Lane – Superintendent Wood will obtain a price to fence the street-side of the property and replace the existing small gate. (Grounds will coordinate the timing with the contractor and remove the existing chain-link fence prior to work commencing.)

**D. Neglected Cemetery Account Grant**

- a. **Fencing at Ledge and moving of the gates.** The gates must be replaced prior to putting up new fencing. Superintendent Wood will obtain price quotes from masonry contractors in the event that Scout Vale de Serra is unable to fully accomplish the brick work as part of his Eagle Scout project.

**5. Adjournment**

Mr. Pastuszak moved to adjourn at 6:10 p.m.

Seconded by Ms. Brown.

Those voting in favor: Ms. Brown, Mr. Colaresi, Mr. Hornkohl, Mr. Pastuszak

Vote being: 4-0. MOTION CARRIED.

Submitted by,

Dana Borges

**Town of Berlin  
Annual Cemetery Report  
Fiscal Year 2020-21**

As of: May 28, 2021

	<u>Beginning Budget</u>	<u>Receipts</u>	<u>Expenditures</u>	<u>Encumbrance</u>	<u>Ending Budget</u>
<b>General Fund</b> (lapses at year-end)					
Commission Secretary	\$1,135.00		\$564.24	\$200.00	\$370.76
Supplies	\$100.00		\$0.00	\$0.00	\$100.00
Contractual Services	\$20,000.00		\$18,971.00	\$0.00	\$1,029.00
Maintenance & Repair	\$5,000.00		\$0.00	\$4,000.00	\$1,000.00
Operating Materials	\$2,500.00		\$0.00	\$0.00	\$2,500.00
	<u>\$28,735.00</u>	<u>\$0.00</u>	<u>\$19,535.24</u>	<u>\$4,200.00</u>	<u>\$4,999.76</u>
<b>Special Revenue Fund</b> (does not lapse at year-end)					
Cemetery Account	\$3,707.00		\$0.00	\$0.00	\$3,707.00
Dunham Cemetery	\$10,587.18		\$0.00	\$0.00	\$10,587.18
	<u>\$14,294.18</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$14,294.18</u>
<b>GRAND TOTAL</b>	<u>\$43,029.18</u>	<u>\$0.00</u>	<u>\$19,535.24</u>	<u>\$4,200.00</u>	<u>\$19,293.94</u>

**Expenditure Details:**

Commission Secretary (wages + fringe benefits)	\$564.24	
Distinctive Gardens & Tree Care, LLC	\$15,452.00	Tree removal Ledge cemetery
New Britain Fence Company	\$3,519.00	Dunham cemetery fence
	<u>\$18,971.00</u>	

**Encumbrance Details:**

Commission Secretary encumbrance is wages	\$200.00	
Distinctive Gardens & Tree Care, LLC	\$4,000.00	Hydroseed the bank at Dennison Cemetery. (PO #212209)

\* Beginning Budget for Cemetery Account (Special Revenue Fund) includes \$3,332 State grant (Ledge Cemetery) received 10/6/2020  
This grant expires 12/28/2022 (two years from the date executed - 12/29/2020 grant was signed by Deputy Secretary of OPM)

## **Part C. - Cemetery Committee.**

### **Sec. 2-60. Purpose; members.**

In order to preserve, maintain, protect and oversee the cemeteries in the town a cemetery committee (hereinafter referred to as the "committee") is hereby established. It shall consist of five (5) members and one (1) alternate who shall be electors of the town. It shall be the purpose of the committee to oversee and maintain all town owned or town operated cemeteries in the town in accordance with the provisions of chapter 368j of the state statutes.

(Ord. No. 16-08, 12-02-2008)

### **Sec. 2-61. Membership and terms.**

The town council shall appoint five (5) members to serve on the committee in the following manner: one (1) member shall serve for a term of two (2) years, two (2) members for a term of four (4) years, and two (2) members for a term of six (6) years. Biennially thereafter, the town council shall appoint one (1) member to replace each member whose term has expired. Within a period of sixty (60) calendar days after the appointment of members to the first committee, said members shall meet, organize, and elect a chairman, vice chairman and a clerk. Such committee shall have all the powers and duties of a committee established as provided for in chapter 368j of the state statutes.

(Ord. No. 16-08, 12-02-2008)

### **Sec. 2-62. Maintenance of fund.**

A separate account known as the cemetery account (hereinafter the "account") shall be set up under the custody and control of the finance director of the town to hold, receive and administer funds for the preservation and maintenance of all town owned or town operated cemeteries. The funds in this account may be received from public or private sources including appropriation from the town's annual budget, private donations and the sale of gravesites or service fees associated with town owned or town operated cemeteries. Funds from the town's cemetery account shall be disbursed by the finance director upon the recommendation or request of the committee.

(Ord. No. 16-08, 12-02-2008)

### **Sec. 2-63. Donations and perpetual funds.**

All private donations authorized or provided to be held in trust and perpetual funds established in accordance with § 19a-301 of the state statutes shall be under the control and custody of the finance director and shall not be commingled with the cemetery account or with the general funds of the town. The income, if any, from perpetual funds and the principal and interest from trust donations shall be used to maintain and preserve the cemeteries for which each fund was established or as otherwise authorized or provided for by the donor. The principal and interest of all private donations shall be used only in the manner and for the purposes designated by the donor(s) thereof. If no specific authorization or instructions are given with a donation it may then go into the account established in § 2-62 above.

(Ord. No. 16-08, 12-02-2008)

### **Sec. 2-64. Management of funds.**

The finance director shall manage and control the private trust donations and perpetual funds and shall invest and reinvest the principal and interest of said funds as by law required for the investment of trust funds, except when otherwise authorized or provided by the donor of such funds. The principal of two (2) or more funds may be combined and merged in a single fund for the purpose of the investment of the same. The finance director shall annually on or before June 1<sup>st</sup> file an accounting of the cemetery account and all trust or perpetual funds including the balances, income earned, disbursements and the use of each disbursement. This report shall be forwarded to the committee for review and approval. Copies of the approved report shall go to the town council, the town clerk and the Berlin Probate Court as required by § 19a-301 of the state statutes no later than July 1<sup>st</sup> of each year.

(Ord. No. 16-08, 12-02-2008)