



*** Please be aware that the Regular Board of Trustees meetings are now being live streamed. ***

12:00 pm Special Working Meeting

1. Call to Order – 12:00pm.
 - A. Roll Call –Wilson, Kazmierczak, Trustee Meyer
Fiscal Officer Jo Stultz
Employees:
2. Discuss finished, ongoing or upcoming projects, as well as Township repairs, and maintenance with the maintenance department.
3. Budget: Mid-year analysis.
4. Foundation Price:
5. Private inurnment area behind the columbarium: There was discussion of no way to keep records if the family has access to the niche and does not give the cemetery records it is required to keep for any ashes and or remains internment the cemetery.
6. CemSites FYI software demo on Tuesday August 22nd at 1:pm: We said we would talk about software for the cemetery for the 2024 budget. This demo will enable you to see options and ask questions from the vendor.
7. Health Insurance: Start Discussion
8. Paid Time Off: Res. Does not state when if immediate or after probation. Need to know for handbook.
093-23 Trustee Kazmierczak motioned to adopt as policy for new hire in's retroactive to 1-1-23:
 - 1st Quarter -4 Personal Days
 - 2nd Quarter- 3 Personal Days
 - 3rd Quarter- 2 Personal Days
 - 4th Quarter- 0 Personal Days2nd by Trustee Meyer
Roll Call: Trustee Meyer -Yea, Trustee Wilson-Yea, Trustee Kazmierczak-Yea
9. Job Descriptions/Executive Session if needed:
 - A. Crew Chief: Is it set will need to change the Job Chart and the Laborer description as well also some areas in handbook will need to be changed.
 - B. Office Manager: same items as the Crew Chief.
10. Time Off Request Form:
11. Next meeting:
 - A. Regular Mtg. 07-17-23 7:00 pm, 08-07-23 7:00 pm
 - B. Working Mtg. 08-17-23 12:00 pm

Adjourn – State time for the record.

2023 Yearly Regular (R) 7:00 pm and Working (W) 12:00 pm Meeting Dates

January 9 (Special Time) & January 23	Cancelled July 3 & July 17 (R) July 13 (W)
February 6	August 7 & August 21 (R) August 17 (W)
March 6 & March 20	September 18 (R) September 14 (W)
April 3 & April 17	October 2 & October 16 (R) October 12 (W)
May 1 & May 15 (R) May 11 (W)	November 20 (R) November 16 (W)
June 5 & June 19 (R) June 15 (W)	December 4 & December 18 (R) December 14 (W)