

**Roscoe Township**  
**Meeting of the TWP. Cemetery Committee**  
**December 27, 2023**

The meeting was called to order by Tracy Terry at 2:03 pm. Pledge of Allegiance was recited.

**Roll Call** was taken, and the following Cemetery Committee Members were present; Tracy Terry, Michael McGinnis, Bob Nowicki. Missing: Nola Carmine

**Public Comment:** None

**Approval of prior minutes** passed.

**Review of Bills:** Tracy will research three burials missing payment.

**New Business:**

A. Update Cemetery Rules & Procedures. Discussion on Internet Stones should each require approval and locally installed by a authorized vendor. No action taken.

B. CIMS update/issues. No action taken.

C. Rules and Regulations Headstones/Footstones. Discussion on Max. Height of Stones at 24". Also, head and foot stone facing direction and how to standardize. Issues with Family Stones and how to establish ground rules to allow. No action taken.

**Reports:**

Burial Report. 2 Burials and 20 new deeds issued. An additional 20 deeds transferred. Cemetery Report. Upon locating and marking a burial site, a spacing issue was discovered at Willowbrook Cemetery. Committee Chair Report: A new binder for 2024 has been started. Possible need for digital copies. Safeguarding death certificates and older deed copies is concern.

**Unfinished/Old Business:** B. Update Burial Information and Pricing Packet. Still in process no action taken at this time.

**Public Comment:** None

**Adjournment:** Motioned by Micheal and 2<sup>nd</sup> by Tracy

Respectfully Submitted,

Bob Nowicki