

CEMETERY POLICY

I. GENERAL REGULATIONS

1. Cemetery rates shall be set by the Board of Township Trustees. (See current cemetery rate schedule)
2. Cemetery Sexton and/or Township Trustees shall accept payment and burial transit permit or certificate of cremation upon completion of first and/or second burial.
3. No planting of trees and/or shrubs on any lot.
4. Digging monument foundations may occur with the Cemetery Sexton or Board of Trustees approval only between the months of May and November of each year, pending weather and ground conditions being favorable to digging and pouring of concrete. The Cemetery Sexton shall be the primary contact for approval to dig any monument foundation.
5. Township employees including the Cemetery Sexton shall not assist monument company personnel in loading or placement of any monument or memorial materials at the cemetery.
6. Monuments, memorials or markers in the cemetery are considered to be the personal property of the grave lot owner and maintenance and care shall be the responsibility of the owner. The Cemetery Sexton or Township Trustees shall notify the grave lot owner in writing whenever any monuments have tilted, sunk into the ground or appear to be in need of maintenance. It shall be the responsibility of the grave lot owner to make necessary repairs to the satisfaction of the

cemetery Sexton or Township Trustees within a reasonable period of time agreed upon by the Township Trustees.

Any and all payments of expenses incurred shall be paid by the grave lot owner and the Township Trustees and Cemetery Sexton shall be held harmless from responsibility for any payment for services or materials, personal injury, property damage or any other actions performed by the grave lot owner or his/her agent assigned to work on the monument within the cemetery at any time.

7. The Board of Trustees reserves the right to correct any Memorial that is considered a safety hazard or in non-Compliance with cemetery rules and regulations after making Notification to the grave lot owner and no response is received Within 30 working days of notification being made by the Sexton or Township Trustees. All expenses incurred by the Township for making necessary correction to the monument Will be invoiced to the grave lot owner for payment in full within 30 days from the invoice billing date.
8. All cemeteries are closed to the public from sunset to sunrise.

II. CREMATIONS

1. Two cremations are allowed in one grave. Two deceased are allowed per grave, i.e., one body in a casket and a cremation or two cremations. Cremation interment will be positioned in accordance with the Cemetery Sexton's recommendation.

III. GRAVE OPENINGS

1. First grave interment requires the following:
 - Funeral Director Shall notify Cemetery Sexton or Township Trustee of requirement to open a grave.
 - Funeral Director is to provide deceased's name, cemetery name, date and time of funeral.
 - Cemetery Sexton shall verify deed to grave and exact location of grave site.
 - Cemetery Sexton is to notify Trustees of pending opening of grave.
 - Cemetery Sexton and/or Township Trustees shall arrange To have grave opening completed before anticipated Interment.
 - Cemetery Sexton and/or Township Trustees shall be present at interment of deceased and close of the grave.
 - Grave site is to be restored to original condition.

2. Second interment in one grave, i.e., one casket and a cremation will require the following:
 - Deed to grave.
 - Death Certificate
 - Mortician and a Township Trustee present.
 - Costs to add a second deceased to grave will be at the expense of the requestor.
 - Grave site to be closed and restored to original condition.

IV. MONUMENTS

1. Burial Stones, footstones or any form of monument shall be approved as to material, dimensions and location by the Cemetery Sexton when application for a foundation is made. Only marble, granite or bronze will be permitted in all memorial work. Use of any other material to make a marker or monument will have to be pre-approved by the Board of Trustees.
2. All monuments shall be placed on and secured to a concrete foundation. No grave monument or memorial shall be more than 6 feet in height.
3. Monuments and memorial foundations may not be set by the monument company without prior approval and confirmation by the Cemetery Sexton or Board of Trustees.

V. FOUNDATIONS

1. The monument foundation shall be constructed of concrete that extends a minimum of 4 inches away from all sides of the monument, be a minimum of 24 inches in depth below the ground surface and no more than 20 inches in width. The monument foundation shall physically be located inside the grave lot perimeter line.
2. The Cemetery Sexton shall verify the exact grave and monument foundation location in conjunction with the grave owner's family and supervise the installation of each foundation and monument or marker to be placed.

3. Monument vendors will have responsibility for measuring, framing, digging and completing installation of all monument foundations in compliance with all cemetery rules and regulations. At time of completion, all materials, including concrete, shall be removed from the cemetery. Clean out of concrete mixer on cemetery property is prohibited.
4. The monument vendor shall have the responsibility for making Any repairs to cemetery or other person's property that may be damaged during the course of installing the foundation and monument/memorial marker. All cemetery property shall be restored to the condition that existed before any work by the vendor or their subcontractor began. All excess dirt shall be disposed of by the vendor at the direction of the Cemetery Sexton.

VI. DECORATIONS AND DATES FOR REMOVAL

1. The following rules approved by the Board of Trustees have been established to maintain a neat and orderly appearance of Washington Township Cemeteries and provide for the safety of the Township employees when trimming and mowing cemeteries.
2. All flowers and decorations must be placed on the footers or monument. No decorations are to be placed on the grass or soil around a monument. This will help to ensure the ability to safely maintain the cemetery. The only exception to this rule will be that winter decorations and grave blankets are permitted between November 1 and March 1 annually.
3. Summer decorations must be removed by November 1 each

year. However, fresh flowers that have wilted will be removed by the township. Holiday grave blankets, pillows, wreaths with are permitted until March 1 when township personnel will remove the items to prepare for Spring grass mowing and trimming.

4. Fencing around the monuments or markers are not permitted. Flowers are not to be planted in the soil, rather they must be contained in the appropriate container and securely placed on the monument. Articles such as solar lights, balloons, shepard hooks, candles, toys, glass containers, metal stands, garden flags placed on the ground surrounding the monument or marker are not permitted and will be removed.
5. The Township Trustees will not be responsible for any items left on the grave lots. Any items that do not adhere to this policy will be disposed of.
6. Date for removal of decorations have been approved by the Board of Trustees as follows:
 - March 1 removal of all winter decorations still on the ground will be removed and disposed of by the Township.
7. Military veterans bronze metal flag holders are permitted to be displayed in the ground of respective grave lots at all times.

By Order of the Washington Township Trustees

Date Effective: March 16, 2019

Rev. 3/16/2017

Township Trustees

