

MILFORD COMMUNITY CEMETERY INC

COMMUNITY CEMETERY BOARD MEETING AGENDA

Friday, July 21, 2023

10:00 a.m.

Call to Order – Mayor Campbell

Roll Call

Approval of Previous Minutes
April 21, 2023

Unfinished Business

New Business

Original Cemetery Rules
Proposed Cemetery Rules and Regulations
Paving
Financial Report (Attached)
Maintenance Report

Public Comment

Next Meetings:
October 20, 2023

Adjournment

071323

MILFORD COMMUNITY CEMETERY INCORPORATED

(ESTABLISHED 1878)

(302) 422-3449

300 S. Rehoboth Blvd.

Milford, Delaware 19963

Rules and Regulations of the Milford Community Cemetery, Inc.

The cemetery reserves the right to repurchase this lot or any part of it, at original cost, if a transfer is contemplated to anyone other than a member of the immediate family of the owner.

Trees may not be planted in any lot.

All other plantings must be approved by the cemetery board.

During mowing season all flowers, other than funeral flowers, should be placed within six inches of the stone.

Glass containers should not be used in the cemetery.

No railings, curbing or fences will be permitted.

Corners posts will be set at ground level without disturbing original surveyors markers.

Individual and double markers of granite, marble or bronze must be set on concrete foundations with tops level with the ground for ease in mowing.

Monuments must be installed on concrete foundations on the west edge of the lot and at least 12 inches from adjoining plots.

The cemetery is not responsible for damage to monuments or markers or for theft of flowers, flower holders, vases, etc.

All Christmas decorations will be removed after March 1st.

I have read and understand the above rules and regulations of the Milford Community Cemetery Incorporated, and agree to comply with them.

Signature of Lot Owner

Lot # _____

MILFORD COMMUNITY CEMETERY INC.

RULES AND REGULATIONS

- **We ask for your assistance to help make the Milford Community Cemetery as attractive as possible while being able to maintain the grounds adequately and efficiently.**
- **Stones and other loose materials present a significant safety issue when maintaining the grass with the risk of the stones getting flung by the mowers or string trimmers, causing damage to the headstones or injury to workers or cemetery visitors. We ask that you please refrain from placing loose materials in front of the headstone unless it is contained by a permanent border. A permanent border must be made of a solid material which can be maintained around (brick, pavers, metal, etc.). Plastic fencing is not permitted.**
- **Glass items placed at the cemetery have the significant risk of being broken causing a serious safety concern and are not permitted.**
- **Trees and shrubs plantings must have the approval of the cemetery board and must be maintained by the lot owner or designee. Any planting not maintained will be removed.**
- **Flowers, statues, vases, flags, solar lights, or any other items are permitted if they are properly maintained. Please be mindful that many of these items will deteriorate in the elements. If any of these item's fade, break or otherwise, please remove them or the Cemetery Board will have them removed.**
- **The Cemetery Board is not responsible for damage to monuments, markers, flower holders, saddles, etc. The cemetery is subject to foot traffic and strong winds/weather may cause damage or carry items from the grave sites.**
- **Within 30 days of a burial, the Cemetery board will plan to have funeral flowers removed from the grave site and grass to be planted.**
- **We appreciate your assistance and cooperation in these matters which will keep the cemetery a respectful place which honors all our loved ones.**

Jerry Kovach
President



Proposal

Date of Proposal:
07/14/2023
Project Number:
JP230280
-ep-

To: Milford Community Cemetery
850 N Dupont Blvd
Milford, DE 19963
Attn: Brad Denehy

Project: Milford Cemeteries Repairs –
Multiple Locations
Milford, DE

Phone: 302-242-2816

Email bdennehy@milford-de.gov

We hereby submit the following specifications and price quotes for the above referenced project:

Milford Cemeteries Repairs – Multiple Locations

Patching –

1. Roto-mill and remove unsuitable pavement from designated areas.
2. Fine grade aggregate as needed for pavement.
3. Apply tack coat as needed.
4. Patch with Type “C” surface course hot mix and compact to a thickness of 2” on approx. 452 SY.
5. Clean up and haul away any debris generated by our construction activities.

Total: \$23,500.00

General Notes:

- One mobilization
- No retainage.
- Jerry’s Inc. cannot guarantee drainage for any design that allows for less than 1% slope.
- All mix quoted is 64-22/160 GY unless otherwise specified.

Escalation Clauses:

- *Quote based on current Liquid Asphalt Cost for July 2023, \$588.33 per Ton.*
- *Invoicing to reflect changes in liquid asphalt & fuel surcharges, and aggregate & transportation increases, from time proposal was quoted.*
- *By signing below, you indicate that you accept the above general notes and escalation clause.*

We hereby propose to furnish labor, materials, and equipment in accordance with the above specifications and terms, for the sum of:

Pricing as Indicated Above, per Option(s)

Standard Terms: Additional Hot Mix used due to change in plans, scope, leveling and wedging will be billed separate from and in addition to the proposal price. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Jerry’s Inc. will not be responsible for damage to pavement due to construction activities and traffic. Owner to carry fire, tornado and other necessary insurance. This agreement is subject to strikes, accidents, unforeseen construction problems, and other causes beyond our control. Jerry’s Inc.’s workers are covered by Worker’s Compensation Insurance.

Payment Terms: Net 30 days from date of invoice. A 1.5% per month (18% per year) service charge will be added to all unpaid balances after 30 days from date of invoice. The purchaser agrees that payment is not contingent on future events, including regulatory approval, release of bond or draws. This proposal creates a contractual obligation requiring purchaser to pay all monies due, any service charge due and any collection costs Jerry’s Inc. may incur including, but not limited to, reasonable counsel fees, court costs and other similar collection expenses. If at any time the financial responsibility of purchaser becomes impaired or unsatisfactory to the Company, Jerry’s Inc. reserves the right to require payment in advance or satisfactory security.

ACCEPTANCE OF PROPOSAL: I hereby accept the above terms, specifications, and conditions, and I authorize Jerry’s Inc. to do the work as specified. Payment will be made as outlined above. I represent that I am authorized on behalf of the above-named owners to execute this proposal, to bind owners in contract to the contents of this proposal, and to undertake the work on this property.

Authorized by:
Jerry Kovach

Signature: _____

Title: _____

Printed Name: _____

Date: _____

Please return a signed copy of proposal for scheduling. Keep a copy for your records.

MILFORD COMMUNITY CEMETERY
Reconciliation Detail
 Checking PNC, Period Ending 04/30/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						202,869.96
Cleared Transactions						
Checks and Payments - 11 items						
Check	03/17/2023	7133	CHESAPEAKE BUR...	X	-4,410.00	-4,410.00
Check	03/17/2023	7137	VERIZON	X	-40.97	-4,450.97
Check	03/17/2023	7134	CITY OF MILFORD	X	-35.15	-4,486.12
Check	03/22/2023	7139	Milford Parks and R...	X	-258.00	-4,744.12
Check	04/04/2023	7141	Independent Newsm...	X	-224.00	-4,968.12
Check	04/11/2023	7144	CHESAPEAKE BUR...	X	-6,280.00	-11,248.12
Check	04/11/2023	7145	William V. Sipple & ...	X	-6,250.00	-17,498.12
Check	04/11/2023	7142	VERIZON	X	-44.32	-17,542.44
Check	04/11/2023	7143	CITY OF MILFORD	X	-35.68	-17,578.12
Check	04/20/2023	7147	3PM LLC	X	-4,822.00	-22,400.12
Check	04/20/2023	7146	Lank, Johnson & Tull	X	-950.00	-23,350.12
Total Checks and Payments					-23,350.12	-23,350.12
Deposits and Credits - 4 items						
Deposit	04/04/2023			X	2,462.63	2,462.63
Deposit	04/11/2023			X	12,720.00	15,182.63
Deposit	04/20/2023			X	12,900.00	28,082.63
Deposit	04/26/2023			X	11,582.00	39,664.63
Total Deposits and Credits					39,664.63	39,664.63
Total Cleared Transactions					16,314.51	16,314.51
Cleared Balance					16,314.51	219,184.47
Uncleared Transactions						
Checks and Payments - 1 item						
Check	04/26/2023	7148	William V. Sipple & ...	X	-180.00	-180.00
Total Checks and Payments					-180.00	-180.00
Total Uncleared Transactions					-180.00	-180.00
Register Balance as of 04/30/2023					16,134.51	219,004.47
New Transactions						
Checks and Payments - 3 items						
Check	06/29/2023	7157	William V. Sipple & ...		-288.00	-288.00
Check	07/12/2023	7158	3PM LLC		-4,822.00	-5,110.00
Check	07/12/2023	1			-1,000.00	-6,110.00
Total Checks and Payments					-6,110.00	-6,110.00
Total New Transactions					-6,110.00	-6,110.00
Ending Balance					10,024.51	212,894.47

MILFORD COMMUNITY CEMETERY
Reconciliation Detail
 Checking PNC, Period Ending 05/31/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						219,184.47
Cleared Transactions						
Checks and Payments - 3 items						
Check	04/26/2023	7148	William V. Sipple & ...	X	-180.00	-180.00
Check	05/03/2023	7149	3PM LLC	X	-4,822.00	-5,002.00
Check	05/16/2023	7150	3PM LLC	X	-4,822.00	-9,824.00
Total Checks and Payments					-9,824.00	-9,824.00
Deposits and Credits - 2 items						
Deposit	05/04/2023			X	2,462.63	2,462.63
Deposit	05/18/2023			X	4,175.00	6,637.63
Total Deposits and Credits					6,637.63	6,637.63
Total Cleared Transactions					-3,186.37	-3,186.37
Cleared Balance					-3,186.37	215,998.10
Uncleared Transactions						
Checks and Payments - 2 items						
Check	05/18/2023	7151	CHESAPEAKE BUR...	X	-5,405.00	-5,405.00
Check	05/31/2023	7152	3PM LLC	X	-4,822.00	-10,227.00
Total Checks and Payments					-10,227.00	-10,227.00
Total Uncleared Transactions					-10,227.00	-10,227.00
Register Balance as of 05/31/2023					-13,413.37	205,771.10
New Transactions						
Checks and Payments - 3 items						
Check	06/29/2023	7157	William V. Sipple & ...		-288.00	-288.00
Check	07/12/2023	7158	3PM LLC		-4,822.00	-5,110.00
Check	07/12/2023	1			-1,000.00	-6,110.00
Total Checks and Payments					-6,110.00	-6,110.00
Total New Transactions					-6,110.00	-6,110.00
Ending Balance					-19,523.37	199,661.10

MILFORD COMMUNITY CEMETERY
Balance Sheet
 As of June 30, 2023

	Jun 30, 23	Aug 31, 22
ASSETS		
Current Assets		
Checking/Savings		
Checking PNC	211,137.87	168,729.19
Total Checking/Savings	211,137.87	168,729.19
Total Current Assets	211,137.87	168,729.19
Fixed Assets		
Buildings	25,800.00	25,800.00
Driveways	112,837.60	112,837.60
Equipment	10,835.42	10,835.42
Land	12,168.93	12,168.93
Landscaping & Improvements	23,426.00	23,426.00
Accumulated Depreciation	-134,330.00	-134,330.00
Total Fixed Assets	50,737.95	50,737.95
Other Assets		
PNC Perpetual Fund	641,088.16	666,066.31
Total Other Assets	641,088.16	666,066.31
TOTAL ASSETS	902,963.98	885,533.45
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Other Current Liabilities		
Due to Perpetual Fund	32,793.50	25,693.50
Manual Accounts Payable	0.00	2,471.73
Total Other Current Liabilities	32,793.50	28,165.23
Total Current Liabilities	32,793.50	28,165.23
Long Term Liabilities		
Loan Payable Trust Fund	47,500.00	47,500.00
Total Long Term Liabilities	47,500.00	47,500.00
Total Liabilities	80,293.50	75,665.23
Equity		
Net Assets		
Operating	93,063.96	54,458.45
Fixed Assets	50,737.95	54,718.89
Total Net Assets	143,801.91	109,177.34
Net Assets Perpetual	666,066.31	822,055.27
Net Income	12,802.26	-121,364.39
Total Equity	822,670.48	809,868.22
TOTAL LIABILITIES & EQUITY	902,963.98	885,533.45

MILFORD COMMUNITY CEMETERY

Profit & Loss

07/13/23

September 2022 through June 2023

Cash Basis

	Sep '22 - Jun 23	Sep '21 - Jun 22
Ordinary Income/Expense		
Income		
Columbarium	0.00	1,200.00
Foundation Fees Income	722.00	668.40
Cemetery Fees	4,702.00	5,050.00
Land Rent	250.00	250.00
Grave Openings	78,150.00	96,150.00
Lot Sales	63,580.00	64,400.00
Total Income	147,404.00	167,718.40
Expense		
Advertising	3,765.00	0.00
Foundation Fees	1,264.80	115.20
Cemetery Maintenance	299.00	625.31
Cemetery Management	18,750.00	17,500.00
Grass Cutting	58,316.60	64,301.14
Ground Maintenance	258.00	0.00
G. Opening & Setup	44,975.00	50,925.00
Office Expense	65.00	1,266.00
Penalties	0.00	200.00
Professional Fees	6,195.00	4,925.00
Taxes	0.00	10.00
Telephone	393.78	424.88
Utilities	319.56	223.21
Total Expense	134,601.74	140,515.74
Net Ordinary Income	12,802.26	27,202.66
Net Income	12,802.26	27,202.66

MILFORD COMMUNITY CEMETERY
Reconciliation Detail
Checking PNC, Period Ending 06/30/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						215,998.10
Cleared Transactions						
Checks and Payments - 6 items						
Check	05/18/2023	7151	CHESAPEAKE BUR...	X	-5,405.00	-5,405.00
Check	05/31/2023	7152	3PM LLC	X	-4,822.00	-10,227.00
Check	06/08/2023	7153	VERIZON	X	-92.48	-10,319.48
Check	06/08/2023	7154	CITY OF MILFORD	X	-71.38	-10,390.86
Check	06/13/2023	7155	3PM LLC	X	-4,822.00	-15,212.86
Check	06/26/2023	7156	3PM LLC	X	-4,822.00	-20,034.86
Total Checks and Payments					-20,034.86	-20,034.86
Deposits and Credits - 3 items						
Deposit	06/04/2023			X	2,462.63	2,462.63
Deposit	06/08/2023			X	1,200.00	3,662.63
Deposit	06/29/2023			X	11,800.00	15,462.63
Total Deposits and Credits					15,462.63	15,462.63
Total Cleared Transactions					-4,572.23	-4,572.23
Cleared Balance					-4,572.23	211,425.87
Uncleared Transactions						
Checks and Payments - 1 item						
Check	06/29/2023	7157	William V. Sipple & ...		-288.00	-288.00
Total Checks and Payments					-288.00	-288.00
Total Uncleared Transactions					-288.00	-288.00
Register Balance as of 06/30/2023					-4,860.23	211,137.87
New Transactions						
Checks and Payments - 2 items						
Check	07/12/2023	7158	3PM LLC		-4,822.00	-4,822.00
Check	07/12/2023	1			-1,000.00	-5,822.00
Total Checks and Payments					-5,822.00	-5,822.00
Total New Transactions					-5,822.00	-5,822.00
Ending Balance					-10,682.23	205,315.87