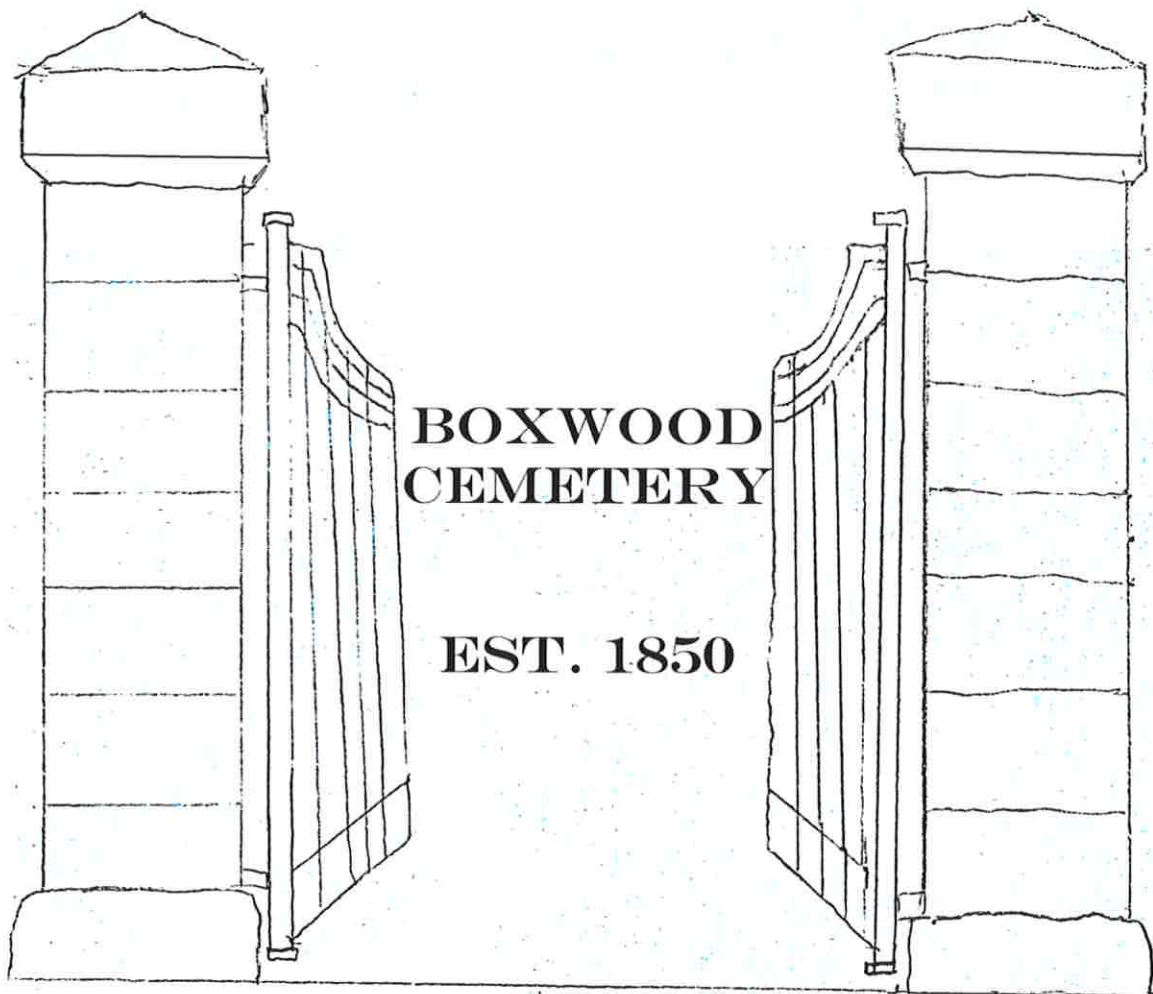


*DRAFT #12
(as of 1/10/25)*



RULES, REGULATIONS & COMMISSION BYLAWS

“Show me the manner in which a nation cares for its dead and I will measure with mathematical exactness the tender mercies of its people, their respect for the laws of the land, and their loyalty to high ideals.”

– Sir William Ewart Gladstone

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ARTICLE (I). INTRODUCTION

Established in 1850, Boxwood Cemetery is an unincorporated municipal cemetery located in the Village of Medina, New York. From its very beginning, Boxwood Cemetery has provided a sacred final resting place for people of all faiths and traditions, and from all walks of life. It consists of approximately 20 acres of land located on the east side of North Gravel Road in the Town of Ridgeway and partially in the northern part of the Village of Medina along the West shore of Glenwood Lake. It is owned and directly controlled by the Village of Medina. Operations of the Cemetery have been entrusted to the Boxwood Cemetery Commission.

ARTICLE (II). PURPOSE STATEMENT

In order to assure peace and dignity for all who come here, there has always been a need to establish and maintain high standards for management of the Cemetery and the behavior of visitors. While this philosophy continues to serve as the basis for all that we do at Boxwood Cemetery, the manner in which we implement that philosophy to fulfill our responsibility to the souls under our perpetual care, our lot owners, and the community, must take into account current social conditions and religious practice. Boxwood Cemetery strives to adhere to its statutory authority and limits, while ever mindful of its ambition for a dynamic future filled with the ultimate tribute to the dead, that is, to reverently surround them with the living. Thus, the Boxwood Cemetery Commission has established the following rules and regulations. For the protection of all lot owners, these rules and regulations are hereby adopted as the rules and regulations of Boxwood Cemetery. All lot owners, visitors and contractors performing work within the Cemetery shall be subject to these rules and regulations.

ARTICLE (III). MODIFICATIONS & AMENDMENTS

The Boxwood Cemetery Commission may, and it hereby expressly reserves the right at any time or times to, adopt new rules and regulations, or to amend, alter or repeal any rule, regulation, article, section, paragraph or sentence in these rules and regulations, subject to the approval of the Village of Medina Board of Trustees. Reference to these rules and regulations in deeds or certificates to lots sold shall have the same force and effect as if set forth in full therein.

ARTICLE (IV). DEFINITIONS

Adornment- Shall mean any object or decoration placed on a grave in addition to the monument/memorial. (planter urn, wreath, etc.)

Art Piece- Shall mean a unique custom memorial marker placed on a grave in lieu of a traditional stone monument.

Burial Vault (aka Outer Interment Receptacle)- Shall mean an industry approved receptacle that is placed in a grave that casketed human remains are placed into, which prevents the grave from sinking over time and may protect the remains from certain ground conditions.

Cemetery Contractor- Shall mean the qualified contractor hired by the Village of Medina, under the direction of the Superintendent of the Dept. of Public Works for the digging of graves, setting of foundations, mowing and general maintenance of the cemetery grounds.

Columbarium- Shall mean an above ground building or structure that contains one or multiple space(s), referred to as niche(s), intended for the permanent inurnment of cremains.

Cremains- Shall mean the cremated remains of a deceased human body after the cremation process, also referred to as ashes, which are commonly placed in an urn.

Crypt- Shall mean the space inside of an above ground mausoleum that a casket is placed into for permanent entombment.

Custom Monument- Shall refer to any memorial or monument outside of the allowable design and size regulations which need special approval by the Commission.

Disinterment- Shall mean the removal or exhumation of a previous interment of casketed human remains or cremains out of a grave for interment elsewhere.

Entombment- Shall mean the permanent placement of casketed human remains into a crypt of a mausoleum.

Foundation- Shall mean the cement/concrete footing that is installed, subgrade, that a memorial, monument, mausoleum or columbarium is placed onto to stop it from shifting, settling or sinking.

Interment- Shall be the general term for any burial, entombment or inurnment of human remains whether in a casket or cremains.

Lawn Marker- Shall mean a flat marker/monument made of stone, granite or bronze, that is installed with its face flush with the grass, as to accommodate mowing over it.

Mausoleum- Shall mean an above ground building or structure that contains one or multiple space(s), referred to as crypt(s), intended for the permanent entombment of casketed human remains.

Memorial- Shall mean the general term for any monument, custom monument, lawn marker or art piece that marks a grave and memorialized the person interred there.

Monument- Shall mean a marker or headstone constructed or sculpted from granite or other durable stone.

Niche- Shall mean the space inside of an above ground columbarium that cremains are placed into for permanent inurnment.

Qualified Monument Contractor- Shall refer to an insured professional company engaged in the sale, manufacturing, engraving, assembly and installation of stone monuments, memorials, mausoleums and columbaria.

Qualified Foundation Contractor- Shall refer to an insured professional contractor engaged in the excavation, digging and pouring of concrete foundations for the placement of memorials, monuments, mausoleums or columbaria in cemeteries.

Sub-contractor- Shall refer to any contractor other than the Cemetery Contractor hired to perform work in the cemetery who is approved by both the Superintendent of the Dept. of Public Works and the Cemetery Contractor.

ARTICLE (V). CEMETERY RULES & REGULATIONS

Section (1). Cemetery Schedule

Boxwood Cemetery is open to the general public every day of the year from **dawn until dusk**. If deemed necessary for safety reasons or privacy during an interment or disinterment, the Village Board of Trustees, Village Police Dept. and the Superintendent of the Village DPW reserve the right to restrict public access at any time.

Section (2). Conduct Within the Cemetery

(a). Parking: Parking is limited to the roadways and defined parking areas. No parking on grass.

(b). Pets: Dogs are allowed in the Cemetery, however, must be leashed at all times. Dog droppings must be picked up and placed in the designated waste receptacles.

(c). General Public Use: All persons who enter the Cemetery grounds for any purpose whatsoever shall observe proper standards of decorum, respect, and decency while within Cemetery grounds. Within Cemetery grounds, **no person shall:**

1. Deposit or throw litter on Cemetery grounds. Please use provided garbage receptacles.
2. Bring alcoholic beverages, food for preparation, or food preparation materials into the Cemetery, except in connection with Cemetery-sponsored events or approved graveside committal service or events with prior written permission and under the direct supervision of the Cemetery. Light picnic lunches, prepared elsewhere and wholly contained in a lunch box, picnic basket or similar container are permitted. All trash from picnic lunches must be immediately removed from the Cemetery.
3. Play any radio, tape recorder, or musical instrument, or use any loudspeaker that can be heard within the Cemetery grounds, unless use of the same is part of an approved graveside committal service or a Cemetery sponsored tour, lecture, or presentation.
4. Bring firearms or any other weapon into the Cemetery (unless carried by law enforcement officers while on active duty or members of the United States Armed Forces).
5. Bring any illegal substances into the Cemetery.
6. Engage in any criminal activity within the Cemetery.
7. Conduct any graveside committal service, ceremony, tour, presentation, or other event without the prior notification and approval of the cemetery, and without all associated fees having been paid in advance.
8. Display full or partial nudity, or disrespectful, inappropriate, or sexually provocative attire

or behavior. Shirts must be worn at all times.

9. Wear or display any type of disguise, costume, makeup or other attire aspect of personal appearance that, in the sole opinion of the Cemetery management, is inconsistent with these rules, the dignity and solemnity of the Cemetery, and as expected by lot owners.

10. Make or deliver any speeches or similar conduct to assembled groups of people, unless the oration is part of an approved graveside committal service, or a Cemetery sponsored tour, lecture, or presentation.

11. Engage in any public assembly, picketing, demonstration or similar conduct.

12. Display any placards, banners, flags or similar devices within the Cemetery grounds, unless, in the case of a flag use of the same is part of an approved graveside committal service or a Cemetery sponsored tour, lecture, or presentation. A properly displayed flag of the United States of America is always permitted in the Cemetery.

13. Distribute or solicit with any handbill, pamphlet, leaflet, or other written or printed matter within the Cemetery grounds; except that a program for an approved graveside committal service or a Cemetery sponsored tour, lecture, or presentation may be distributed.

14. Engage in, promote, instigate, encourage, or aid and abet fighting, or threatening, violent behavior.

15. Utter loud and boisterous language of any kind, in any language, or make other unreasonably loud noises.

16. Interrupt, disturb, stare at any committal service, Interment, disinterment, ceremony, tour, presentation, or other event.

17. Utter abusive, insulting, profane, indecent or otherwise provocative language, or make an abusive, insulting, profane, indecent or otherwise provocative gesture to any person.

18. Obstruct movement on the roads, sidewalks, or pathways of the Cemetery grounds.

19. Disobey a proper request or order to disperse or to leave the Cemetery grounds.

20. Obstruct or in any way interfere with a funeral procession, graveside committal service, including failure or refusal to yield while walking or operating a vehicle or bicycle.

Section (3). Scheduling of Interments & Disinterments:

(a). Scheduling of interments and disinterments are handled through the **Village of Medina-Clerk's Office (585) 798-0710.**

(b). 48 Hour Notice: The Cemetery reserves the right to require at least forty-eight (48) hours' notice prior to any request for interment or disinterment.

(c). Funeral Directors: A licensed funeral director is required for the scheduling and performance of an interment of casketed human remains, however, a licensed funeral director is not required, but recommended for the scheduling and performance of an interment of cremains.

(d). Holidays: No interments are permitted on the following holidays:

- New Years Day (1/1)
- MLK Day (3rd Monday in Jan.)
- Lincoln's Birthday (2/12)
- Washington's Birthday (2/22)
- Good Friday (Fri. before Easter)
- Easter Sunday
- Memorial Day (5/31)
- 4th of July
- Labor Day (1st Mon. in Sept.)
- Columbus Day (2nd Mon. in Oct.)
- Veteran's Day (11/11)
- Thanksgiving
- Christmas Day

(e). Winter Burial Fee: A Winter Burial Fee will be charged for any interment scheduled between **November 15** - **March 15** . (See pricing addendum)

(f). Sunday: No interment will be permitted on a Sunday.

(g). Saturday Fee: A Saturday Fee will be charged for any interment scheduled on a Saturday. (See pricing addendum)

(h). Overtime Fee: The latest time to schedule an interment **to start is 2pm**. All interments are to be **completed before 3PM**. An Overtime Fee will be charged for any interment **completed after 3PM**. (See pricing addendum)

(i). Disinterments: All disinterments, whether for casketed remains or cremains require:
1. The engagement of a licensed funeral director.
2. Written and notarized consent of all legal next of kin involved. (Consent forms may be obtained through the Village Clerk's office.)

3. If being moved to a different cemetery, a new burial permit must be obtained by a funeral director. If being moved inside Boxwood Cemetery, no burial permit is necessary.
4. All fees owed to the village must be prepaid.

Section (4). Lot Purchase

(a). Purchasing of lot(s) is handled through the **Village of Medina- Clerk's Office (585) 798-0710**.

(b). Choosing Lot Location: A representative from either the clerk's office or the DPW will show the purchaser a map reflecting available lots or meet them in person at the cemetery to choose the lot location.

(c). Deeds: Once lot(s) are chosen and payment is received in full, the clerk's office will issue a deed. A deed is the legal document that serves as proof of ownership. It states the purchaser's name, address, price paid, section, lot and grave number(s). This is issued by the village clerk's office in person or by mail. A copy of the deed is kept on file in the village clerk's office.

Section (5). Number of Interments Allowed Per Lot

(a). Interment shall be limited to **one (1) casket and (1) cremain only**, given that there is an acceptable depth above an existing casketed burial to do so, **OR two (2) cremains only per grave**, unless prior permission has been granted by the Cemetery Commission to inter otherwise.

(b). Pet Cremains: Pet Cremains are allowed, but must only be interred at the same time as the interment of the human remains in the same grave.

Section (6). Lot Dimensions

(a). No interment in a grave or installation of a memorial, monument, mausoleum or columbarium shall exceed the dimensions of the total number of lots purchased.

(b). Each individual lot (grave) measures:
8 ft. in length x 4 ft. in width (96" x 48")

Section (7). Memorial Standards

(a). Construction: All memorials must be built by a Qualified Monument Contractor with a written quality guarantee, unless prior permission has been granted by the Cemetery Commission.

(b). Material: All memorials must be of solid granite construction. Any other material other than granite (bronze, marble, wood, etc.) must be approved by the Cemetery Commission prior to installation.

(c). Dimensions: Any memorial with dimensions greater than a **height of 3 feet (36")** and/or a **thickness of 2 feet (24")** must be approved by the Cemetery Commission prior to installation.

(d). Engravings: No epitaphs, engravings, symbols or photos shall be allowed on the memorial that are deemed to be unsightly, obscene or inappropriate by the Cemetery Commission.

(e). Installation: All memorials must be installed:

1. By a Qualified Monument Contractor.
2. At the head end of the lot to allow for mowing, unless prior permission has been granted by the Cemetery Commission to install otherwise.
3. In the case of cremains being interred on top of an existing grave, the addition of a flat grass marker, flush with the ground, may be installed in front of the existing memorial. Only one (1) may be installed, up against the front of the monument, not to exceed the maximum total width dimension of the grave of 48".

(f). Foundation:

1. All memorials must be installed on a solid concrete foundation built by a Qualified Foundation Contractor.
2. A standard subgrade depth of 3 feet (36") is required, unless the Qualified Foundation Contractor advises differently.

(g). Custom Design Approval: All of the following memorials must be presented to the Cemetery Commission for approval before installation:

1. Any memorial over 3 feet in height and/or 2 feet in thickness.
2. Any memorial with a custom design and/or engraving that the Qualified Monument Contractor deems non-traditional or potentially inappropriate.
3. Any memorial constructed of material other than solid granite stone.
4. Custom art pieces.
5. Benches.

(h). All memorials that need custom approval must have a design proposal with drawing, specs and concrete foundation specs approved by the Cemetery Commission prior to installation.

(i). No Landscaping: No curbing, coping, fencing or landscaping is allowed to be placed around the memorial unless express permission has been granted by the Cemetery Commission.

(j). No person other than the Cemetery Contractor shall have the right to move or alter any monument, headstone or marker on any lot whether by ownership or heirship without the permission of the Cemetery Commission.

Section (8). Private Mausoleum Standards

(a). Design Approval: All private mausoleums must have a design proposal, specs and concrete foundation specs approved by the Cemetery Commission prior to installation. No epitaphs, engravings, symbols or photos shall be allowed on the mausoleum that are deemed to be unsightly, obscene or inappropriate by the Cemetery Commission. All design aspects must be approved prior to installation.

(b). Construction: All private mausoleums must be built by a Qualified Monument Contractor with a written quality guarantee.

(c). Material: All private mausoleums must be of solid granite stone construction (top, sides and base) which may be prefabricated or built onsite by a Qualified Monument Contractor. The additional use of bronze is permitted for door(s), hardware, adornments and accent pieces. No other material other than granite and bronze may be used for this purpose.

(d). Installation: All private mausoleums must be installed by a Qualified Monument Contractor.

(e). Foundation: All private mausoleums must be installed on a solid concrete foundation at least 3 feet in depth built by a Qualified Foundation Contractor.

(f). Location: The location of installation must be approved by the Cemetery Commission prior to installation. No private mausoleum shall be installed on top of the grave of an existing interment.

(g). Number of Lots Required vs. Number of Crypts Allowed: The number of lots required to be purchased depends on both the number of crypts in the mausoleum and the overall dimension and layout of the mausoleum. The number of crypts must not exceed the maximum allowed interment of 1 casket per grave for the number of lots purchased. (Example: A 2 crypt mausoleum if stacked 1 above the other, still would require a minimum of 2 graves. If it were 3 crypts stacked, that would require at least 3 graves). If additional graves are required for this reason, an additional fee equivalent to the number of interments will be charged, however, this does not entitle the purchaser to additional physical lots.

(h). No Landscaping: No curbing, coping, fencing or landscaping is allowed to be placed around the mausoleum unit unless express permission has been granted by the Cemetery Commission.

(i). Planter Urns: Up to two (2) solid granite planter urns only are permitted to be placed up against the mausoleum unit. No concrete planters.

(j). Entombment: A Qualified Monument Contractor is required to be present at the time of entombment for the opening, closing and sealing of the mausoleum crypt door. The cost of this is paid by the customer in addition to the full grave opening fee.

(k). Grave Opening Fee: The full grave opening fee will be charged by the village at the time of entombment in addition to the cost of having a Qualified Monument Contractor present.

Section (9). Private Columbarium Standards

(a). Design Approval: All private columbaria must have a design proposal, specs and concrete foundation specs approved by the Cemetery Commission prior to installation. No epitaphs, engravings, symbols or photos shall be allowed on the columbarium that are deemed to be unsightly, obscene or inappropriate by the Cemetery Commission. All design aspects must be approved prior to installation.

(b). Construction: All private columbaria must be built by a Qualified Monument Contractor with a written quality guarantee. They may be prefabricated or built onsite by a Qualified Monument Contractor.

(c). Material: All private columbaria must be of solid granite stone construction (top, sides and base). The additional use of bronze is permitted for door(s), hardware, adornments and accent pieces. No other material other than granite and bronze may be used for this purpose.

(d). Installation: All private columbaria must be installed by a Qualified Monument Contractor. The location of installation must be approved by the Cemetery Commission prior to installation. If the unit is 2 feet or less in thickness, it may be installed in preexisting rows of graves and installed in line with existing headstones. If any thicker than 2 feet, it requires special consideration in placement not to interfere with lawn mowing rows. No private columbaria shall be installed on top of the grave of an existing interment.

(e). Foundation: All private columbaria must be installed on a solid concrete foundation at least 3 feet in depth built by a Qualified Foundation Contractor.

(f). Number of Lots Required vs. Number of Niches Allowed: The number of lots required to be purchased depends on both the number of niches in the columbarium and the overall dimension and design of the columbarium. The number of niches must not exceed the maximum allowable cremation interments per grave of two (2) for the total number of lots purchased. Example: A 2-niche columbarium would require only 1 grave, given that the dimensions do not exceed the width of 1 grave. A 6-niche unit, stacked in 2 column 3-niches high, although may physically fit on 1 grave, would require the purchase of at least 3 graves. If additional graves are required for this reason, an additional fee equivalent to the

number of interments will be charged, however, this does not entitle the purchaser to additional physical lots.

(g). No Landscaping: No curbing, coping, fencing or landscaping is allowed to be placed around the columbarium unit unless express permission has been granted by the Cemetery Commission.

(h). Planter Urns: Up to two (2) solid granite planter urns are permitted to be placed up against the columbarium unit. No concrete planters.

(i). Inurnment: A Qualified Monument Contractor is required to be present at the time of inurnment for the opening, closing and sealing of the columbarium niche door. The cost of this is paid by the customer in addition to the grave opening fee for cremains.

(j). Grave Opening Fee: The grave opening fee for cremains will be charged by the village at the time of inurnment in addition to the cost of having a Qualified Monument Contractor present.

Section (10). Decorations & Adornments

(a). No glass containers or glass decorations.

(b). Flowers left on the grave following an interment are permitted, however, once they are deemed dead or unsightly, will be removed at the discretion of the Cemetery Contractor.

(c). Up to two (2) flowerpots or urns are allowed per lot and are to be installed in line with existing headstones, not to infringe on other lots/graves. The urns may be granite, concrete, plastic or terracotta for in ground burials only. Urns for mausoleums and columbaria must be solid granite.

(d). A seasonal wreath may be placed at the head of the grave from **November 1 – April 15**.

(e). No in-ground plantings (ie. trees and shrubs) are allowed on any lots, unless prior permission has been given by the Cemetery Commission. All unauthorized plantings will be removed at the discretion of the Cemetery Contractor.

(f). Sheperd's hooks, screens, arbors and trellises are not allowed on lots.

(g). Monument flower saddles are allowed, but must be no wider than the monument.

(h). All dead organic plant material will be removed at the Cemetery's discretion.

(i). All decorations left at a gravesite are placed there at the lot owner or visitor's sole risk. The Cemetery will remove unsightly decorations without notice to the Lot Owner. The Cemetery is not responsible for any items left at a gravesite.

(j). Throughout the year, any items left on graves will be removed and discarded if, in the Cemetery Contractor's sole judgment, they are not permitted pursuant to these Rules and Regulations, or interfere with proper maintenance of the Cemetery, or are deemed to be a hazard to visitors to the Cemetery, or to Cemetery employees.

ARTICLE (VI). CEMETERY COMMISSION BYLAWS

Section (1). Mission Statement

We serve the community by maintaining an environment that is respectful of the passing of life; a peaceful place where a person may grieve, meditate and heal. We serve the deceased by providing a place of solace and beauty to memorialize the dead and provide a graceful and dignified burial. We serve the cemetery to preserve and protect its assets and to be stewards for future generations.

Section (2). Vision Statement

To preserve the beauty, tranquility and heritage of the cemetery while growing with the community we serve.

Section (3). Commission Membership Terms

The Commission shall consist of six (6) regular commission members and two (2) alternates, to be appointed for a term of three (3) years, by the Village of Medina Board of Trustees. Terms shall expire on the last day of March, each year. The Commission shall reserve the right to recommend the names of people that the Commission feels will best be able to meet the requirements and standards of the Commission. Preference will be given to village residents and/or lot owners for Commission membership. The Commission will also include the Village of Medina Superintendent of Public Works, a Village Board Trustee designated as liaison and the Cemetery Contractor as non-voting members.

Section (4). Meetings

The Commission shall meet at 7 o'clock PM on the first Thursday of each month, unless changed by a majority vote of the Commission Members. The Chairman shall preside at all meetings of the Commission and has the power to call special meetings for the transaction of business pertaining to the affairs of the commission.

Section (5). Election of Officers & Their Duties

The Commission shall elect one (1) member to act as Chairman, one (1) member to act as Vice Chairman and one (1) member to act as Secretary each year.

(a). Chairman

The Chairman plays a pivotal role in fostering the effectiveness of the Commission. They perform the following tasks:

1. Plans agendas for Commission meetings to accomplish their goals.
2. Introduces each item on the agenda and its purpose.
3. Encourages participation by the members of the Commission.

4. Delegates tasks when necessary to accomplish the Commissions goals within a timely and effective manner.
5. Chairman will vote only in the event of a tie vote.

(b). Vice-Chairman

1. The Vice Chairman will carry out the Chairman's duties in his or her absence.
2. Maintain a strategic overview and be prepared to lead with authority on key issues when the Chairman is not present.

(c). Secretary

1. Ensuring meetings are effectively organized and records minutes.
2. Submission of minutes to other commission member for review to be approved at the next meeting.
3. Obtaining copies of minutes prior to each scheduled meeting for distribution.

Section (6). Financial Accounts

(a). Perpetual Care Fund

A Perpetual Care Fund for the cemetery exists for the long-term care of the cemetery. This account is no longer added to. The existing principle shall be invested in an interest-bearing account by the Village Clerk/Treasurer. All interest earned is periodically placed into a separate Perpetual Care Interest Fund to be used for the care and maintenance of the cemetery only.

(b). Perpetual Care Interest Fund

Interest that is earned on the Perpetual Care Fund is periodically placed into this fund to make it accessible to be spent, outside of the Perpetual Care Fund principle. This fund is to be utilized solely for the care, repair and maintenance of cemetery property and grounds that is beyond the scope of work under the Cemetery Contractor's contract. It shall be spent at the direction of the Boxwood Cemetery Commission with approval of the Village Board of Trustees.

(c). Property Maintenance Fund

All cemetery fees collected by the Clerk/Treasurer (lot purchases, grave opening fees, winter fees, etc.) will be placed into this fund. This fund is to be utilized solely for the care, repair and maintenance of cemetery grounds and property that is beyond the scope of work under the Cemetery Contractor's contract. It shall be spent at the direction of the Boxwood Cemetery Commission with approval of the Village Board of Trustees.

ARTICLE (VII). DUTIES OF VILLAGE OFFICIALS

Section (1). Village DPW Superintendent

The superintendent will be in charge of maintaining the cemetery through its employees and/or said agent. This includes but is not limited to grave digging; filling graves and laying grass seed; grass mowing; snow removal; excavation for foundations and pouring of concrete; structural repairs; planting, trimming and removal of trees. All graves will be prepared by employees/or said agent under the supervision of the Village DPW Superintendent. The Village DPW Superintendent will maintain mapping of the cemetery regarding availability of lots, lots sold and trees. The Superintendent or a designee will

meet with clients at Boxwood to pick grave sites if possible. An updated map will be given to the Cemetery Commission annually.

Section (2). Village Clerk / Treasurer

The Village Clerk/Treasurer performs all clerical and secretarial duties for the cemetery. The Clerk/Treasurer issues all notices, including issuance of deeds to reflect lot ownership and maintain copies of said deed; receives all Monies for the sale of all lots and other charges and issues receipts for the same; provides a financial report to the Commission upon reasonable request; keeps a current list of all lots, their owners, and the addresses of the same, so far as possible to ascertain; and protects and maintains the minutes of all meetings of the Commission.

Section (3). Village Board- Cemetery Liaison

The Village Board Cemetery Liaison is a Village of Medina Board Trustee, designated to be a channel of communication between the Village Board, the Village DPW Superintendent and the Cemetery Commission. They attend monthly Cemetery Commission meetings in order to keep up to date on cemetery affairs and also serve as a representative and advocate for the Cemetery Commission at Village Board meetings.

Section (4). Municipal Tree Board

The Cemetery Commission, in conjunction with the Medina Village Tree Board, will determine what species and where all trees, shrubs and bushes will be planted. Planting of any trees, shrubs or bushes will only be done by the Department of Public Works and/or the designated agent, as seen feasible for the beautification of the grounds. No tree or shrubs will be trimmed or cut down without the consent of the Cemetery Commission. The Cemetery Commission; a Tree Board representative; and the Village DPW Superintendent; will meet annually at the cemetery to determine where the trees are to be planted, trimmed or removed.

ARTICLE (VIII). CEMETERY CONTRACTOR

The Cemetery Contractor is a subcontractor under the direction of the Village DPW Superintendent who is tasked with maintaining the cemetery in conjunction with the Department of Public Works. The Contractor's duties are as outlined in the Contractor's Contract with the Village. The term of said contract is determined by the Village Board of Trustees. This includes but is not limited to grave digging; filling graves and laying grass seed; grass mowing; snow removal; excavation for foundations and pouring of concrete; structural repairs; planting, trimming and removal of trees. All graves will be prepared by the Cemetery Contractor or said agent under the supervision of the Village DPW Superintendent. The Village of Medina puts this position out for bid via a Request for Proposal (RFP). The Village Board reserves the right to extend said contract at their discretion.

ARTICLE (IX). FRIENDS OF BOXWOOD

The Friends of Boxwood is a supportive group of volunteers whose goal is to focus on and fundraise for the beautification of Boxwood Cemetery. This group works in conjunction with the Boxwood Cemetery Commission, however, exists outside of the jurisdiction of the Village of Medina. All funds raised are held outside of the Village budget under a 501(c)(3). All projects fundraised for are approved by the Village Board of Trustees, Village DPW Superintendent and the Boxwood Cemetery Commission.