

**Middlebury Township  
P.O. Box 622  
Ovid, Mi 48866  
(989) 834-5842**

**Resolution 2010-06  
Sexton's Duties**

**Whereas:** The township is responsible to maintain the cemetery on Krouse Rd known as Middlebury Township Cemetery. There is a need to have a sexton.

**Therefore:** The township is setting forth the responsibilities of the sexton position.

**Sexton's Duties**

1. Mark out graves for burials
2. Contact the person to dig the graves if sexton is unavailable
3. Collect and the burial certificate and/or check and give to the Clerk
4. Complete the backfill of dirt after the burial
5. Level and seed new graves, fill in old graves that settle
6. Remove dead flowers from graves
7. Be responsible for the general beautification of the cemetery
8. Cut grass when it is over four(4) inches
9. Do general maintenance of equipment
10. Remove brush and leaves when needed
11. Maintain driveway, pothole free
12. Do foundations for headstones at .25 per square inch-extra pay. Sexton supplies own material.
13. Cremains' Burials at an extra \$50.00 per burial
14. Sunday and Holiday burials an extra \$100.00 per burial
15. Dig graves at an extra \$ 175.00 per burial
16. Notify the Supervisor, or any board member if Supervisor is not available, when issues arise
17. Township will supply lawn tractor and supplies for lawn tractor and cemetery. Large equipment for grave digging will be supplied by sexton.
18. Empty the trash barrels
19. Winter burials will be paid an extra \$100.00.
- 20.
- 21.
- 22.

This resolution was offered by Treasurer Stevens  
Supported by Trustee P. Dutton

Roll call vote:  
Tomasek-Swan-yes  
Stevens-yes  
E. Dutton-yes  
P. Dutton-yes  
Sinicropi-yes

The Supervisor declared the resolution adopted.

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Clerk

I, Susan Tomasek-Swan, the duly elected and acting Clerk of Middlebury township, hereby, certify that the foregoing resolution was adopted by the Township Board of said Township at a regular meeting of said Board held on May 13, 2010 at which meeting a quorum was present, by roll call vote of said members hereinbefore set forth; that said resolution was ordered to take effect immediately and retro to the date of (April 1 st 2010)\_\_\_\_\_.

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Clerk