

Cemetery Policy 2018

Enfield cemeteries shall be under the care and control of the Enfield Town Board, who, with recommendations from the Cemetery Committee, shall regulate the sales and prices of lots, and make such rules and regulations for the cemeteries as they deem proper and consistent with the Cemetery Laws of the State of New York.

Cemeteries within the town are: Christian- Enfield Main Road; Budd- Gray Road; Presbyterian- Enfield Main Road; Rolfe- Applegate Road; Rumsey- Trumbull's Corners Road; Summerton- Hines Road; Taber- Enfield Center/near Sheffield Rd.; Teeter- Gray Road/Enfield Falls Road; Woodard-Woodard Rd.

A. Cemetery Committee

1. The Cemetery Committee is responsible for oversight of the cemeteries within the Town of Enfield.
2. Committee members are appointed by Town Board at the annual Organizational Meeting.
3. The committee responsibilities include:
 - a. Coordinating the upkeep of the cemeteries to include maintenance, mowing, trimming, cutting brush, and repair of grave markers as listed in Section D. Cemetery Maintenance, of this policy.
 - b. Setting and removing flags from veteran's graves before Memorial Day in keeping with National and State Recommendations for removal of flags. The directive reminds that flags be treated with respect. DIVISION OF CEMETRIES, 41 State Street, Suite 1110, Albany, NY 12231-0001. Flags are procured from the VFW.
 - c. Ensuring cemetery records are maintained.
 - d. Making recommendations to the Town Board for the purchase of equipment and repair of grave markers.
 - e. Submitting budget recommendations to the Town Board for inclusion in the yearly Town budget.
 - f. Making recommendations to the Town Board for revisions to the cemetery policy and procedures.

B. Sale of Lots and Interments

1. Lots are only available for sale in Christian Cemetery, Enfield Main Road.

2. The Town Clerk's Office will sell lots according to available lot map and in cooperation with the Burial Coordinator and will be responsible for keeping complete records of lot sales, interments, Transit Permits, Certificates of Cremation and ownership of lots and maps of cemeteries.
3. The Town Clerk shall be responsible for collecting and remitting all interment fees and lot sales to the Town Supervisor.
4. Plot locations are determined and distributed at the sole discretion of the Town of Enfield.

C. Burial Coordinator

1. The cemetery Burial Coordinator will be appointed annually by the Town Board at the annual Organizational Meeting.
2. Must be 18 years or older
3. Duties to include:
 - a. Take calls from families with burial needs
 - b. Communicate with funeral home personnel
 - c. Coordinate and oversee opening and closing of the grave site.
4. Fees are paid by the family of the deceased to the Town of Enfield, and paid by the Town to the Burial coordinator in the amount of \$300.00 for each burial.
5. Shall submit all sales receipts, checks, Transit Permits, and Certificates of Cremation to the Town Clerk for all interments to permanently maintain of the public record as defined in the Cemetery Policy.

D. Cemetery Maintenance

1. As of May 2018, cemetery maintenance is managed by the Enfield Highway Department, through the direction of the Enfield Highway Superintendent.
2. This job consists of mowing: Budd, Christian, Presbyterian, Rolfe and cemeteries and trimming around stones on a periodic basis. The grass shall not exceed 6 inches in height at any time during the growing season. Routine limb and brush removal will be completed as needed.
3. A lawn mower, weed trimmer, fuel, and a trailer for transportation of the mower will be provided by the Town Board.
4. All costs of cemetery and equipment maintenance, repair, and fuel supply should be submitted to the Town Board for payment.
5. Cemeteries must be mowed and trimmed for the following holidays:
 - a. Memorial Day
 - b. July 4th
 - c. Labor Day

E. Cemetery Maintenance Policies

1. No interment shall be allowed without a Burial Permit or Certificate of Cremation that provides the following information:

- a) Name of deceased
- b) Age of deceased, including date of birth, if known
- c) Place of birth of deceased, if known
- d) Date of death
- e) Time and date of interment
- f) If not an adult, the name of parent(s) or legal guardian(s) of deceased

- 2. All tasks associated with burials will be taken care of and coordinated by the Burial Coordinator within 48 hours of notification, or by the date requested.
- 3. Burials are prohibited on Sundays.
- 4. All lots in the Town of Enfield cemeteries are sold in accordance with the provisions of the laws of the State of New York and shall not be used for any other purposes than as a burial for deceased human beings.
- 5. Lot owners are prohibited from allowing interments to be made on their lots for compensation.
- 6. Interments in a lot are restricted to those entitled to burial therein according to the terms of section 1512 of the Not-For-Profit Corporation Law. Permission for burial of those not entitled to burial according to the said Section must be filed with the Town by the lot owners.
- 7. Except as provided for in Section 1512 (C) of the Not-for-Profit Law, no lot owner may transfer his or her lot.
- 8. The Town of Enfield reserves the right to remove all flowers, wreaths, or other decorations from lots as soon as Town staff deems them unsightly.
- 9. Foundations- The Burial Coordinator will coordinate with a local contractor for the foundation installation of a head stone if one is required.
- 10. Only one monument shall be allowed on a lot and it shall be set in accordance with the general plan of the cemetery.
- 11. A plaque may be used as a substitute for a marker. If a monument or headstone is installed, a plaque may be added to the back of the headstone.
- 12. A plaque may also be on a separate foundation and be placed above the head or foot of the grave.
- 13. No monument will be allowed to be delivered in the cemetery until the foundation is installed and ready to receive the monument according to the specifications of the monument contractor.
- 14. All persons shall be allowed access to the cemetery during daylight hours, observing the rules which are in effect in Section I-2 of this policy.
- 15. Disinterment will be allowed provided all New York State Cemetery Laws are complied with and the required documents are provided.

16. Graves will not be opened between December and April or when frost and weather conditions warrant such refusal.
17. Cremated remains will not be permitted to be scattered in any part of the Cemetery.
18. The interment of cremated remains will be permitted only in an appropriate, rigid receptacle such as wood, metal, plastic, or concrete.

F. Fees

1. The full purchase price must be paid before a deed/receipt of payment will be given or burial allowed on the lot.
2. A fee of three hundred dollars (\$300) per lot shall be charged for all of the Town's cemeteries. If they are cremation burials, two burials may be made in one plot.
3. Interment- A fee based on the market price charged by the excavator will be charged for opening and closing for full plot burial.
4. Cremation burials- A fee of two-hundred, fifty dollars (\$250) will be charged.
5. Fees are due at the time of reservation of a burial lot.

G. Fund Account

1. All incoming funds pertaining to the cemetery plots will be deposited into the Town Cemetery fund account, and recorded accordingly, with the plot owner's name and cemetery name.
2. All expenses pertaining to the cemetery plots will be paid for out of the Cemetery fund account, and recorded with the plot owner's name and cemetery name.
3. All financial transactions will be handled through the Town Supervisor, who will also maintain records and report monthly to the Town Board.

H. Decorations

Cemetery decorations are allowed at all cemeteries, however, to allow for proper maintenance, the following observations must be adhered to regarding all decorative items placed around gravesites.

These new requirements are designed to preserve the appearance of the cemetery that means so much to so many. We will not longer allow artificial flowers on graves during the mowing and trimming season April 1st- November 1st, except during holidays listed below.

1. Floral Placements- All decorations, whether natural or artificial, shall be subject to these Rules and Regulations.
2. Artificial flowers will be permitted only between November 1st and April 1st and will be subject to pick up at the Town's discretion when they become unsightly, i.e., faded, torn, etc. All items picked up by Town staff will be discarded. Any artificial flowers in place during the mowing and trimming season will be removed.

3. Cemetery Sections- Flowers may be placed in ceramic or heavy duty plastic containers throughout the year. Placement of wreaths, large potted plants, baskets, and flower boxes are permitted only between November 1st and April 1st. They will also be allowed on Easter, Mother's Day, Memorial Day, Father's Day and Veteran's Day. Items must be removed within 10 days following these holidays. One potted plant will be allowed if it can be lifted with one hand.
4. Flags will be picked up seven (7) days after Memorial Day
5. Christmas decorations must be removed by January 25th. These include artificial poinsettias.
6. Statues are not permitted on graves. The cemetery will not be responsible for storage of these or any other items.
7. Maximum three (3) items per grave.
8. No glass of any kind.
9. No in ground plantings, decorative stones, crushed stones, wood, wood chips, or shells around graves.
10. Digging holes, planting flowers, shrubs or trees are not permitted. Glass, metal, sticks, rocks, figurines, toys, windmills, windsocks, etc., or any object that interferes with trimming or mowing are not allowed and will be subject to pickup at any time.
11. Metal hanging poles for flower baskets must be placed within two (2) inches of the headstone.
12. The Town is not responsible for lost, stolen, or removed items on graves.

I. Cemetery Guidelines

1. No alcohol, pets, or vehicles allowed on cemetery grounds.
2. Cemeteries close at dusk.
3. Please take your litter with you.
4. There will be no burials on Sundays.