

# **WALES CEMETERY**

## **COMMISSION**

### **Job Description**

**POSITION:** Cemetery Commissioner

- **Duties:** Oversee maintenance of the town's five cemeteries
- Cemetery # 1/ Lakeside - located on Union Road.
- Cemetery #2/ Baptist- located on Rte. 19 adjacent to Old Town Hall.
- Cemetery #3/ Shawville- located on Laurel Hill Road.
- Cemetery # 4/ Laurel Hill- located on upper Laurel Hill Road.
- Private Family Cemetery located in rear of properties on Holland Road.

Commissioners are responsible for establishing an annual budget and submitting such to the town for approval.

Commissioners are responsible for oversight of cemetery trust funds and all expenditures of these funds.

Commissioners are the sellers of all burial plots.

Commissioners are responsible for all cemetery record keeping and must at all times make sure that all maps and records are up to date. They must also complete a Deed of Right To Burial for each lot owner.

Commissioners may establish new rules or regulations for use of cemeteries with town approval.

Commissioners will hire and supervise a Caretaker to care for the above cemeteries.

Commissioners must be available for burial services at cemetery.