

**Danby Township Cemetery
Sexton Duties**

A. Cemetery Maintenance

- 1) Maintain lawn, grounds/roads and facilities of cemetery as needed, including semiannual spraying for weeds.
- 2) Level and sod/seed of all new graves and old graves which have settled.
- 3) Empty all rubbish containers weekly or as needed.
- 4) Remove dead flowers from new graves and other grave decoration in spring and fall.
- 5) General clean up including removal of fall tree limbs and brush.
- 6) Trim Trees and bushes as needed.
- 7) Notify Township Board when tree removal is necessary.

B. Cemetery Sexton Services

- 1) Assist clerk with the selling of lots and sell lots in clerk's absence.
- 2) Work with funeral directors and family of deceased in arranging all funerals, with the assistance of clerk if necessary.
- 3) Lay out new grave sites.
- 4) Make arrangements and complete opening and closing of graves. Dig graves for cremation and baby burials.
- 5) Lay and set burial stone foundations.
- 6) Maintain duplicate record of all lot sales and burials. File burial certificates with clerk and submit grave opening fees to treasurer as soon as possible after funeral.
- 7) See that roads and burial site are accessible for winter funerals. Grave heater will be used as needed.

C. Equipment Maintenance

- 1) Provide safe and orderly storage of all cemetery equipment.
- 2) Do minor repair work and general maintenance of all cemetery equipment.
- 3) Keep maintenance records for utility tractor and lawn mowers, power washer.

D. Special Services

- 1) Mark new rows in cemetery as directed by the clerk.
- 2) Place small flags on all veteran burial sites prior to Memorial Day and remove by the following weekend.
- 3) Place large flags around cemetery perimeter prior to Memorial Day and Fourth of July and remove after several days.

E. Township Hall & Pole Barn

- 1) Mow, trim, and maintain shrubbery/plants around township hall and pole barn, including semiannual spraying for weeds.
- 2) Inspect hall and grounds monthly for needed maintenance and repairs.
- 3) Complete general maintenance and repair.
 - i. Inspect hall and office area furnace filters.
 - ii. Inspect outside and insides lights for replacement and/or repair when necessary.
 - iii. Inspect outside doors and windows.