

TOWN OF CONKLIN

RESOLUTION ADOPTING FEES, FORMS and PROCEDURES
RELATED TO THE CARLIN ROAD CEMETERY
RESOLUTION NO. _-2022

At a regular meeting of the Town Board of the Town of Conklin, held at Conklin Town Hall, 1271 Conklin Road, Conklin, New York, on the ___ day of _____, 2022, the following resolution was offered and seconded:

WHEREAS, pursuant to a Resolution adopted on January 25, 2022, the Town of Conklin is responsible for the management of the Conklin Cemetery, located at 254 Carlin Road, Conklin; and

WHEREAS, as part of said management, the Town shall require the completion and submission of the attached Plot Purchase Form & Rules. The rules, restrictions, and procedures listed therein on said Form shall be followed by all existing and future plot owners.

NOW, THEREFORE BE IT RESOLVED that the Plot Purchase Form & Rules, attached hereto, shall be required for all plots located in the Conklin Cemetery, and the rules, restrictions, and procedures shall be adhered to as set forth hereinabove; and further

RESOLVED that this resolution will take effect immediately.

CERTIFICATION

I, Sherrie L. Jacobs, do hereby certify that I am the Town Clerk of the Town of Conklin and that the foregoing constitutes a true, correct and complete copy of a resolution duly adopted by the Town Board of the Town of Conklin at a meeting thereof held at Conklin Town Hall, 1271 Conklin Road, Conklin, New York on the _ day of ___, 2022. Said resolution was adopted by the following roll call vote:

Supervisor William Dumian, Jr _____
Councilman Dell Boyle _____
Councilman William Farley _____
Councilman Charles Francisco _____
Councilman James E. Finch _____

Dated: _____

Town of Conklin Seal

Sherrie L. Jacobs, Town Clerk
Town of Conklin

Conklin Cemetery
 Town of Conklin
 1271 Conklin Rd.
 Conklin, NY
 607-775-4114

Rate Sheet

Plot Costs:

Graves Plot Purchase \$800.00 each

Full Burial Costs:

Opening and Closing Grave, Full Burial \$600.00 weekdays, \$650.00 Saturdays
 Check written to person digging

AND

Town's oversight of burial and grounds remediation \$350.00 weekdays, \$450.00 Saturdays
 Check written to Town of Conklin

Cremation Single Urn Costs:

1) Opening and Closing Grave \$100.00 weekdays, \$150.00 Saturdays
 Check written to person digging

AND

2) Town's oversight of burial and grounds remediation \$100.00 weekdays, \$150.00 Saturdays
 Check written to Town of Conklin;

OR

With Conklin handling 1 and 2 \$200.00 weekdays, \$300.00 Saturday
 Check written to the Town of Conklin

Cremation Double Urn Costs:

1) Opening and Closing Grave, \$150.00 weekdays, \$200.00 Saturdays
 Check written to person digging

AND

2) Town's oversight of burial and grounds remediation \$150.00 weekdays, \$150.00 Saturdays
 Check written to Town of Conklin;

OR

With Conklin handling 1 and 2 \$200.00 weekdays, \$300.00 Saturday
 Check written to the Town of Conklin

Conklin Cemetery
Town of Conklin
1271 Conklin Rd.
Conklin, NY
607-775-4114

Body Delivery Receipt

As Required by Section 4145 – NYS Public Health Law

Name of Deceased Person _____

Date of Delivery to Cemetery ____/____/____

Name of Funeral Home Making Delivery

Funeral Home Name _____

Address _____

City, State, Zip Code _____

Section _____ Row _____ Plot/Grave _____

Name & Registration Number of Funeral Director Making Delivery

Name (printed) _____

Registration Number _____

Signatures

Date: _____ Funeral Director _____

Date: _____ Town of Conklin _____

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 Town of Conklin
 1271 Conklin Rd.
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Plot Purchase Form & General Rules

Name _____

Address _____

City or Town _____

Phone Number _____

Date of Delivery to Cemetery _____/_____/_____

Section _____ Row _____ Plot/Grave _____

Plot Cost \$800.00 single grave

Concrete burial Vaults are required with a full Burial

A single grave plot purchase allows 2 cremations above a full burial or 2 cremations

Rules:

- 1) No glass containers, no trees, and no rose bushes allowed in cemetery.
- 2) Winter arrangements to be removed by April 1st. Summer arrangement removed by November 1st.
- 3) Headstones can only have a 36" height maximum including base. Blue stone or Flag stone base must be in place and it must be 3" larger than headstone on all 4 sides. A crushed stone bed of 3" or more must be in place beneath the Blue stone or Flag stone base.
- 4) Headstone can be no wider than 4' for a single grave; and no wider than 5' for double grave.
- 5) All burials are facing Conklin Road.

Signatures

Date: _____

Town of Conklin Personnel _____

Date: _____

Plot Owner(s) _____

Conklin Cemetery
Town of Conklin
1271 Conklin Rd.
Conklin, NY
607-775-4114

Other Cemetery Considerations

Considerations when you are contacted about scheduling a burial (whether new plot purchase or not):

- 1) Previously purchased-Try to determine the plot/grave that is being used. Check large book of Plots. Is it in the old section? Check list which has listings back to 1985. Check the Map of the Old section with names of who purchased plots, check sections 1, 2, &3. On the map, red marks show veterans graves.
- 2) New Purchase- Family or purchaser needs to consider and select where they wish to buy a plot/grave. Purchaser may wish to visit site. Large book of plots will give information as to which plots are available.
- 3) Did a family member, who is located in the cemetery, pre-decease them? Where are they buried? (Checkbook of deaths to find location and date.)
- 4) Is this is a full burial? Or one of the two allowed cremation burials? Was there a prior burial at the proposed plot/grave?
- 5) Try to determine the date and time being proposed for burial. Monday through Saturday only.
- 6) Is it an out of state death? Or was the person a NYS resident?
- 7) Please Note: All burials are facing Conklin Road.
- 8) Discuss rate sheet with family, purchaser and/or funeral home.
- 9) The day of Burial, but before burial, the funeral home must sign a BODY DELIVERY FORM, a copy of that form must be given to the Town. The Town Clerk will retain those records with the Cemetery records.
- 10) Contact the person/company digging to confirm availability and fee.
- 11) Once the location is determined, layout the grave using the 5'x10' frame from the shed. From each corner, stake 6" in each direction as a reference for digging the grave- this allows the appropriate space between burial sites.
- 12) Concrete vaults are required and a representative must be present until grave is closed.
- 13) Headstone sizes are set by the general rules and the Town will stake where the stone is to be placed.