



MAHOMET TOWNSHIP

MIDDLETOWN CEMETERY

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RULES, REGULATIONS, POLICIES & FEE SCHEDULE

FROM THE OFFICE OF THE TOWNSHIP SUPERVISOR

Robert E. LaRoe

Prepared for Mahomet Township Board Approval and Adoption

MAHOMET TOWNSHIP • CEMETERY ADMINISTRATION

CEMETERY ADMINISTRATION

TOWNSHIP SUPERVISOR	Robert E. LaRoe
TOWNSHIP CLERK	Rebecca Heid
CEMETERY SEXTON	Jordan King
BOARD MEMBER	Chelsea Spencer
BOARD MEMBER	Aaron Wheeler
BOARD MEMBER	Matthew Howard
BOARD MEMBER	Hannah Moody
ADMINISTRATOR	Kimberly Howard

RULES AND REGULATIONS

These rules are intended to preserve dignity, safety, accessibility, consistent maintenance, and orderly administration of the cemetery. They apply to visitors, lot owners, families, contractors, funeral homes, monument dealers, and other persons entering or performing work on cemetery property.

1. Purpose and Authority

These rules are adopted to preserve the dignity, safety, appearance, accessibility, and long-term maintenance of the cemetery. They apply to lot owners, families, visitors, funeral homes, contractors, monument companies, and all persons entering or performing work on cemetery property.

2. Cemetery Hours

The cemetery is open from sunrise to sunset, seven days a week, unless otherwise posted. Mahomet Township may temporarily close or restrict access because of severe weather, unsafe conditions, maintenance, funerals, or other operational needs.

3. Burial Rights and Lot Ownership

Purchase of a cemetery space conveys a right of interment and does not convey ownership of the underlying real estate. Burial rights may not be sold, assigned, transferred, or otherwise conveyed without prior Township approval and proper documentation in Township cemetery records.





4. Scheduling and Funeral Home Coordination

All interments must be scheduled through the Cemetery Sexton. Funeral homes shall provide reasonable advance notice and coordinate arrival time, procession, equipment, and other service requirements. The Township may adjust a scheduled time because of weather, ground conditions, another funeral, equipment availability, safety, or operational necessity.

5. Traditional Burials

Traditional burials shall be made only in approved spaces and in accordance with Township requirements and applicable law. No grave may be opened, closed, altered, or disturbed without Township authorization.

6. Cremation Burials

Cremated remains may be interred only in an approved cremation space or other location specifically authorized by Mahomet Township. All cremation interments require a cremation vault. The only cremation vault types accepted in Mahomet Township cemeteries are: basic polymer/ABS, basic unlined concrete, concrete-lined, sealed cultured marble or stone, steel, bronze, or copper. No other cremation vault material or type will be accepted. All cremation interments must be scheduled and documented through the Cemetery Sexton.

7. Second Right of Interment

A second right of interment may be permitted where the lot, burial configuration, applicable law, and Township records allow it. The current fee is shown in the fee schedule in this document and all arrangements require prior Township approval.

8. Winter Burials

Mahomet Township will make reasonable efforts to accommodate winter burials. Interments may be postponed or rescheduled when frozen ground, snow, ice, flooding, severe weather, equipment limitations, or other conditions create an unreasonable safety or operational risk.

9. Monuments, Markers, and Foundations

All monuments, headstones, markers, foundations, benches, and permanent memorials require prior approval of the Cemetery Sexton. Placement, dimensions, foundations, materials, and installation must comply with Township requirements and may not interfere with drainage, mowing, neighboring graves, roads, walkways, or cemetery operations. A single-headstone concrete base requires a deep, frost-protecting footing and will be provided by Township staff at a cost of \$700-\$900. A double-headstone concrete base requires a deep, frost-protecting footing and will be provided by Township staff at a cost of \$1,200-\$1,600.

10. Contractor Requirements

Monument dealers, vault companies, excavators, funeral homes, landscapers, and other contractors must obtain approval before performing work on cemetery property. Contractors are responsible for damage caused by their work and may have access suspended for violations of Township requirements or unsafe practices.

11. Flowers and Grave Decorations

Flowers and decorations must be placed in an approved manner and may not interfere with mowing, trimming, maintenance, drainage, access, or neighboring graves. Glass containers, loose objects, and items creating a mowing or tripping hazard are prohibited. Cemetery personnel may remove unsafe or noncompliant items.

12. Seasonal Cleanup and Removal

Mahomet Township may conduct spring, post-Memorial Day, fall, and winter/holiday cleanups. Flowers and decorations that become old, faded, dingy, tattered, weather-damaged, deteriorated, broken, unsightly, out of season, or otherwise inappropriate for display may be removed and disposed of by cemetery personnel.



13. Trees, Shrubs, Landscaping, and Memorial Materials

No person may plant, remove, prune, cut, attach items to, or otherwise alter a tree, shrub, planting bed, or cemetery landscaping without Township authorization. Unauthorized landscaping, borders, edging, mulch, gravel, lights, solar lights, or similar materials may be removed.

14. Ground Settling and Restoration

Families should expect normal ground settling following an interment. Mahomet Township may add soil, seed, sod, or other materials; restore grade; and perform reasonable maintenance as conditions permit. Temporary unevenness, settlement, mud, or disturbance following an interment is not necessarily a maintenance failure.

15. Multiple Interments

The number and type of interments permitted in a grave or burial space are determined by Township policy, the approved burial configuration, available space, container size, safety, applicable law, and the cemetery records. No additional remains may be placed without prior written approval.

16. Burial Containers and Vaults

Burial containers, vaults, urns, or other containers must be suitable for the intended location and handled in a manner that protects cemetery personnel, neighboring graves, monuments, and cemetery grounds. The Township may reject equipment or containers that cannot be safely accommodated.

17. Disinterment, Relocation, and Reinterment

No human remains or cremated remains may be disinterred, moved, relocated, or reinterred without prior Township approval and all permits, court orders, consents, or other legal authorization required by applicable law. All work must be coordinated through the Cemetery Sexton.

18. Cemetery Records and Burial Authorization

No burial, interment, entombment, disinterment, or relocation shall occur without Township authorization. The Cemetery Sexton shall maintain or coordinate official cemetery records, including burial locations and rights of interment. Funeral homes and authorized representatives shall provide accurate information needed to complete Township records.

19. Right of Interment and Use of Lots

The purchase of a burial space grants a right of interment subject to these rules; it does not convey ownership of cemetery land. No purchaser may subdivide, resell, or change the designated use of a space without Township authorization.

20. Vehicles and Conduct

Vehicles must remain on designated cemetery roads and parking areas unless specifically authorized. Cemetery traffic shall follow posted signs and directions. Driving or parking on graves or landscaped areas is prohibited. Littering, dumping, illegal drugs, unauthorized fires or fireworks, disorderly conduct, unauthorized digging or construction, and conduct interfering with a funeral or peaceful cemetery use are prohibited.

21. Maintenance and Removal of Items

Mahomet Township may mow, trim, grade, seed, repair, remove debris, maintain roads and drainage, and perform other work reasonably necessary to operate and preserve the cemetery. Objects interfering with maintenance or violating these rules may be moved or removed.

22. Flags and Veterans Decorations

United States flags and recognized veterans markers may be placed in accordance with Township procedures and applicable law. The Township may temporarily remove and replace flags or markers when reasonably necessary for mowing, maintenance, safety, or seasonal cleanup.



23. Photography, Commercial Activity, and Events

Ordinary personal photography that does not disturb a funeral or another visitor is permitted. Commercial photography, organized events, ceremonies unrelated to a scheduled funeral, fundraising, vending, advertising, or solicitation require prior Township authorization. No activity may obstruct cemetery operations or use cemetery property for an unauthorized commercial purpose.

24. Pets, Service Animals, and Wildlife

Service animals are permitted as provided by law. Other pets must be leashed or otherwise under the owner's immediate control, and owners must promptly remove animal waste. Hunting, trapping, or intentional harassment of wildlife is prohibited unless specifically authorized by Mahomet Township or otherwise required by law.

25. Snow, Ice, Severe Weather, and Emergency Access

During snow, ice, storms, flooding, high winds, or other hazardous conditions, the Township may close roads, restrict vehicles, postpone work, or limit public access. Cemetery roads and paths are not guaranteed to be cleared immediately after a weather event. Emergency, funeral, and maintenance access may receive priority.

26. Prohibited Items and Activities

Unless specifically authorized, prohibited items and activities include glass containers; open flames or candles; fireworks; alcohol or illegal drugs; dumping; littering; unauthorized digging; fences or borders around graves; loose stone, mulch, gravel, edging, or landscaping; unauthorized signs; recreational vehicles; camping; picnicking that interferes with cemetery use; and any object or activity that creates a hazard or interferes with mowing, maintenance, drainage, access, or a funeral service.

27. Liability for Personal Property

Flowers, decorations, vases, flags, personal items, and other property placed in the cemetery are left at the owner's risk. To the extent permitted by law, Mahomet Township is not responsible for loss or damage caused by theft, vandalism, wildlife, wind, weather, mowing, maintenance, funeral operations, acts of nature, or deterioration.

28. Public Availability and Equal Application of Rules

Mahomet Township shall maintain a current copy of its cemetery rules and fee schedule and make them available to the public as required by applicable law. These rules are intended to be applied consistently. Any exception must be authorized by the Township and must remain consistent with safety, cemetery operations, contractual obligations, and applicable law.

29. Amendments, Interpretation, and Severability

The Mahomet Township Board may amend fees, rules, procedures, and cemetery policies by formal action. The Township Supervisor and Cemetery Sexton may make reasonable day-to-day administrative determinations necessary to apply adopted policy. If any provision is found invalid or unenforceable, the remaining provisions remain in effect to the extent permitted by law.

30. Authority and Enforcement

Mahomet Township reserves the right to administer and enforce these adopted rules. Violations may result in removal of unauthorized items, restriction of activities, suspension of contractor access, or other lawful action.

31. Indigent Infant Burial Assistance

Mahomet Township will provide, at no charge, one burial space and the standard opening and closing for the burial of an infant at Middletown Cemetery when the family is indigent or otherwise unable to afford the burial. This assistance is limited to the Township cemetery plot and standard opening and closing charges. Eligibility and scheduling shall be coordinated through Mahomet Township and the Cemetery Sexton, subject to cemetery availability, required burial authorization, and applicable law.

INFANT BURIAL ASSISTANCE & MEMORIAL SECTION

Supplement to Section 31 - Indigent Infant Burial Assistance

31A. Qualification as Indigent / Unable to Afford Burial

For purposes of the Township's no-charge infant burial assistance, a family may qualify when private funds and other reasonably available sources are insufficient to pay the cemetery burial costs. Eligibility shall be determined by the Township Supervisor, or designee, using reasonable documentation and applied consistently.

Evidence that may establish eligibility includes one or more of the following:

- Current eligibility for, or receipt of, means-tested public assistance such as TANF, AABD, SNAP, Medicaid, General Assistance, or comparable assistance;
- Household income at or below 200% of the current Federal Poverty Guidelines, unless the Board adopts a different threshold;
- Written verification from a funeral home, hospital social worker, public agency, or similar professional that the family lacks sufficient resources for the burial;
- Documentation showing that available cash, insurance, burial benefits, crowdfunding proceeds, and other resources are insufficient to cover the cemetery charges; or
- An exceptional hardship determination approved in writing by the Township Supervisor when strict application of the above criteria would defeat the purpose of this assistance.

No family shall be denied solely because it has applied for State funeral or burial assistance. Any payment received from another source for the same cemetery charges shall be disclosed so that duplicate payment is avoided.

31B. Size of Casket / Vault Allowed for the Free Infant Burial Space

The no-charge infant burial space is intended for an infant or small-child interment using a casket and outer burial container that can be safely accommodated within the designated infant grave. Unless the Cemetery Sexton approves otherwise in writing before the burial, the maximum exterior dimensions of the **outer burial vault or grave liner** for the free space shall be **48 inches long x 24 inches wide x 24 inches high**. The casket must fit completely within the approved outer burial container.

A larger casket or vault may require a standard-size burial space and may be subject to the regular cemetery fee schedule unless the Township approves an exception. Final approval of the container and grave layout rests with the Cemetery Sexton based on safe excavation, ground conditions, equipment access, and the actual dimensions of the product supplied by the funeral home or vault company.

31C. Dedicated Baby / Infant Memorial Section

Mahomet Township may establish a dedicated Baby and Infant Memorial Section at Middletown Cemetery. The section may include appropriately sized infant burial spaces, a landscaped perimeter or hedge, a central memorial statue or monument, benches or a reflection area, and coordinated low-maintenance landscaping approved by the Township.

Before designating the section, the Cemetery Sexton and Township Supervisor shall identify an area that does not conflict with existing graves, reserved burial rights, roads, drainage, utilities, required setbacks, future cemetery expansion, or maintenance access. The proposed area should be mapped and presented to the Township Board for approval before permanent landscaping, hedges, monuments, or other improvements are installed.

Site feasibility note: The current Middletown Cemetery rules document does not contain a cemetery plat, burial map, dimensions, or an inventory of unused grave spaces. Therefore, the document alone cannot confirm whether sufficient uncommitted land exists for a true baby section. A review of the current cemetery map and an on-site measurement are required before a specific location or number of infant spaces can be confirmed.



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32. Perpetual Care Trust

Perpetual Care Trust. Twenty percent (20%) of the gross purchase price of every cemetery sale or purchase made through Mahomet Township under this fee schedule shall be allocated to the Township cemetery perpetual care trust. This allocation applies to all cemetery space/right sales, cremation space sales, communal columbarium niche sales, Memorial Garden space sales, and other cemetery merchandise or memorial purchases sold by the Township, unless applicable law requires a greater amount. The trust allocation is an internal allocation from the purchase price and is not an additional charge to the purchaser unless separately stated by Board action.

ADOPTED TOWNSHIP PRICING

FEE SCHEDULE

The following traditional burial and cremation fees apply to this cemetery unless a cemetery-specific provision in this document expressly states otherwise.

Traditional Space \$1,500	Cremation Space \$1,000	Second Right \$750	Disinterment \$5,000
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Traditional Burial

SERVICE / RIGHT	FEE
Resident traditional burial space	\$1,500
Nonresident traditional burial space	\$1,875
Opening & closing - Monday through Friday	\$1,200
Opening & closing - Saturday/Sunday, completed before 2:00 PM	\$1,500
Opening & closing - Saturday/Sunday, after 2:00 PM	\$2,000
Opening & closing - Federal Holiday, completed before 2:00 PM only	\$2,500

Cremation Burial

SERVICE / RIGHT	FEE
Resident cremation space	\$1,000
Nonresident cremation space	\$1,250
Opening & closing - Monday through Friday	\$750
Opening & closing - Saturday/Sunday, completed before 2:00 PM	\$1,050
Opening & closing - Saturday/Sunday, after 2:00 PM	\$1,550
Opening & closing - Federal Holiday, completed before 2:00 PM only	\$2,050





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Additional Fees

SERVICE / RIGHT	FEE
Second right of interment	\$750
Cemetery disinterment fee	\$5,000
Single-headstone concrete foundation with deep frost-protecting footing - provided by Township staff	\$700-\$900
Double-headstone concrete foundation with deep frost-protecting footing - provided by Township staff	\$1,200-\$1,600

Pricing notes. Nonresident space pricing is 25% above the resident space price. Opening and closing charges are in addition to the applicable space/right price. Federal Holiday interments are available only when the service can be completed before 2:00 PM. All interments, disinterments, and cemetery work require advance scheduling and Township authorization. Fees are subject to amendment by formal action of the Mahomet Township Board.

PERPETUAL CARE TRUST ALLOCATION: 20% of the gross purchase price of every cemetery sale or purchase under this fee schedule will be allocated to the Mahomet Township cemetery perpetual care trust. This is an allocation from the listed purchase price, not an additional 20% fee to the purchaser, unless otherwise adopted by the Township Board.





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OFFICIAL ACTION

BOARD APPROVAL AND ADOPTION

These Rules, Regulations, Policies, and Fee Schedule for Middletown Cemetery are presented for formal review, approval, and adoption by the Mahomet Township Board. Upon adoption, they shall govern cemetery administration to the extent permitted by applicable law and shall supersede inconsistent prior administrative practices for this cemetery. The Township Supervisor and Cemetery Sexton may administer day-to-day operations consistent with the adopted policy, while amendments to fees or substantive rules require Board action.

APPROVAL RECORD	ENTRY
Board Approval Date	<u>Sept. 9, 2026</u>
Resolution / Ordinance No. (if applicable)	
Effective Date	<u>Sept. 9, 2026</u>

Official Signatures

OFFICIAL	SIGNATURE AND DATE
Robert E. LaRoe - Township Supervisor	Signature: <u>[Signature]</u> Date: <u>9-9-26</u>
Rebecca Heid - Township Clerk	Signature: <u>Rebecca Heid</u> Date: <u>9-9-26</u>
Jordan King - Cemetery Sexton	Signature: <u>[Signature]</u> Date: <u>9-9-26</u>
Aaron Wheeler - Township Trustee	Signature: _____ Date: _____
Matthew Howard - Township Trustee	Signature: <u>Matthew Howard</u> Date: <u>9-9-26</u>
Chelsea Spencer - Township Trustee	Signature: <u>Chelsea Spencer</u> Date: <u>9/9/26</u>
Hanna Moody - Township Trustee	Signature: <u>Hanna Moody</u> Date: <u>9/9/26</u>

