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TOWN OF VERNON CEMETERY COMMISSION

MINUTES OF SPECIAL MEETING

January 26, 2017

The Special Meeting was called to order at 3:35 p.m. at the Cemetery Office at Grove Hill Cemetery by Chairman Jean Luddy. Attending were Jean Luddy, Stuart Edwards, Norine Edwards, and Lois-Jane Tonski. Absent was Judy Hany. Also in attendance were Superintendent Alan West and Secretary Carol Nelson and Thomas Thomches, Commander, American Legion Post 14.

The establishment of a Veterans Memorial Walkway Fund was discussed. Finance Officer James Luddecke was consulted on the establishment of this special fund. Although most funds are handled by the Finance Department, it was agreed that this special fund will remain initially administered by the Cemetery Department, as provided by the Town Charter.

A motion was made by Norine Edwards, seconded by Stuart Edwards and unanimously voted to accept the resolution as presented for the establishment of the Town of Vernon Veteran Memorial Walkway Fund. (See attached)

A motion to adjourn the meeting was made by Norine Edwards, seconded by Lois-Jane Tonski and unanimously voted. The meeting adjourned at 4:17 p.m.

Carol S. Nelson

Carol S. Nelson

Secretary

Approved: *March 7, 2017*

Attachment: Resolution

TOWN OF VERNON, CONNECTICUT
VETERANS MEMORIAL WALKWAY FUND

RESOLUTION

The Town of Vernon Cemetery Commission hereby resolves to establish a “Veterans Memorial Walkway Fund”.

Scope

To establish an account in the Special Revenue Fund for establishment of a veteran memorial walkway, subscription of veteran memorial bricks and for improvements and renovations to the Lugg Field and other cemetery veteran projects as may be established. Revenue generated pursuant to this resolution will be reserved exclusively for this purpose.

Resources

- Revenues generated from the sale of veteran memorial bricks.
- Donations to the fund.
- Fundraising activities dedicated for a specific capital renovation.
- Transfers from other Town of Vernon funds as approved by the Town Council.
- Investment income earned by funds held in said account.

Disbursements

- Establishment, capital improvements, maintenance and renovations to the walkway.
- Costs associated with sale of the memorial bricks.
- Refunds.
- Banking, legal, and other costs associated with administering the fund.
- Appropriations made for any eligible disbursement as herein described that is in excess of available funds, shall require Town Council authorization.
- An adequate reserve shall be retained for the repair or replacement of the walkway. Appropriations made for eligible disbursements shall consider this reserve when determining available funds.
- Veteran projects must be approved by the Vernon Cemetery Commission

Amendments

This resolution may be amended as needed by the approval of no fewer than three members of the Vernon Cemetery Commission.

Dissolution

Upon recommendation by the Town Administrator and Finance Officer, dissolution of the fund shall require approval by no fewer than seven members of the Town Council. Upon dissolution of the fund, remaining funds and/or liabilities will be assigned to the Cemetery Trust Fund.

Effective Date of Approval: January 26, 2017