

- 5. That the township will purchase materials that are necessary to perform the maintenance and clean-up work and that the township will claim ownership of materials purchased.
- 6. That the Building and Grounds Maintenance person be responsible to the Township Supervisor.

Amendment to motion by Cece, supported by Gidday, to become effective May 1, 1976 if approved by Manpower. VOTE ON AMENDMENT: 5 ayes, 0 nays. Amendment to motion carried.

VOTE ON MAIN MOTION: 5 ayes, 0 nays. Motion carried.

Cemetery Sexton Position. Motion by Gidday, supported by Allie, to table until the next Board meeting the proposal for the Cemetery Sexton position so that the Clerk can continue to get information about the position and approach Mr. A. Collins to see if he would temporarily be cemetery sexton. VOTE: 5 ayes, 0 nays. Motion carried.

Motion by Cece, supported by Allie, that if Mr. Collins can not temporarily be sexton than an agreement with Mr. and Mrs. Redman be made.

- (CLERK'S NOTE: The following proposal was presented on the Cemetery Sexton position:
- 1. The Township Board appoint a Cemetery Sexton who is a resident of Highland Township.
  - 2. That the Highland Township Cemetery Sexton have the following duties and responsibilities:
    - A. Work directly with funeral directors and attend all burials at the Township owned cemeteries.
    - B. Plot graves sites
    - C. Open graves
    - D. Lay foundation
    - E. Close graves
    - F. Place the headstone
    - G. Record burials with the Township Clerk
  - 3. That the Cemetery Sexton be paid for his sexton duties by the party concerned or by the funeral director as the case may be.
  - 4. That the Cemetery Sexton be paid \$5.00 for each sale of cemetery lots which he incurs and records with the Township Clerk.

Proposed policy re: attorney services. Motion by Cece, supported by Allie, to approve the adoption of a proposal establishing the following policy: (1) That all requests for resolutions, policies, and/or ordinances (except zoning ordinances) first be presented and discussed by the Township Board. The Supervisor or Clerk of the Township will notify the Township attorney upon the approval of the majority of the Township Board. Also, the Supervisor or Clerk would instruct the attorney to include in the resolution, policy, and/or ordinance the needs of the Township expressed by the majority of the Township Board. (2) That all written legal opinions relating to Township business be obtained by any official or chairperson, but that the Supervisor or Clerk be notified first so that duplicate requests do not occur. (3) Consultation on Township matters may be obtained by any official or chairperson based on his/her own discrimination of need. It would be wise to consider any other persons who would benefit from consulting with the Township attorney regarding the same matter to be included. (4) This policy will superceed any past resolution or policy regarding the same. VOTE: 4 ayes, 1 nay. Motion carried.