

SAINT JOSEPH CEMETERY ASSOCIATION  
111 MOHAWK AVENUE  
WARREN, PENNSYLVANIA 16365

TELEPHONE: 814-723-3004  
EMAIL: [saintjoe@westpa.net](mailto:saintjoe@westpa.net)  
WEBSITE: [saintjosephcemetery.org](http://saintjosephcemetery.org)

*Saint Joseph Cemetery belongs to the Roman Catholic Diocese of Erie and is operated by the Saint Joseph Cemetery Association on behalf of the Catholic parishes in Warren County. While most appreciative and respectful of its Catholic heritage, the Cemetery invites persons of all denominations and religious faiths to use its grounds and mausoleums for the repose of loved ones.*

## TABLE OF CONTENTS

BYLAWS: Pages 1 - 8

## RULES & REGULATIONS:

General & Visitation	Page 9
Flowers & Shrubs	Page 10
Mausoleum Flowers & Donations	Page 11
Monuments and Markers:	
Non-monument sections	Page 12
Monument sections	Page 13
Burials, Committal services, Vaults	Page 14
Miscellaneous, Liability, Safety	Page 15
Perpetual care, Ownership, Resale	Page 16

**This handbook replaces all other handbooks and handouts prior to January 2011. The Cemetery Board may revise, modify, delete, or add to this handbook at anytime.**

# SAINT JOSEPH CEMETERY ASSOCIATION

## BYLAWS ARTICLE I

### MEMBERS

The members of this Association shall consist of all present and subsequent lot, crypt, or niche holders in Saint Joseph Cemetery and their successors in interest, and all persons who are serving as elected and ex-officio trustees of the Saint Joseph Cemetery Association.

## ARTICLE II MEETINGS OF MEMBERS

SECTION 1. ANNUAL MEETING: An annual meeting of the members of the Association shall be held the last Tuesday of January in each year in the City of Warren at such time and place as shall be designated by the Association's Board of Trustees.

- A. Purpose: The purpose of the Annual Meeting shall be the election of Association Trustees as provided for in Article III hereto.
- B. Quorum: A quorum shall consist of ten or more members of the Association; and if a quorum is not present no business shall be transacted except adjournment of the meeting. After a quorum has been established, the subsequent departure of members so as to reduce the number of members entitled to vote at the meeting below the number required for a quorum shall not affect the validity of any action taken at the meeting or any adjournment thereof.
- C. Eligibility to Vote: each member of the Association present shall be entitled to one vote. No proxy votes shall be allowed.
- D. Notice: Notice of the Annual Meeting shall be given at least two weeks prior to said meeting in the bulletin of each Parish, viz; Saint Joseph Parish of Warren, Holy Redeemer Parish of Warren, Saint Luke Parish of Youngsville, and Saint Anthony Parish of Sheffield, Pennsylvania. Notice shall include the time, place, and purpose of the meeting. No notice of an adjourned meeting need be given.

SECTION 2: SPECIAL MEETING: Special meetings of the members of the Association may be called at any time by the President of the Association Trustees, or upon the written request by ten (10) or more members of the Association provided that the written request specifies the purpose for the meeting.

- A. Purpose: The purpose of a special meeting shall be stated along with the announcement thereof, and no other business shall be transacted at the meeting.
- B. Quorum: A quorum shall consist of ten or more members of the Association; and if a quorum is not present no business shall be transacted except adjournment of the meeting. After a quorum has been established, the subsequent departure of members so as to reduce the number of trustees entitled to vote at the meeting below the number required for a quorum shall not affect the validity of any action taken at the meeting or any adjournment thereof.
- C. Eligibility to Vote: Each member of the Association present shall be entitled to vote.  
No proxy votes shall be allowed.

SECTION 3. Notice: Notice of Special Meetings shall be given at least two weeks prior to said meeting in like manner as provided for in Article II, Section 1 D.

### ARTICLE III TRUSTEES

SECTION 1. POWERS AND DUTIES: The Board of Trustees shall exercise the government of the Saint Joseph Cemetery Association including the full power and authority to invest monies and funds of the Association, and to expend such funds as it deems necessary for the maintenance and operation of the Cemetery.

SECTION 2. ELECTED TRUSTEES: There shall be a maximum of twelve (12) and a minimum of eight (8) elected Trustees of the Association from Saint Joseph, Holy Redeemer, Saint Luke, and Saint Anthony Parishes. No Parish may have more than three (3) elected trustees.

SECTION 3. EX-OFFICIO TRUSTEES: In addition to the elected trustees, the pastor of each Parish named in Article III, Section 2, above, automatically shall serve as an ex-officio Trustee from such Parish with the right to vote but not with the right to serve as an officer of the Association.

#### SECTION 4. TERMS OF TRUSTEESHIP:

- A. Duration and Number of Terms. Trustees shall be elected to an initial term of three (3) years, and each may be elected to additional consecutive terms of like duration if so desired.
- B. Staggered Terms. One third of the elected Trustee terms shall terminate in any given calendar year, thereby assuring orderly transition and enhancing continuity within the Board of Trustees.

SECTION 5. ELIGIBILITY, NOMINATION AND ELECTION: Ownership of a plot or crypt at the Saint Joseph Cemetery is preferred but is not a requirement for nomination to the Board of Trustees. Persons shall be nominated for Trustee by the Board of Trustees from a slate of potential candidates which shall be prepared and submitted by the pastors of each Parish named in Article III, Section 2, above. The names of persons so nominated then shall be submitted by the Board of Trustees to the Membership of the Saint Joseph Cemetery Association for election at the Association's Annual Meeting. Any vacancies left after this procedure will be filled in accordance with Article III, Section 7, below.

SECTION 6. COMPENSATION: Elected and ex-officio trustees shall serve without remuneration or like compensation.

SECTION 7. VACANCIES: Should an elected Trustee's term become vacant by reason of resignation, death, or disability, the Pastor of the Parish in which the vacating Trustee belonged shall immediately nominate a person to fill the vacated term. Said nominee shall be presented to the Board of Trustees for approval at the next meeting of the Board of Trustees. Any term so vacated and filled shall terminate as originally scheduled, and shall be considered a full term.

SECTION 8. REMOVAL: In the event an elected Trustee fails to attend at least fifty percent of the Board of Trustees' regular and special meetings in any given calendar year, said trustee may automatically be removed from the Board; the trustee's term of office shall be declared vacant by the President and shall be filled in accordance with Article III, Section 7, above.

## ARTICLE IV MEETINGS

SECTION 1. REGULAR MEETINGS: The Board of Trustees shall hold regular meetings in January, April, July, and October in each calendar year at a time and place to be determined by the Board of Trustees.

A. Quorum: A quorum shall consist of a majority of the elected trustees; and if a quorum is not present no business shall be transacted except adjournment of the meeting. After a quorum has been established, the subsequent departure of trustees so as to reduce the number of trustees entitled to vote at the meeting below the number required for a quorum shall not affect the validity of any action taken at the meeting or any adjournment thereof.

B. Eligibility to Vote: Each trustee present shall be entitled to vote. No proxy votes shall be allowed.

SECTION 2. SPECIAL MEETINGS: The Board of Trustees may hold special meetings at the call of the President or upon request in writing of four (4) elected trustees or two (2) ex-officio trustees provided such request specifies the purpose for the meeting.

A. Purpose: The purpose of a special meeting shall be stated along with the announcement thereof, and no other business shall be transacted at the meeting.

B. Quorum: A quorum shall consist of a majority of the elected trustees; and if a quorum is not present no business shall be transacted except adjournment of the meeting. After a quorum has been established, the subsequent departure of trustees so as to reduce the number of trustees entitled to vote at the meeting below the number required for a quorum shall not affect the validity of any action taken at the meeting or any adjournment thereof.

C. Eligibility to Vote: Each trustee present shall be entitled to vote. No proxy votes shall be allowed.

D. Notice: Notice of Special Meetings shall be given at least two weeks prior to said meeting by the Secretary by e-mail, U.S. Mail, or by telephone.

## ARTICLE V ELECTED OFFICERS

SECTION 1. TITLE: The officers of the Board of Trustees of the Saint Joseph Cemetery Association shall be a President, a Vice President, a Secretary, and a Treasurer.

SECTION 2. TERM: The term of office for each officer of the Board of Trustees shall be one year. A person may be elected to the same office for consecutive terms.

SECTION 3. NOMINATIONS AND ELECTIONS: The Board of Trustees shall hold nominations and elections for officers of the Board of Trustees at the Board's first regular meeting in any given year. Nominations shall be made from the floor for each office, and the person receiving a majority of the votes of those present shall be elected.

SECTION 4. JOINT OFFICES: The offices of Secretary and Treasurer may be combined at the discretion of the Board of Trustees.

SECTION 5. COMPENSATION: The officers of the Board of Trustees shall serve without remuneration or like compensation.

SECTION 6. VACANCIES: Should an office become vacant by reason of resignation, death, or disability; the Board of Trustees shall select a successor to fill the vacated office, and said successor shall serve until the next regular election.

## ARTICLE VI DUTIES OF ELECTED OFFICERS

SECTION 1. PRESIDENT: The President shall be the chief executive officer of the Saint Joseph Cemetery Association and shall preside at all meetings of the Association and the Board of Trustees. The President shall have general control and management of the business affairs of the Association and the Cemetery, subject however to the policies and regulations of the Board of Trustees. The President shall transmit such monthly reports to the Board of Trustees as may be appropriate or required, and a yearly report to the Membership Association. The President shall be a voting member of all standing or ad hoc committees. The President shall direct and supervise the Cemetery's paid manager or superintendent.

SECTION 2. VICE PRESIDENT: The Vice President shall assist the President and shall perform such duties as the President or the Board may direct. In the absence of the President, the Vice President shall perform the duties of the President's Office until such time as the President becomes available to assume the duties thereof or until a new President is selected as provided for in Article V. SECTION 6.

SECTION 3. SECRETARY: The Secretary shall act as Secretary of the Board of Trustees. The Secretary shall attend all meetings of the Board of Trustees and shall record all of the proceedings thereof in a book to be kept for that purpose. The Secretary shall see that due and proper notice is given of all meetings of the Association and the Board of Trustees. The Secretary shall perform such other duties as may from time to time be fixed and required by the Board of Trustees.

SECTION 4. TREASURER: The Treasurer shall ensure that full and accurate account of the receipts and expenditures of the Saint Joseph Cemetery Association are kept in records belonging to the Association, and that deposits of all monies and valuable effects are made in the name and the credit of the Association and in such depositories as may be designated by the Board of Trustees. The Treasurer shall have such other powers and shall perform such other duties as are incident to the Office of Treasurer or as from time to time may be assigned or delegated to the office by the Board.

## ARTICLE VII ASSISTANT OFFICERS

The Board of Trustees may in its discretion appoint an assistant officer(s) who, under the supervision of the respective elected officer(s), shall perform such work and duties as the respective elected officer(s) may direct. Assistant officers need not be members of the Association or the Board of Trustees. The cemetery manager also may be selected by the Board to serve as an assistant officer.

## ARTICLE VIII COMMITTEES

SECTION 1. EXECUTIVE COMMITTEE: The Board of Trustees shall have an Executive Committee comprised of the President, Vice President, Secretary, Treasurer, one additional elected trustee and one ex-officio trustee. The Executive Committee shall meet at the discretion of the President, and shall have the power to take action on behalf of the Board of Trustees in the event that it is not possible for the full Board of Trustees to convene in a timely fashion. All actions taken by the Executive Committee shall be recorded and reported to Board of Trustees at its next regular meeting.

SECTION 2. AUDIT COMMITTEE: The Board of Trustees shall have an Audit Committee comprised of at least two trustees other than the Treasurer appointed by a resolution passed by a majority of the Board of Trustees. The Audit Committee shall have and exercise the power to review and evaluate the books and records of the Saint Joseph Cemetery Association and make recommendations to the Board of Trustees regarding the adequacy and accuracy of the books and records. The Audit Committee shall make at least an annual review of the books and records and make its findings known to the Board of Trustees. The Audit Committee may, with the approval of the Board of Trustees, engage an outside expert to facilitate the Committee's review activities.

SECTION 3. AD HOC COMMITTEES: The Board of Trustees may have such ad hoc committees as the President or the Board may desire to appoint. Such Committees shall be given a specific purpose and sunset time. Ad hoc committees shall not have the power to act on behalf of the Board of Trustees and shall only provide recommendations to the Board.

## ARTICLE IX MISCELLANEOUS

SECTION 1. CHECKS, DRAFTS, NOTES, ETC.: The Office Manager is authorized to sign all checks, electronic transfers & payments, drafts, notes, acceptances and other obligations of the Association that are considered to be normal operating transactions. All other financial transactions over \$1,000.00, such as Capital Expenditures or Contract Services, require the additional signature or approval of the Treasurer or the President.

SECTION 2. ELECTRONIC MEETINGS OR ATTENDANCE: With Board of Trustees approval, any trustee or member of any of its committees may participate in any meeting of the Board or its committees by telephone or other electronic media provided that all persons participating in the meeting are able to hear each other at the same time. Participation by such means shall constitute the presence of such person or persons at the meeting.



## ARTICLE X AMENDMENTS

SECTION 1. FORMAL AMENDMENT: These Bylaws may be amended, altered, modified or added to by the majority of the Trustees of the Saint Joseph Cemetery Association at any regular or special meeting of the Board of Trustees provided that the proposed amendment is filed with the Secretary two weeks before such meeting and a copy thereof is mailed to each Trustee with the notice of such meeting.

SECTION 2. IMPLIED AMENDMENT: Any action taken or authorized by the Board which would be inconsistent with the Bylaws then in effect but which is taken or authorized by affirmative vote of not less than the number of trustees required to amend the Bylaws shall be given the same effect as though the Bylaws had been temporarily amended or suspended, but only so far as is necessary to permit the specific action so taken or authorized.

## ARTICLE XI

SECTION 1. EFFECTIVE DATE: Upon prior approval by the Board of Trustees, these Bylaws shall become effective January 31, 2011.

## **SAINT JOSEPH CEMETERY ASSOCIATION GENERAL REGULATIONS**

### **Hours**

Saint Joseph Cemetery generally is open for visitation from dawn to dusk daily. Mausoleum doors are on electric timer and may be opened daily between the hours of 8 a.m. and 5 p.m. and 8 a.m. to 8 p.m. during daylight savings time.

**THE CEMETERY CAN BE CLOSED VISITATION IF MANAGEMENT DETERMINES THAT OUR ROADS ARE TOO DANGEROUS DUE TO WEATHER CONDITIONS.**

The cemetery office has limited hours Monday thru Friday. Telephone 814-723-3004 for an appointment.

### **Address**

Saint Joseph Cemetery Association  
111 Mohawk Avenue  
Warren, Penna. 16365

### **Visitation**

Visitors should keep to the Cemetery's walks and drives where possible, and should conduct themselves in a quiet and respectful manner. Children under twelve years of age must be accompanied by a responsible adult. Pets, leashed or unleashed, are not permitted on the grounds, nor are alcoholic beverages or weapons of any kind.

Picking flowers, wild or cultivated, breaking or injuring any plant, tree, or shrub, strewing rubbish, or damaging any monument, marker, crypt, ornament, building, or any other property is strictly prohibited.

Improper conduct or failure to obey the Rules & Regulations of the Cemetery will result in immediate expulsion from the Cemetery and possible prosecution to the fullest extent of State and Local Laws.

Unfortunately, theft is a problem in all cemeteries, especially special decorations and containers. While the Cemetery is not liable for losses due to theft, it will provide the utmost cooperation and assistance to law enforcement officials to apprehend and prosecute these offenders.

## **Flowers and Shrubs**

### **Upright Monument Sections:**

Flowers may be planted against an upright monument provided the flower bed does not extend more than eighteen inches from the monument itself. A flower bed of the same size may be planted at the rear of the monument if the lot owner also owns the graves behind the monument.

The planting of small shrubs on the sides of an upright monument must be approved by the cemetery manager so as to conform with specific cemetery regulations and not infringe on other lot owners or pathways.

### **Flush Marker Sections:**

A small flower bed, no more than 16 inches in diameter, is permitted in the non-monument sections of the Cemetery. Such beds must be approved by the cemetery manager and initially dug by cemetery personnel. Flower beds must be centered on the lot, and the outside edge must be 27 inches from the marker

## **Vases, Pots, & Urns**

May be placed in lieu of a flower bed as long as the container is placed in the area designated for the flower bed. Containers may not be placed on upright monuments or flush markers. The container must not exceed 16" in diameter, and must not be imbedded in or otherwise affixed to the ground.

Artificial flowers are permitted in lieu of real flowers.

**All flower containers and decorations must be removed from the Cemetery by October 1st. Cemetery personnel reserve the right to remove and discard any plantings, wreaths, or flower containers which are not kept neat at all times or that do not conform to cemetery regulations.**

## **Wreaths**

A burial wreath or bouquets may be placed on the grave and kept for a period of three days following the burial, at which time they will be removed and discarded by cemetery personnel.

A Christmas wreath with a stand is permitted on any grave from November 1st until Good Friday, at which time it will be removed and discarded by cemetery personnel.

### **Special Occasion Decorations**

Cut flowers, floral arrangements, baskets, mobiles, wind vanes, etc. may be placed in the designated flower beds for special occasions, including Holidays, birthdays, and anniversaries. They must be removed within a maximum of one week, at which time they will be removed and discarded by cemetery personnel.

### **Mausoleum Flowers and Decorations**

#### **Inside Crypts:**

Potted plants or fresh cut or artificial flowers in a non-tip vase may be placed on the floor in front of an inside crypt three days prior to the following designated holidays: New Year's Day, Christmas Day, Easter, birthday, anniversary, mother's day, father's day and date of death.

All floral arrangements must be removed two days following the holiday or special occasion, except for Christmas when arrangements may remain until January 3rd. No decoration of crypt fronts is permitted, except for crypt vases sold and installed by Cemetery personnel. **Any arrangement deemed unsightly may be removed at any time.**

#### **Outside Crypts:**

Flowers and arrangements may be placed on the concrete pad in front of outside crypts during the months of April through September, Christmas arrangements may be placed on November 1st and remain through Good Friday. No decorations are permitted during the month of October.

No decoration of crypt fronts is permitted, except for crypt vases sold and installed by Cemetery personnel. **Any arrangement deemed unsightly may be removed at any time.**

### **Donations**

Your Association is a not-for-profit organization whose mission is to provide its members with a well maintained, secure, final resting place at the lowest possible cost.

To help make this possible, the Cemetery has several donation programs in place to help offset expenses and to beautify the grounds. These include a granite bench program, a tree program, and a memorial brick program in our Veteran's Park. The benches and trees can only be placed in designated areas. Please contact the office if you would like more information.

The Cemetery also welcomes any bequests, donations, memorials, or endowments that its members could provide to help us fulfill our mission.

## **Monuments and Markers**

The Saint Joseph Cemetery Association has specific regulations, to which all monuments and markers must conform, regarding size, location, inscription content, style, and construction materials. To assure conformance with these regulations, monument dealers must obtain the written approval of the cemetery manager for the specific monument or marker the lot owner desires. This approval can be obtained by submitting a form which includes the size of the monument or marker, and a description or drawing of all inscriptions, pictures, and personal information. This will also insure the accuracy of the name positioning. The Cemetery is not responsible financially or otherwise for monuments or markers, which are purchased without prior approval of the cemetery manager.

All foundations will be dug and constructed by Cemetery personnel, and must be pre-paid. Currently, the price of foundations is \$40.00 per linear foot, or any fraction thereof. Any changes in price will be communicated by written notification. All monuments and markers are to be delivered to the Cemetery between 8:00 a.m. and 3 p.m. weekdays, and Cemetery management notified.

### **Non-monument sections of the Cemetery**

**Markers** - All gravesites must be identified with a flush marker, to be placed within 1 year of interment. Temporary funeral home markers will be removed by cemetery personnel after one year. **Flush markers** will be placed at the head or foot of the gravesite depending upon location; markers will face the nearest pathway or roadway.

#### **Maximum sizes for:**

Single markers- 24 inches long, 12 inches wide, and 4 inches thick.  
Infant markers - 20 inches long, 10 inches wide, and 4 inches thick.  
Double markers - 48 inches long, 12 inches wide, and 4 inches thick.

Markers will include family name, first name, middle initial (or name), year of birth and year of death. Engraved drawings or symbols of a religious nature may also be included, any others must be approved by the Cemetery Manager. Nicknames must also be approved by the Cemetery Manager.

### **Monument sections of the Cemetery**

Monument sizes can vary, depending upon the size of the Lot. Monuments will be centered on the lot, with a minimum of 6 inches open space on each side. The maximum height, including base is 5 feet, deviations from this must have Board approval. The maximum width of the base is 14 inches.

### **Sections 7, 8, & 9**

**One-half monument lots (monument in middle of lot, 2 graves on each side)** Monuments may include the family name, an inscription, and engraved drawings or symbols as described above. First names, middle initials, years of birth and death may be included for 2 persons on each side of the Monument, or if desired on flush markers as described above.

**Full monument lots (monument in middle of lot, 4 graves on each side)** Same requirements as one-half monument lots, and the required personal information for 4 persons per side may be included if the monument is large enough. If not, flush markers must be used.

### **Section 10**

Monument lots in this section have the monument at the head or foot of the graves depending on location. Lots with 2 – 4 graves in a line may have all required personal information engraved on the monument, or if desired on flush markers as described above. If a non-monumental lot is combined with a monument lot (4-8) graves, flush markers must be used for the non-monumental graves. No engraving can be done on the backside of the monument unless the family also owns the non-monumental graves directly behind the monument.

### **Section 11**

This section is for cremation graves. Flush markers only. Maximum size is 12 inches wide and 30 inches long.

### **Infant Section**

This section is for infants (16 weeks to 1 year of age). There is no charge for the grave, interment, or foundation. Flush markers only (not provided), maximum size is 10 inches wide and 20 inches long.

### **Burials/Entombments/Committal Services**

Lot or crypt owners must schedule and arrange burials, entombments, or committal services in person, or through a funeral director, with the manager of the Cemetery. Burials, entombments, or committal services must be scheduled with at least a 48 hour notice to the Cemetery and are not permitted on Sundays or Holidays. Saturday and weekday services after 3:00 p.m. will incur an additional charge. All Cemetery charges must be paid prior to interment, unless prior arrangements have been made with the Cemetery manager.

Committal services may be held in the Mausoleum of the Ascension chapel or at the gravesite. Graveside services cannot be held if weather conditions cause unsafe conditions to be determined by the Cemetery manager. Gravesite weather protection, including a tent, carpet, and chairs, may be rented from the Cemetery, or may be arranged with the funeral director. Use of the chapel is included in the Cemetery's interment pricing.

A grave cannot contain more than the remains of two people, and both parties must be identified on the grave marker or monument. This can be one full burial with a cremated remains buried above the vault or placed in the casket, or two cremated remains, either separate or co-mingled.

The Association does not permit the burial of pets in the Cemetery.

Side by Side and tandem crypts may only contain the remains of one person in each crypt because of space limitations for lettering on the crypt. Single crypts may contain the remains of two people if at least one is cremated, and if the Cemetery manager determines that the proper lettering can be placed on the crypt.

### **Vaults**

A burial vault is required for in-ground burials; this prevents the ground from crushing the casket, and sinking of the grave. The Cemetery offers fiberglass and metal vaults at a discounted price to our members, which also includes the use of a tent, carpet, and chairs, weather permitting. Please check our website or contact the Cemetery office for more information. Vaults may also be purchased from the funeral director.

Certain sections of the Cemetery on the hillsides are too dangerous to place a concrete vault and fiberglass vaults must be used if Cemetery personnel and equipment are needed to assist in the placement.

### **Vaults (cont.)**

If a concrete vault is insisted on, Cemetery personnel and equipment cannot assist and a letter accepting liability for any damages or injuries must be signed by the vault company and the funeral director.

Cremated remains do not require an urn vault, but one can be used if so desired. Please note, cremated remains cannot be scattered in the Cemetery.

### **Miscellaneous**

Remains will not be interred or entombed unless accompanied by the proper death certificate, burial permit, or cremation certificate. All openings and closings of graves or crypts will be done by Cemetery personnel for the fees in effect on that date. Note that there is an additional charge for Saturdays and arrivals after 3:00 p.m. on weekdays.

Lots, crypts, and burial vaults may be purchased on the installment plan, which is; 1/3 down, 1/3 after one year, and 1/3 after two years. The item must be paid off before it can be used.

If anything is placed on or in any lot which the Cemetery manager shall deem to be offensive, improper, or injurious, or which violates any Cemetery regulations, it will be removed and discarded immediately and without notice.

Trash cans are placed throughout the Cemetery and all non-organic trash should be deposited in these cans. Organic trash, (sod, grass, flowers, rocks, etc) should be placed beside these cans or if possible, in the dump truck, which is parked in Section 8 near the oil well from April until October.

Family disputes over grave decorations are to be settled within the families or by civil legal actions. Cemetery personnel and Board members do not have the time to be involved in these kinds of disputes. The Cemetery's position in these matters is that the legal owner of the gravesites has the final say in what decorations may be placed on the grave.

The right to alter pathways, walks, and drives is reserved.

### **Liability**

Saint Joseph Cemetery shall not be liable for damage or loss caused by weather, thieves, vandals, or other means beyond its control to monuments, decorations, memorials, or markers of any kind that are placed in the Cemetery.



### IMPORTANT SAFETY NOTICE

TO PROTECT THE SAFETY OF CEMETERY PERSONNEL AND OTHERS, THE CEMETERY SPECIFICALLY PROHIBITS THE USE OF: STONE CHIPS, PEBBLES, OR BARK CHUNKS FOR ANY PURPOSE.

GLASS CONTAINERS, DECORATIONS, (BLOCK OR OTHERWISE), VIGIL LIGHTS OR SOLOR LIGHTS.

WIRES TO STABILIZE FLOWERS OR TO HOLD FLOWERS IN THE GROUND.

### **Perpetual Care**

All gravesites sold include perpetual care. Perpetual care shall mean the cutting of grass at reasonable intervals, removal of leaves in the Fall, pruning and maintaining donated trees, and repair and maintenance of all Mausoleums, buildings, roads, and walkways.

It does not include maintaining, repairing, or replacing any markers or monuments, nor planting and maintaining flowers or shrubs located on the gravesites.

A perpetual care fund has been established and each year 15% and 10% respectively, of Lot and Crypt sales revenues are deposited into this account to provide for perpetual care into the future.

### **Ownership**

Legal title to all the land in Saint Joseph Cemetery will always remain with the Bishop of the Diocese of Erie. Lots and crypts are conveyed by deed for burial purposes only. They are exempt from taxation and cannot be seized for debt or mortgaged.

No person will be recognized as owner or part owner of a lot or crypt unless their name(s) are registered in the records of the Cemetery. In case of death of a lot or crypt owner, it shall be the duty of the heirs to file with the Cemetery satisfactory proof of the new ownership. This is a very important matter, as the Association cannot allow interments or entombments until such proof is received. Also, in Pennsylvania, cemetery lots occupy the same position as any other real estate at the death of the owner. Where no will or heir exists, the ownership of the unused portion of the lot will revert back to the Cemetery after an extended period of time.

### **Resale & Refund Policy**

Graves and crypts can be sold by the owner as long as proof of new ownership is supplied to the Association. They can also be returned to the Cemetery for resale, however; the refund amount will be the original purchase price, and not until the grave or crypt is resold. They can also be transferred back to the Cemetery for credit on the purchase of a different grave or crypt, but credit will only be given for the amount of the original purchase.



