



TOWN OF ELKTON

173 WEST SPOTSWOOD AVENUE
ELKTON, VIRGINIA 22827

AREA CODE (540)
MANAGER 298-9480
CLERK/TREASURER 298-1951
POLICE 298-9441
PUBLIC WORKS 298-1330
RECREATION 298-9860
FAX 298-1270

January 22, 1999

TO: Cemetery Commission Members and Town Employees

FROM: Cemetery Commission Meeting

Dear Members and Associates:

We will have our first meeting of this year on Wednesday, February 10, 1999 at 7:00 p.m., in the Town of Elkton Council Chambers located at 173 West Spotswood Avenue.

Sincerely,

Bob Whitfield, Chairman

Phone: 298-8614

pc: Lee Dearing, Council Representative
Elkton Town Council
Gerald Monger, Town Manager
Dale A. Davenport, Town Attorney
Julia Smith, Town Treasurer
Kenny Flick, Director of Public Works/Zoning Administrator
Lynn Meadows, Special Departments Coordinator
Hazel Crider
Lucky Sigafosse
Randy Murphey

TOWN OF ELK RUN
ELK RUN CEMETERY
EXPENSE BUDGET REPORT
DECEMBER 1998 *YEAR TO DATE*

ACCT NO	DESCRIPTION	CURRENT PERIOD		YEAR TO DATE	
		THIS YEAR %	BUDGET %	THIS YEAR %	BUDGET %
	TOTAL CEMETERY EXPENSES	.00	.00	.00	.00
52302600-000	SALARY - TREASURER	222.40	.00	1376.64	2887.70
52302900-000	SALARY - PART TIME	13.75	.00	365.60	595.11
52303000-000	SALARY - SUPPORT	569.00	.00	4476.79	5318.07
52303100-000	SALARY - OVERTIME	.00	.00	71.04	2478.67
52303300-000	CEMETERY DIRECTOR	.00	.00	.00	7793.59
52303800-000	SALARY - LABOR	.00	.00	1516.93	11206.41
52304000-000	ADVERTISEMNT	.00	.00	437.91	114.00
52304400-000	CONVENTIONS, MEETING, TRAINING	49.07	.00	464.70	613.72
52305000-000	UTILITIES	.00	.00	.00	440.00
52305200-000	INSURANCE - HEALTH	233.01	.00	1398.06	4316.67
52305200-001	INSURANCE - PROF LIABILITY	.00	.00	.00	.00
52305200-002	INSURANCE - WORKMANS COMP	.00	.00	111.42	125.49
52305200-004	INSURANCE - ALL OTHERS	.00	.00	1413.41	1903.90
52305500-000	CAPITAL LOAN	2220.89	.00	4184.94	2808.44
52305800-000	LEGAL	192.25	.00	1990.02	2638.89
52305900-000	AUDITORS	612.44	.00	2903.33	1425.00
52306000-000	MISCELLANEOUS	183.33	.00	293.12	308.75
52306000-001	TOP SOIL	.00	.00	.00	.00
52306000-002	LAWN CARE	.00	.00	.00	3525.00
52306200-000	REPAIRS - EQUIPMENT	119.36	.00	206.54	950.00
52306400-001	REPAIRS-OTHER (PROPERTY)	.00	.00	25.71	2375.00
52306700-000	POSTAGE	.00	.00	.00	142.50
52306800-000	SUPPLIES	32.77	.00	1421.82	1187.50
52306800-001	SUPPLIES - FLAGS	.00	.00	.00	.00
52306900-000	UNIFORMS	3.77	.00	18.30	47.50
52307400-000	TELEPHONE	12.91	.00	335.57	1159.00
52307500-000	TREE TRIMMING	.00	.00	.00	475.00
52307800-000	VEHICLE MILEAGE/FUEL	3.63	.00	64.55	500.00
52308500-000	UNEMPLOYMENT	.00	.00	.00	18.81
52308600-000	SOCIAL SECURITY	140.65	.00	969.43	2126.77
52308700-000	GROUP LIFE	.00	.00	.00	.00
52308800-000	RETIREMENT	247.46	.00	1487.03	3264.69
	TOTAL CEMETERY EXPENSES	4856.69	.00	25532.90	66546.18

Cemetery Report to Council
January 13, 1999

Bills for 1999 upkeep of grounds were sent out January 7th totaling \$1993.00. Income from these bills as of today totals \$252.00 so far.

Have marked off 6 cemetery plots.

Doing biweekly inspection of cemetery.

Work orders have been written and completed for motion light to be installed on utility building in cemetery, cleanup around fence and pickup any arrangements that were blown off the graves.

Talked to prospective buyers for new lots.

Laminated obituaries for the interment book.

Checked into getting obituary copies that we need from the Valley Banner.

ELKTON POLICE DEPARTMENT
173 W. SPOTSWOOD AVE.
ELKTON, VA 22827
PH (703)298-9441 FX (703)298-9499

CRIME REPORT
CASE NUMBER: 1115981000

NATURE OF CRIME OR CRIMINAL COMPLAINT: B & E
LOCATION: Cemetary Shed
COMPLAINANT'S NAME: Mr. R. Merica
ADDRESS:
PHONE:

RECEIVED BY: Ofc Monte O. Dean DATE AND TIME: 11-15-98 10:00
OFFICER ASSIGNED: Ofc Monte O. Dean
TIME ARRIVED ON SCENE: 10:00 TIME CLEARED SCENE: 10:30
BRIEF DESCRIPTION OF STOLEN OR DAMAGED PROPERTY: 2 Weed Eaters/1 Water Pump/1
Air Tank/1 Floor Jack
ESTIMATED VALUE OF LOSS OR DAMAGE: \$1,000.00
VICTIM'S NAME: Town Of Elkton
ADDRESS: 173 W. Spotswood Ave. Elkton, Va. 22827
PHONE: 540-298-1951
SOC:
DOB:

DETAILS OF CRIME OR CRIMINAL COMPLAINT: On 11-15-98 I was advised by Mr. Donald R. Merica that someone had broken into the Cemetary Shed at Elk Run Cemetary between 11-12-98 and todays date. It appeared to the writer that someone had taken a hack saw and sawed the lock from the door. The lock was recovered approximately 25 ft from the front of the door, and the top lock piece was found at the base of the building. The scene was checked and photographed by the writer and the evidence secured.