

Delaware Cemetery Board

Self-Report

2024 Full Review Cycle

152nd General Assembly



*Respectfully submitted to the
Joint Legislative Oversight and Sunset
Committee May 19, 2023*

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ABOUT JLOSC AND THE REVIEW PROCESS

The Joint Legislative Oversight and Sunset Committee (“JLOSC” or “Joint Committee”) is a bipartisan body comprised of 5 members of the Senate appointed by the President Pro Tempore and 5 members of the House of Representatives appointed by the Speaker of the House.

JLOSC completes periodic reviews of state supported entities such as agencies, commissions, and boards following statutory criteria under [29 Del. Code, Chapter 102](#). The review’s purpose is to determine the public need for the entity and whether the entity is effectively performing to meet the need. The goal of the review is to provide strength and support to entities that are providing a state recognized need.

JLOSC performs its duties with support provided by the Division of Research’s dedicated and nonpartisan staff. JLOSC staff completes a performance evaluation of the entity under review and submits a Staff Report to JLOSC which includes analysis, key findings, and recommendations. Recommendations are not finalized until reviewed, discussed, and adopted by JLOSC with an affirmative vote of 7 members. Beginning in February 2024, JLOSC staff will schedule a presentation meeting for each entity under review to present to JLOSC. For additional review information, please visit the Committee’s website at <https://legis.delaware.gov/Committee/Sunset>.

ABOUT THIS SELF-REPORT

The JLOSC statute requires the entity under review to supply information and materials to facilitate a legislative oversight and sunset review. Additionally, the entity under review has the burden of showing, through the statutory review criteria, that there is a genuine public need and that the entity is meeting that need.

JLOSC staff supplies each entity under review with a Self-Report template and instructions. All questions appearing in this Self-Report are from the JLOSC staff created *JLOSC Performance Review Questionnaire* (“questionnaire”) and are the similar for each entity under review. All questions appearing in the questionnaire use statutory review criteria. Throughout the questionnaire, the use of the broad term “entity” refers to the entity under review, which may be a board, committee, commission, or council. The entity under review supplies review information by submitting all requested review documents and completing this Self-Report. The entity under review is responsible for the contents of the Self-Report and for forwarding all updates, corrections, and requested documents to JLOSC staff in a timely manner during the entire review period.

JLOSC staff will not edit or modify the information received in this Self-Report and only checks for completeness and adherence to instructions. JLOSC members will receive completed Self-Reports and updates directly from their staff. The Committee’s website will include electronic copies of all Self-Reports and any updates received from entities under review. JLOSC analysts are the point of contact throughout all reviews. All questions and comments regarding JLOSC, and reviews should be submitted to Sunset@Delaware.gov.

JLOSC PERFORMANCE REVIEW QUESTIONNAIRE

SECTION 1: ENTITY HISTORY, PURPOSE, AND FUNCTIONS

Section 1-A. Please provide a summary of the entity's history. Highlight any key events.

The 144th General Assembly passed [Senate Bill 256 as Amended by Senate Amendment 1](#) in 2008, creating [Chapter 79A](#), Title 29 of the Delaware Code and establishing the Delaware Cemetery Board ("Board"), effective January 1, 2009. The Board's first meeting was held on April 3, 2009.

The Board was created due to maintenance issues with Delaware cemeteries and the lack of financial resources, specifically Riverview Cemetery, a historic cemetery in Wilmington. The Board's objective at the first meeting was to register cemeteries and establish criteria for awarding funds from the Distressed Cemetery Fund ("Fund").

The enabling legislation listed the Board's powers and duties as follows: to promulgate rules and regulations for the administration of the Fund, to create a registration form to register cemeteries and an application form for funds that determines eligibility as a distressed cemetery, to determine a cemetery as distressed based on standards set forth in legislation and in rules and regulations, to authorize payment to a distressed cemetery, to require an audit of recipients of funds, and to receive and forward complaints relating to a Delaware cemetery to the appropriate State agency or other organizations.

The first two awards were approved at the April 22, 2010 meeting for the Riverview and Christiana United Methodist Church Cemeteries. The functions of the Board largely remain unchanged, except the following additions through [Senate Bill 11](#) (147th GA) in 2013: defining an abandoned cemetery and adding, "to address specific cemetery issues as requested by the Governor or the General Assembly" to the Board's duties.

Section 1-B. What are the main functions of this entity? Does this entity issue any advisory or policy opinions? If so, where can they be found?

There are three main functions of the Delaware Cemetery Board are outlined in 29 *Del.C.*, §7901A: (1) to register all cemeteries, (2) to appropriately refer the public's complaints relating to cemeteries, and (3) to administer the Distressed Cemetery Fund to ameliorate conditions in a distressed cemetery.

The Board does not issue advisory or policy opinions.

Section 1-C. What condition(s), situation(s), and/or problem(s) existed prior to the creation of this entity that directly led to its creation? Please provide specific examples.

It came to the attention of former Senator Margaret Rose Henry that a few cemeteries had maintenance issues with no financial resources. An example was Riverview Cemetery, a larger cemetery located at 3300 N. Market Street, Wilmington. Senator Henry soon realized this was a growing problem throughout Delaware, so she introduced [Senate Concurrent Resolution No. 11](#) (144th GA).

SCR 11 created a Cemetery Study Committee to examine and make recommendations regarding the regulation and oversight of cemeteries. The Cemetery Study Committee was comprised of the following members: three members of the Senate, three members of the House of Representatives, the Attorney General, the Mayor of the City of Wilmington, two members of the Delaware Board of Funeral Directors, the Delaware Veterans Memorial Cemetery, three representatives of cemetery operations, and a representative from the Division of Historical and Cultural Affairs.

Records of any reports from the Cemetery Study Committee are not available on the General Assembly website; however, the resulting legislation established the Delaware Cemetery Board and Distressed Cemetery Fund through SB 256 w/SA 1 (144th GA). The General Assembly made updates to Chapter 79A in 2013 through SB 11 (147th GA).

Section 1-D. To what extent has the existence and functioning of this entity alleviated each of these condition(s), situation(s), and/or problem(s) described in question “1-C” above? Please provide specific examples.

Since 2009, the Board has awarded \$528,111 to 35 cemeteries. Eleven cemeteries have received more than one award over the years: Bryn Zion, Christiana Presbyterian, Christiana United Methodist Church, Hartly United Methodist Church, Lombardy, Mt. Salem, Newark Union, Riverview, St. Peter’s, Union Wesley United Methodist Church, and Wilmington & Brandywine Cemeteries.

Funds have been used to address safety issues such as collapsed graves, vandalized tombstones, tombstone and mausoleum repairs (some due to vehicle accidents), railings by steps; and grounds maintenance such as tree removal and pruning, landscaping, mole/grub control, ground penetrating radar, fence installation or repair, restoration of old stone walls, lawn equipment, wood chipper, chainsaw, shed to store cemetery lawn equipment, cemetery signs with emergency telephone number, driveway milling, and stone pathways.

As word has spread through press releases and annual newsletters, funds have been utilized to repair many cemeteries that would otherwise remain in disrepair.

Section 1-E. Would the condition(s), situation(s), and/or problem(s) described in question “1-C” above recur or worsen, in the absence of the entity?

The Board members have many years of experience in cemetery operations and/or research on Delaware cemeteries, so they provide guidance to those who attend the meetings or call with questions. The only other organization in Delaware that gives guidance to cemetery owners and operators is the Delaware First State Cemetery Association, which may disband due to lack of participation.

The Distressed Cemetery Fund has helped restore and preserve the final resting place for many of our Delaware residents and fallen soldiers from past wars, such as the Revolutionary and Civil Wars. Cemeteries that were overgrown, were damaged from vandalism or vehicle accidents, or had broken and sunken tombstones have been ameliorated since the establishment of the Board and Fund. The Board receives many calls requesting funds for lawn maintenance, but the Board believes that if funds were used solely for lawn maintenance, no funds would be available for necessary repairs and maintenance requests.

Section 1-F. Are there any recent condition(s), situation(s), and/or problem(s) that further justify the need for the entity’s existence?

Over the years, the Board has approved the followed awards for specific public safety requests for damage from sunken or collapsed graves, vandalism, tree removal, and protection against neighboring companies getting close to gravesites. Unfortunately, there are still several distressed cemeteries in Delaware, but the Board hopes to eventually help as many cemeteries as possible with the available funding.

The following list contains examples of recent Board decisions to assist distressed cemeteries using the Fund:

- **Bryn Zion Cemetery, Kenton** – to repair a collapsed grave – May 8, 2019 meeting.
- **Christiana United Methodist Church Cemetery, Christiana** – to repair vandalized tombstones – April 22, 2010 meeting.
- **Sailors Bethel United Methodist Church Cemetery, Bethel** – to repair damaged tombstones from vehicle accident from uninsured driver – December 9, 2015 meeting.
- **Methodist-Episcopal Cemetery, Camden** – to remove trees that caused damage to a neighboring property and to prevent further damage to other properties – March 30, 2023 meeting.
- **St. John African Methodist Church Cemetery, Newark** – to repair vandalized wooden fence, driveway, and entrance gate – January 19, 2022 meeting.
- **Union Wesley United Methodist Church, Clarksville** – Installed fence in four phases to protect from neighboring company working close to the cemetery – November 9, 2016, October 10, 2018, October 14, 2020, and November 30, 2023 meetings.

Section 1-G. Are there any functions of this entity that are outdated and no longer needed? If so, please explain and provide examples.

No

SECTION 2: MISSION, GOALS, OBJECTIVES, & AUTHORITY

Section 2-A. What is the mission of this entity? Does the enabling legislation accurately reflect the mission?

Yes, the enabling legislation accurately reflects the Board’s mission. As listed in the By-laws, the Board’s mission is “...to provide for the registration of cemeteries in Delaware,

to appropriately refer cemetery-related complaints from the public, and to create a fund that can be used to ameliorate the conditions in a distressed cemetery.”

Section 2-B. Please identify and explain the entity’s goals and objectives, in order of priority.

The Board’s goals and objectives are to register as many cemeteries as possible and to ameliorate as many distressed cemeteries each year as possible with the appropriated funds the Board receives.

The Board averaged eight new registrations in the last five fiscal years and awarded \$59,503.

Section 2-C. Please describe the internal performance evaluation system that the entity uses to measure the attainment of its goals and objectives.

The Board has no internal performance evaluation system other than spreadsheets containing the number of cemetery registrations and award amounts. A customer service log also documents communication received relating to cemetery issues.

Section 2-D. Does the entity collect any data sets? If so, please identify and explain.

No.

Section 2-E. Does the entity conduct any research? If so, please explain and provide the location of research reports (if produced).

No.

Section 2-F. Has the State Auditor or any other external organization recently audited or evaluated the entity or any of its programs? Please identify some of the major conclusions and/or recommendations. Provide links to all reports.

The Distressed Cemetery Fund awards flow through the State’s accounting system (First State Financials), so they have been part of the State’s financial statement audit. There has been no separate audit, but the State Auditor’s Office recently notified the Division of Public Health that the Fund would be audited this year.

Section 2-G. In general, how do other states carry out similar functions?

The Board Chair, also a founding member, shared that Delaware was a trendsetter with proactive legislation designed to assist cemeteries with their issues rather than imposing rules and regulations that would have only applied to the four largest cemetery operators in the State. It is the Board Chair’s understanding that Delaware was the first state with such a proactive approach. No recent research conducted by the Division of Public Health has shown how other states perform this function.

Section 2-H. Are the entity’s functions similar or overlapping of other state or federal entities? If so, discuss how the entity coordinates its services with other

state or federal bodies sharing similar objectives. Please explain why the functions are best placed within this entity or why they should be placed elsewhere.

No, there are no other entities that provide this service for Delaware. The Delaware Public Archives maintains a database of cemeteries, but they do not register cemeteries, give awards to distressed cemeteries, or refer cemetery complaints.

SECTION 3: ACCOMPLISHMENTS

Section 3-A. List and briefly explain the entity's most significant accomplishments.

Currently, the Board has registered 260 cemeteries and has awarded funds to 35 cemeteries to improve the conditions of their cemetery. Some notable projects completed using the Distressed Cemetery Funds are as follows:

- **African Union Church Cemetery project along the Michael Castle Trail and the Delaware City Canal, Delaware City** – tree/brush removal, perimeter survey, set concrete corner monuments, plot plan, fence installation, and graded/sodded cemetery.
- **African United Methodist Episcopal Church (Old Fort) Cemetery, Bear** - tombstone repairs, tree removal, installation of four stone pathways, and fence repair.
- **Holy Trinity (Old Swedes) Church Cemetery, Wilmington** – tree removal and shaping canopies.
- **Mt. Olive Cemetery, Wilmington** – tree/brush removal and cleanup.
- **Pigeon Run Cemetery, Bear** – tombstone repairs, tree and plant removal, ground penetrating radar, and seed/straw. This cemetery has burials from the Revolutionary and Civil Wars.
- **Riverview Cemetery, Wilmington** – purchase riding lawn mower and woodchipper, tombstone and mausoleum repairs, tree removal, and pruning.
- **Sailors Bethel United Methodist Church Cemetery, Bethel** – tombstone repairs due to damage caused by vehicle accident of uninsured driver.
- **St. Peter's Cemetery, Smyrna** – fence replaced, tombstone repairs and cleaning, milling installation in cemetery driveway. This cemetery also has burials of past Governors and soldiers.
- **Union Wesley United Methodist Church, Clarksville** – fence installation completed in four phases to protect the cemetery from a nearby company.
- **Wilmington & Brandywine Cemetery, Wilmington** – replaced a portion of the damaged fence, tombstone repairs, and tree removal and trimming.

SECTION 4: CHALLENGES

Section 4-A. List and briefly explain 3 to 4 challenges the entity is currently facing.

Since registration is voluntary, many cemeteries remain unregistered. In addition, the Board continuously receives inquiries regarding funds for regular lawn maintenance. This request has been repeatedly denied since the funds are for repairs and restoration. Lawn maintenance is a growing problem with Delaware cemeteries. Riverview Cemetery, a historic cemetery with 24+ acres in Wilmington, receives assistance from another state agency for lawn maintenance.

SECTION 5: OPPORTUNITIES FOR IMPROVEMENT

Section 5-A. List and briefly explain several opportunities for improvements. Please prioritize.

The Board Chair would like a venue for the meeting where the Board members and the audience can see and interact with one another, which would require a video conference room. Currently, the Board conducts meetings using Teams in the Delaware Room of the Delaware Public Archives, which includes a public comment period. The Board meets in person with the Fund applicants to discuss their funding requests (conducted through Executive Sessions). However, the Delaware Room is not set up as a video conferencing site. The Board intends to keep the meetings centrally located in the State, so it would be close for participants to drive from New Castle and Sussex counties if they wish to attend in person.

The Board Chair requested to search for an online registration and payment system to streamline cemetery registration. Since the fees collected have been less than \$500 per fiscal year, DPH determined this was not an effective use of money. The DPH Administrative Officer plans to contact the Department of Agriculture's Urban and Community Forestry Program for information on their online application system for their forestry grants.

Priority list

1. Video conference room for meetings.
2. Online application system.

Section 5-B. In the past 5 years, has the entity recommended any changes to the Legislature, Governor's Office, or agency to improve the entity's operations? If so, please explain and provide the outcome or status.

In FY2020, the Board requested the following change in the definition of the distressed cemetery due to State agencies requesting funds for distressed cemeteries on State property. The Department of Health and Social Services (DHSS) determined that State agencies should request funds in their respective budgets to maintain cemeteries in their care, so this legislative change was not further pursued.

Current Code - 16 *Del.C.*, § 7902A (6)

(6) "Distressed cemetery" means any land or structure used or intended to be used for the interment/entombment of human remains, including facilities used for the final disposition of cremated remains whereby the **owner lacks sufficient financial resources** for the maintenance or preservation of said cemetery as determined by the Board. An abandoned cemetery may qualify as a distressed cemetery if registered with the State by a responsible party/volunteer.

Proposed Changes to 16 Del.C., § 7902A (6)

(6) "Distressed cemetery" means any land or structure used or intended to be used for the interment/entombment of human remains including facilities used for the final disposition of cremated remains whereby the **cemetery has insufficient**

funds from operating income, savings, and/or endowed care income for the maintenance or preservation of said cemetery as determined by the Board. An abandoned cemetery may qualify as a distressed cemetery if registered with the State by a responsible party/volunteer.

SECTION 6: COMPOSITION & STAFFING

Membership:

Section 6-A. How is entity membership defined? Please explain and provide the section(s). Examples include statute, regulations, or by-laws.

As outlined in 29 *Del.C.* § 7903A(a), the Board has five members appointed by the DHSS Secretary; three must be cemetery owners or operators, and two must be public representatives. These requirements are also included in the Board's By-laws.

Section 6-B. Are there special qualifications for membership?

Three members must be cemetery owners or operators and two must be public representatives. It is helpful when the public members have experience with cemetery operations, research, or genealogy.

Section 6-C. Who has member appointment authority? Where is this defined?

The DHSS Secretary appoints members of the Board, pursuant to 29 *Del.C.* § 7903A(a).

Section 6-D. What is the designated term of office for entity members? Where is this defined?

The Board members' and the Chair's term is for three years pursuant to 29 *Del.C.*, § 7903A. This requirement is also reflected in the Board's By-laws.

Section 6-E. How many members currently serve on this entity? Are there any vacancies? If so, indicate the length of time each vacancy has existed and the reason(s) why. Has the entity or support staff advised the Governor's Office or appointing authority of the vacancies?

There are five members serving on the Board in accordance with the Delaware Code and there are currently no vacancies.

Section 6-F. Can this entity create subcommittees or task forces? If "yes" please address the following questions:

- 1. Describe the process and cite the entity document (statute, regulations, or by-laws) that permit this.**

Yes, in the Board's By-laws, Article 6 – Officers and Duties, Section 3, Duties of the Chair, the Board Chair can appoint subcommittees as necessary, approve the members of the subcommittees, serve as an ex-officio member of the subcommittees, sign all documents connected with the activities of the Board or subcommittees requiring a signature, and be responsible for facilitating the policies adopted by the Board or its subcommittees.

The process would involve the Chair adding an item on the meeting agenda to propose a subcommittee and the Board taking a vote.

In the August 26, 2010 meeting, per the meeting minutes, the Chair suggested a subcommittee be formed to create guidelines for the disbursement of funds. Members Cheryl Markiewicz and Edward Fielding agreed to serve on that committee and held their first meeting on October 25, 2010. No other subcommittees have been formed. The subcommittee ended when the guidelines were completed.

2. Provide a brief history on how many have been created in the past 5 years and indicate where meeting documents can be found.

No subcommittees have been created in the past five years.

3. Were meetings open and noticed to the public? If so, indicate where notices were published.

Notices of the public meetings are typically disseminated through the following:

- (1) The State's Public Meeting Calendar,
- (2) The Board's website
at <https://www.dhss.delaware.gov/dhss/dph/hp/DECB.html>;
- (3) Email and mail to the registered cemetery contacts and a cemetery contacts list which includes State, local, and legislative officials; and
- (4) The bulletin board on the first floor of the Jesse Cooper Building where the Board's Administrative Officer works.

4. If final reports were issued, please provide their location.

While the Board does not issue final reports, recipients of the Fund must submit a closeout report detailing how the funds were spent. Then, the report is sent to the Board, which takes a public vote on whether to accept them. Once accepted, the report is filed in the fiscal folder for Distressed Cemetery Funds.

An annual newsletter is issued at the end of the calendar year with information such as new legislation, changes to guidelines, and cemetery awards. At least two cemeteries are highlighted with before and after photos.

5. If there are current subcommittees or task forces currently meeting and conducting business; include information on membership, duties, and where meeting notices and documents can be found.

N/A

Section 6-G. Include a current membership roster with this Self-Report. This is a separate request from the list of supporting documents included in the Self-Report instructions. This current membership roster must indicate the following for each member:

- **First and last name, and their city and state of residence.**
- **Position held (i.e., Chair, President, Co-Chair, Secretary, etc.).**

- Professional or public member.
- Their profession or occupation.
- Original appointment date, expiration date, and number of terms served.

To satisfy this current membership roster request, please complete one of the following:

- Complete the included table below.
- Delete the included table below, build a new table, and place in this section.
- Delete the included table below and attach a document to the Self-Report and label in the appendices section.

Member's Name and City and State of residence.	Position Held	Professional or Public Member	Profession or Occupation	Original Appointment Date	Appointment Expiration Date	Number of Terms Served
Mark Christian, Newark, DE	Chair	Public	Former Executive Director, Catholic Cemeteries, Wilmington	4/3/2009	6/30/2025	5
Paul White, Hockessin, DE	Member	Professional	Owner, Silverbrook Cemetery & Memorial Park, Wilmington	11/9/2015	12/31/2024	3
William Prettyman, Millsboro, DE	Member	Public	Background in genealogy and research on Sussex County cemeteries (e.g., Indian River Presbyterian Church from 1730; includes a Revolutionary War burial)	9/6/2019	6/30/2025	2
Leonard Dornberger, Dover, DE	Member	Professional	Cemetery Administrator, Holy Cross Cemetery, Dover and President, Delaware First State Cemetery Association	1/20/2021	12/31/2023	2

Paula Hearst, Wilmington, DE	Member	Professional	Member of: Black Cemetery Restoration Civic Association; Mt. Zion Cemetery Association; Trustee on Delaware Historical Society Board; and Buildings and Grounds and Mitchell Center for African American Heritage Subcommittees, Wilmington	2/5/2021	12/31/2023	1
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Meeting Frequency:

Section 6-H. How frequent are meetings held? Is meeting frequency defined anywhere such as the statute or by-laws? If so, provide document name and section information.

The Board schedules four public meetings annually and may hold an additional meeting if needed. Pursuant to 29 *Del.C.* § 7903(c), meetings are held at least twice each year and upon the request of the Chair or a majority of the Board members, as necessary.

It is also stated in the By-laws, Article 5 – Meetings, that the Board shall hold meetings at least twice each year and upon the request of the Chair or a majority of the Board members, as necessary.

Section 6-I. Can the entity hold special or emergency meetings? If so, describe the protocol involved in requesting and holding a special or emergency meeting.

Yes, the Board Chair must approve the request for a special or emergency meeting. Upon receiving the approval of the Board Chair, the DPH Administrative Officer will schedule the additional meeting and notify the Board members. A special meeting is usually scheduled to address public safety or vandalism issues in a cemetery.

Meeting Order and Quorum:

Section 6-J. For meeting order, does the entity follow Mason’s Manual of Legislative Procedure or Roberts’ Rules of Order? Is this defined in statute, regulation, or by-laws?

The Board follows the guidance of the Roberts’ Rules of Order. This is not defined in the statute, regulation, or By-laws.

Section 6-K. How is meeting quorum defined and where is the definition located?

The meeting quorum is defined as a simple majority vote in the By-laws, Article 7 – Voting, Section 1, One Vote. There are five members so three members represents a quorum.

Member Removal:

Section 6-L. Is there a mechanism for member removal? If so, how are members removed and who has the authority to remove a member? Using the process described, has there ever been an instance of member removal, and if so, briefly describe the nature of events that led to the member removal.

There has never been a member removed from the Board and there is currently no process to remove Board members.

Member Compensation:

Section 6-M. Are members compensated? If so, how are they compensated?

Pursuant to 29 *Del.C.* § 7903(b), members shall serve without compensation but may be reimbursed for reasonable and necessary expenses incident to their duties to the extent that funds are available and the expenditures are in accordance with State laws. The members would submit the request for reimbursement and the supporting documentation to the DPH Administrative Officer, who would review and sign off the request before giving it to the Director of the Delaware Health Statistics Center and the Office of Vital Statistics for approval. Then it would be given to the Section’s fiscal person to process through the State’s FSF accounting system.

Member Training and Handling Conflicts of Interest:

Section 6-N. Are members offered any special training opportunities? Is training required or voluntary?

No training is required, but in the past, there has been training offered by the Delaware First State Cemetery Association on cemetery operations and proper cleaning of tombstones.

Section 6-O. Has a Deputy Attorney General (“DAG”) reviewed the provisions of the Public Integrity Act with entity members to ensure that they are in compliance with the provisions in the law? If so, what is the frequency of this review?

The review would be done as needed. First, the DPH Administrative Officer would inform the Director of the Delaware Health Statistics Center and the Office of Vital Statistics of an issue. Then an email would be sent to the Executive Assistant to forward to the assigned Deputy Attorney General for review and legal advice.

Section 6-P. Please explain how entity members avoid conflicts of interest.

Conflicts of interest are discussed with the Board Chair and DPH Administrative Officer. If there is a question about a conflict of interest, the DPH Administrative Officer would inform the Director of [the Delaware Health Statistics Center](#) and [the Office of Vital Statistics](#) of the issue. Then an email would be sent to the Executive Assistant to forward to the assigned Deputy Attorney General for resolution.

Section 6-Q. Has the Public Integrity Commission (“PIC”) provided training or clarification to members or issued any advisory opinions on entity activities? If so, please explain the details. Provide a link to the information or attach relevant information to this report.

No.

Support Staff:

Section 6-R. Is there dedicated support staff *directly* assisting the entity? If so, what state agency, office, or department supplies the support staff?

- **If this question is applicable answer all questions in this section.**
- **If not applicable, state that no support staff exists for question Section 6-R and explain how duties are divided among entity members, skip to questions Section 6-Y, Section 6-Z, and Section 6-AB below.**

Yes, a DPH staff member in the Delaware Health Statistics Center provides administrative support to the Board. The Program Compliance Officer is currently assigned to work with the Board and perform such duties as scheduling and planning meetings, maintaining registration spreadsheets, preparing and mailing certificates of registration, preparing and disseminating minutes, posting agendas and minutes on the State’s Public Meeting Calendar and the Board’s website, maintain the Board’s notebook with meeting information, maintain the fiscal folder for awards, refer complaints to the appropriate agency, and maintain a Customer Support log.

Section 6-S. How many employees are employed by the state agency, office, or department supplying support staff? (skip if not applicable)

In the Delaware Health Statistics Center and the Office of Vital Statistics, there are 19 employees and 4 vacancies.

Section 6-T. Does the state agency, office, or department supplying support staff offer internships? If so, do interns provide support services to the entity? (skip if not applicable)

Not at this time.

Section 6-U. What is the size of the support staff *directly* assisting the entity? How many are merit, appointed, exempt, temporary, casual seasonal, or contract employees? For contract employees indicate who holds the employment contract. Highlight support staff responsibilities, indicate who performs each and the percent of staff time spent on each responsibility. (skip if not applicable)

One contracted employee assists the Board with a merit full-time employee providing backup as necessary.

Section 6-V. Who supervises the support staff *directly* assisting the entity? (skip if not applicable)

The Director of the Delaware Health Statistics Center and the Office of Vital Statistics.

Section 6-W. How is the support staff *directly* assisting the entity recruited and hired? Is there an orientation session for new hires? (skip if not applicable)

The Board is not recruited and hired. The support staff and the Board searches for possible candidates when anticipating a vacancy, and at times, individuals will call the support staff to volunteer to serve on the Board. The DPH support staff calls and emails the new Board member welcoming them and giving them orientation information (such as past minutes, guidelines, summary of awards to date, etc.).

Section 6-X. What training opportunities are available to support staff *directly* assisting the entity? (skip if not applicable)

The Board allows the support staff to participate in training from the Delaware First State Cemetery Association.

Section 6-Y. Is the effectiveness of the entity hindered by a lack of staff assistance or dedicated support staff? Please explain. What steps, if any, have been taken to address any staffing issues? (all entities under review answer this question)

This is not an issue since there is support staff dedicated to the entity.

Section 6-Z. Please identify, list, and briefly describe any executive orders, interagency agreements, management directives, administrative circulars, or like documents that directly impact the functioning of the entity. (all entities under review answer this question)

N/A

Section 6-AB. Does the entity have legal counsel? If so, provide attorney's name and firm if not a state supplied DAG.

The Board is housed within the Division of Public Health, which has a state supplied DAG that provides counsel for the Board as needed.

SECTION 7: FREEDOM OF INFORMATION ACT ("FOIA") & OPEN MEETING LAW COMPLIANCE

Section 7-A. How does the entity respond to FOIA requests?

The support staff adheres to 29 *Del.C.* Ch. 100 and follows the FOIA procedures established by the Department of Health and Social Services.

Section 7-B. When and where are the meeting notices and agendas posted?

Notices of the public meetings are disseminated through the following at least one month before a scheduled meeting:

- (1) The State's Public Meeting Calendar,
- (2) The Board's website
at <https://www.dhss.delaware.gov/dhss/dph/hp/DECB.html>;

- (3) Email and mail to the registered cemetery contacts and a cemetery contacts list which includes State, local, and legislative officials; and
- (4) The bulletin board on the first floor of the Jesse Cooper Building where the Board's Administrative Officer works.

Agendas are posted on the State's Public Meeting Calendar, included with the meeting notice that is emailed and mailed, and posted on the bulletin board on the first floor of the Jesse Cooper Building where the Board's Administrative Officer works.

Section 7-C. Are meeting minutes regularly transcribed? When and where can the public obtain copies of meeting minutes?

Yes, they are transcribed within one week after the meeting and sent to the Board for review. The draft and final minutes are posted on the State's Public Meeting Calendar.

Section 7-D. Are meetings recorded? If so, indicate whether it's an audio or video recording and is the recording posted online for the public? If the recordings are not posted online, are instructions provided to the public on how to request recordings?

No, the meetings have not been recorded.

Section 7-E. Within the past 3 calendar years, has the entity conducted executive sessions or other closed meetings? If yes, please indicate the date of each and the nature of the meeting. Are minutes of executive sessions or other closed meetings available to the public?

Yes, the Board holds executive sessions when meeting individually with the Fund applicants. The dates of the meetings with executive sessions are as follows. Executive session minutes are not available to the public.

FY2020 – 10/9/2019, 5/21/2020

FY2021 – 8/19/2020, 10/14/2020, 4/14/2021

FY2022 – 8/18/2021, 10/6/2021, 1/19/2022, 3/16/2022, 5/4/2022

FY2023 – 3/30/2023

Section 7-F. Has the entity ever received any complaints that it was violating FOIA? If so, please list and include the result of the hearing or the review.

No.

SECTION 8: ADMINISTRATIVE PROCEDURES ACT COMPLIANCE

Section 8-A. Does the entity promulgate rules and regulations in accordance with the Administrative Procedures Act?

No.

Section 8-B. Has a DAG assigned to this entity or other legal counsel reviewed the current rules and regulations for compliance with the governing statute?

N/A

Section 8-C. Is the entity considering any changes to its current rules and regulations? If "yes" please address the following questions:

No

1. **What is the status and nature of the planned changes?** N/A
2. **Have the proposed changes been reviewed and approved by the entity's DAG or other legal counsel?** N/A
3. **Have the proposed changes and the public hearing date been published in the Register of Regulations?** N/A

SECTION 9: COMPLAINT AND DISCIPLINARY PROCESS

Section 9-A. Does the entity receive and review complaints from the public? If so, please describe in detail the complaint process used. Include how complaints are filed, who investigates complaints, and how long investigations proceed.

The DPH support staff receives complaints through telephone calls and emails. There have been no formal investigations since the Board does not have regulatory or enforcement authority. However, the support staff will email or call the Board Chair and/or Board members if assistance is needed. If applicable, the complaint and resolution are entered on the customer support log.

The support staff reports the number of customer support requests received to date and provides the Board with a copy. In addition, for common complaints such as tall grass or theft of tombstones, the contact information is included at the bottom of every meeting notice sent.

Section 9-B. What are some of the most common complaints received by the entity? Please identify where the complaints originate (i.e., public, media, Attorney General's Office, consumer groups, etc.).

The most common complaints are from the public: grass not mowed in a cemetery, overgrown and neglected cemetery, theft of tombstones, and in recent years, requests for help in maintaining and mowing cemetery due to limited financial resources or volunteers.

Section 9-C. Have any complaints been filed with the Attorney General's Office? If so, have they been resolved?

Sometimes, the public will tell the support staff they plan to file a case with the Delaware Department of Justice, Consumer Protection Unit, but the support staff does not receive the result.

Section 9-D. Are there any Delaware Attorney General’s Opinions that affect the functioning of the entity? If so, please provide the date and number.

Staff is not aware of any Attorney General Opinions that affect the entity’s function.

Section 9-E. Are there any recent judicial decisions (state or federal) that directly affect the functioning of the entity?

No.

Section 9-F. What specific disciplinary actions are taken by the entity as a result of complaint investigations? (i.e., license revocation, license suspension, formal reprimand, penalty, etc.).

Not applicable because the Board does not have regulatory or enforcement authority.

Section 9-G. Please describe in detail the process used for determining appropriate disciplinary actions taken against individuals licensed, employed, or monitored by the entity. Include the appeals process, if applicable.

N/A

Section 9-H. If applicable, provide the following complaint data for calendar years 2020, 2021, 2022, 2023 (to date):

	Calendar Year 2020	Calendar Year 2021	Calendar Year 2022	Current Calendar Year 2023
Total Number of Complaints Received by the Entity	15	44	-	57
Total Number of Complaints Investigated	0	0	-	0
Total Number of Complaints Found Valid	N/A	N/A	N/A	N/A
Total Number of Complaints Forwarded to the Attorney General	N/A	N/A	N/A	N/A
Total Number of Complaints Resulting in Disciplinary Action	N/A	N/A	N/A	N/A

*Please note the log was stopped in mid FY2021 and FY2022 due to the COVID-19 pandemic and staffing shortage. The support staff was also helping the Office of Vital Statistics.

SECTION 10: PRIOR JLOSC REVIEW

Section 10-A. Has JLOSC previously reviewed this entity? If so, provide the year(s) of review and list all JLOSC final recommendations, indicate whether the entity is complying or non-compliant with each recommendation, and explain all areas of non-compliance.

No.

SECTION 11: PUBLIC INFORMATION

Section 11-A. How does the entity communicate information with the public? Does the entity use a website and/or social media platform(s)? If so, please list each method of communication and supply the applicable web address, handle, or username.

The Board communicates information through email, State's Public Meeting Calendar, Board's website, and an annual newsletter.

- State's Public Meeting Calendar: <https://publicmeetings.delaware.gov>
- Board's website: <https://www.dhss.delaware.gov/dhss/dph/hp/DECB.html>
- Annual newsletter via DPH Support Staff's email (candace.casto@delaware.gov) and posted on the Board's website.
- Meeting schedule posted on State's Public Meeting Calendar, Board's website, and in annual newsletter.
- Meeting notice posted on State's Public Meeting Calendar, emailed, and mailed to those without email addresses.
- Meeting agenda and minutes (draft and final) posted on State's Public Meeting Calendar and hard copy of agenda and draft minutes available at meeting sign-in table. Hard copy of agenda also posted on first floor bulletin board in lobby of Jesse Cooper Building.
- Meetings held via Teams. Public comment period available for every meeting.
- Support Staff available to public via telephone, in person, or email.

Section 11-B. What information or educational resources are made available to the public relating to the entity's activities? Examples include newsletters, guidelines, rules and regulations, policy briefs, or other similar documents. Please indicate the method and frequency of distribution for each and identify the target group(s).

Annual newsletter, guidelines, fillable registration and application forms, and Frequently Asked Questions are posted on the Board's website. At each meeting, a hard copy of proposed legislation or information that affects the Board and cemeteries is made available to the attendees. A hard copy of registered cemeteries by county is also given to attendees at the public meeting.

Section 11-C. Does the entity actively engage with the public and solicit feedback? If so, please explain. If the entity has conducted surveys, please list all surveys conducted within the past 5 years and indicate where the public can find survey results.

Yes, each meeting has a public comment period to allow the public to ask questions or discuss concerns. The support staff also forwards questions to the Board on behalf of the public.

There have been no surveys conducted.

Section 11-D. Does the entity have by-laws? If so, are they available for the public (include location) and what was the last date of revision?

Yes, the Board has By-laws that are posted to the Board's website at <https://www.dhss.delaware.gov/dhss/dph/hp/DECB.html>.

The last revision was on August 19, 2015.

Section 11-E. Please complete the following 3 charts (add or delete cells as needed) with the most current information regarding interest groups, national organizations, and industry or trade publications as described in each chart heading.

Interest Groups (Groups affected by entity actions or represent others served by or affected by entity actions)		
Group or Association Name/Contact Person	Internet Address	Phone Number
DE First State Cemetery Association	https://www.dfsca.org	Secretary/Treasurer 302-233-4084

National Organizations or other State Agencies (Serve as an information clearinghouse or regularly interact with the entity)		
Group or Association Name/Contact Person	Internet Address	Phone Number
Delaware Public Archives	https://archives.delaware.gov	302-744-5000
International Cemetery, Cremation and Funeral Association	https://iccfa.com	703-391-8407
Division of Professional Regulations, Board of Funeral Services	https://dpr.delaware.gov/boards/funeralservices	302-744-4500
Funeral Consumers Alliance	info@mdfunerals.org	301-564-0006
National Funeral Home Alliance	https://www.homefuneralalliance.org/code-of-ethics.html	N/A

Industry or Trade Publications		
Group or Association Name/Contact Person	Internet Address	Phone Number
Federal Trade Commission	https://www.ftc.gov/business-guidance/resources/complying-funeral-rule https://consumer.ftc.gov	Headquarters, Washington, DC – 202-326-2222

SECTION 12: ENACTED LEGISLATION IMPACTING THE ENTITY

Section 12-A. Did legislation establish the entity? If so, what year and by what legislative bill was the entity established?

Yes, the Board and Fund are established through 29 *Del.C.* Ch. 79A.

Senate Concurrent Resolution No. 11 (144th GA), created a Cemetery Study Committee to examine and make recommendations regarding the regulation and oversight of cemeteries. The resulting legislation, Senate Bill 256 as Amended by Senate Amendment No. 1 (144th GA), was signed on July 9, 2008 and became effective on January 1, 2009, and established the Delaware Cemetery Board and Distressed Cemetery Fund.

Section 12-B. Please list all legislation and other acts that have made substantive amendments to the entity's enabling legislation. Please indicate the bill number and date of enactment for each.

On July 16, 2013, Senate Bill 11 (147th GA) was signed which made additions to Chapter 79A, Title 29.

Section 12-C. Please identify, list, and briefly describe any federal laws or regulations that guide or otherwise directly affect the functions, responsibilities, and operations of the entity.

Federal Trade Commission – The Funeral Rule is under the FTC to which the Board needs to be aware of funeral home and cemetery practices to help the public with questions.

SECTION 13: PENDING & PROPOSED LEGISLATION

Section 13-A. Please list any currently proposed legislation (state and federal) that, if passed, will directly impact the functions or operations of the entity. Please indicate any bills that the entity is supporting or opposed.

No currently proposed legislation, as of May 12, 2023, would directly impact the functions or operations of the Board.

SECTION 14: FISCAL INFORMATION

Section 14-A. Complete the following chart to provide the entity's actual revenue for fiscal years 2021 and 2022 and budgeted revenue for fiscal year 2023. Also indicate the source of funds (i.e., general fund, federal funds, special funds, etc.).

The Board receives appropriated special funds from the General Assembly under DHSS, DPH, and the Distressed Cemetery Fund is funded by receiving \$2 from every death certificate sold by the Office of Vital Statistics.

Revenue:

Fiscal Year	Source of Funds	Amount
FY2023 (budgeted)		
	General Funds	\$0.00
	Federal Funds	\$0.00
	Special Funds	\$100,000
	TOTAL:	\$100,000
FY2022 (actual)		
	General Funds	\$0.00
	Federal Funds	\$0.00
	Special Funds	\$137,985
	TOTAL:	\$137,985
FY2021 (actual)		
	General Funds	\$0.00
	Federal Funds	\$0.00
	Special Funds	\$130,727
	TOTAL:	\$130,727

Section 14-B. If the entity receives federal funds, including grants, please indicate the following:

N/A

- Total amount of federal funds.
- Type of federal fund.
- State/Federal Match Ratio.
- State Share of Dollars.
- Federal Share of Dollars.

Section 14-C. Does the entity collect any fees or fines? Provide information on any fines or fees collected by the entity. Modify chart rows as needed.

The Board collects \$10 cemetery registration fees for new registrations and renewals every five years.

Description of Fine or Fee	Current Fine or Fee \$\$	Number of Persons or Entities Paying Fine or Fee	Fine or Fee Revenue \$\$	Where is the Fine or Fee Revenue Deposited? (i.e., general fund, special fund)
Cemetery Registration Fees (and renewal every five years)	\$10	All Delaware cemeteries but only 260 are registered.	FY2021 - \$260 FY2022 - \$650	Special Fund

Section 14-D. Has the entity conducted a financial analysis to determine if the current fees are sufficient to cover the cost of the administrative activity related to each? Do the current fees or fines need to be updated or revised? Please explain, indicating whether the fees or charges can be changed directly by the entity or if legislative approval is required.

The statute (29 Del.C., § 7907A[a]) allocates \$2 to the Distressed Cemetery Fund for every death certificate sold by the Office of Vital Statistics. Any change in the fee amount would need legislative approval.

The Board has the authority to change the cemetery registration fee. However, a financial analysis has yet to be conducted to determine whether the administrative costs are covered since the DPH covers the cost of the support staff and supplies for registration certificates and mailing costs.

Section 14-E. Complete the following chart to provide the entity’s actual expenditures for fiscal years 2021 and 2022 and budgeted expenditures for fiscal year 2023. Also indicate the source of expenditures (i.e., general fund, federal fund, special fund, etc.).

Expenditures:

Fiscal Year	Source of Funds	Amount
FY2023 (budgeted)		
	General Funds	\$0.00
	Federal Funds	\$0.00
	Special Funds	\$100,000
	TOTAL:	\$100,000
FY2022 (actual)		
	General Funds	\$0.00
	Federal Funds	\$0.00
	Special Funds	\$72,270
	TOTAL:	\$72,270
FY2021 (actual)		
	General Funds	\$0.00
	Federal Funds	\$0.00
	Special Funds	\$37,870
	TOTAL:	\$37,870

Section 14-F. Provide a detailed breakdown of fiscal year 2023 budgeted expenses. Modify chart rows as needed.

Breakdown of fiscal year 2023 budgeted expenses:

Line Item	Source(s)	Amount of Expenditures
Certificate paper (\$46.05) & folders (\$74.80)	2023/100/350510/35051652/62304/56000/3P712	\$200 (actual to date \$121)
Salary paid to support staff	2023/100/350510/35051651/62304/55061/3P712	\$40,000 (actual to date \$35,777)
		TOTAL \$40,200

Section 14-G. Within the last three fiscal years, have there been any external factors that have positively or negatively impacted the entity’s revenue or expenditures?

The COVID-19 pandemic negatively affected the revenue and expenditures (awards) during FY2021.

SECTION 15: LICENSING PROCESS

Section 15 of the Self-Report may not be applicable. This section will apply if the entity reviews applications and/or issues licenses. If unsure, please contact JLOSC staff.

- If this section is applicable, answer all questions in Section 15.
- If this section is not applicable, write below that the entity does not review applications or issue licenses, and skip to Section 16.

The Board does not issue licenses.

Section 15-A. Please list each of the licenses, certificates, or approval notices issued by the entity and include the following information:

- Indicate how many are currently licensed, and whether an individual or institution receives the license.
- Standard date of and requirements for renewal.
- Criteria for determining qualifications for licensure.
- Period for which a license is valid.

Section 15-B. Please provide the following data for each license, certificate, or approval notice issued by the entity during calendar years 2020, 2021, 2022, and 2023 (to date). Include additional charts, if necessary:

Name of license issued by the entity: _____

	# of License Applications Received	# of License Applications Approved	# of Licenses Issued	# of Licenses Rejected	# of Licenses Revoked
Calendar Year 2020	0	0	0	0	0
Calendar Year 2021	0	0	0	0	0
Calendar Year 2022	0	0	0	0	0
Current Calendar Year 2023 (to date)	0	0	0	0	0

Name of license issued by the entity: _____

	# of License Applications Received	# of License Applications Approved	# of Licenses Issued	# of Licenses Rejected	# of Licenses Revoked
Calendar Year 2020	0	0	0	0	0
Calendar Year 2021	0	0	0	0	0
Calendar Year 2022	0	0	0	0	0
Current Calendar Year 2023 (to date)	0	0	0	0	0

Section 15-C. Do licenses issued by the entity have reciprocity or endorsement agreements with Delaware? If so, provide a list of all states and jurisdictions that have licensing reciprocity or endorsement agreements with Delaware. Indicate if the entity requires a signed agreement or endorsement from another state or jurisdiction before a Delaware license is issued?

Application Fees:

Section 15-D. Are any application fees collected by the entity? If so, complete the chart below. Modify chart rows as needed.

Fee Type	Application Fee

Section 15-E. If application fees are collected, when are fees due? Where are fees deposited? What happens if the fee is not paid? Are there any reduced fee options?

Section 15-F. If application fees are collected, has the entity conducted a financial analysis to determine if the current application fees are sufficient to cover the cost of processing applications? Do the current application fees need to be updated or revised? Please explain, indicating whether the application fees can be changed directly by the entity or if legislative approval is required.

Application Process:

Section 15-G: Describe the application review process. Include where applications are obtained. Who reviews applications? How are applicants informed of decisions?

Examinations:

Section 15-H. If there is an examination requirement to obtain a license, address the following questions:

- 1. Is the examination written, oral, or both?**
- 2. Is a standardized national examination used?**
- 3. Who develops and scores the exam?**
- 4. Are all aspects of the examination validated?**
- 5. Who administers the exam, where is it administered, and how often is the exam given?**
- 6. During each of the previous three calendar years, how many persons sat for an exam, and of those, how many successfully passed?**

SECTION 16: RECONSIDERATION, APPEAL, SANCTIONS, REVOCATION

Reconsideration:

Section 16-A: Is there a process for application or entity decision reconsideration (a process prior to a formal appeal, sometimes referred to as an administrative reconsideration)? This could also apply to reconsidering budget decisions made by the entity. If so, please explain.

The Board meets with each Fund applicant in person during an executive session and publicly votes on the application at the meeting. The applicant is given the opportunity to ask questions during the application process and with the Board during the executive session. If an applicant questions the decision of the Board, the support staff or Board Chair is available to talk with the applicant. There has never been an appeal to date.

Appeal:

Section 16-B: Can an applicant, group, or individual appeal an entity decision? If so, explain the process for appeal.

The Board will discuss their decision with the Fund applicant and will follow up by sending a written denial letter to the applicant. The Board Chair or support staff is available to discuss further, if necessary, after the meeting.

Sanctions:

Section 16-C: Can the entity issue sanctions? If so, explain the sanction process.
No.

Revocation:

Section 16-D: Does the entity have a revocation process? If so, explain the process.

If the Board becomes aware that the cemetery's registration or application contains intentional material misstatements, private discrimination, or the State and County do not properly license them to conduct business, the Board will request legal advice from

the DPH Deputy Attorney General. The signature on both forms attests that the information is true and accurate to the best of their knowledge.

SECTION 17: SELF-REPORT AUTHOR(S)

Section 17-A: Include all Self-Report author(s) and contact information below.

- **All Self-Report author(s) listed below certify the information supplied in this Self-Report is correct to the best of their ability.**
 - **Reminder to entity under review: Any updates or corrections to Self-Report contents and entity information must be submitted to JLOSC staff in a timely manner during the entire period of review.**

Candace Casto, Program Compliance Officer and Support Staff to the Board

Maridelle Dizon, Director of Delaware Health Statistics Center & Office of Vital Statistics and Supervisor of Support Staff

Alanna Mozeik, Policy Lead, Division of Public Health

Section 17-B: This Self-Report was submitted to JLOSC staff

on: May 22, 2023

APPENDICES

Appendix A
Delaware Cemetery Board By-laws

Article 1 - Name

The committee shall be known as the Delaware Cemetery Board.

Article 2 – Mission

The mission of the Cemetery Board is to provide for the registration of cemeteries in Delaware, to appropriately refer complaints from the public related to cemeteries, and to create a fund that can be used to ameliorate the conditions in a distressed cemetery.

Article 3 – Board Composition and Terms

The Cemetery Board shall consist of five members appointed by the Secretary of Delaware Department of Health and Social Services to include three owners or operators of a cemetery and two public members. Each member shall serve for a term of three years, and may successively serve for additional terms at the pleasure of the Secretary.

Article 4 – Selection of Officers

The Chairperson of the Cemetery Board shall be chosen by the board members, shall serve one term, and may be re-elected for additional terms.

Article 5 – Meetings

The Delaware Cemetery Board shall hold regularly scheduled meetings at least twice each year, and at such times as the Chairperson deems necessary; or at the request of a majority of the Board Members.

Section 1 Notice of meetings

Notice of the time, place and a draft agenda to be considered at each meeting shall be given in writing to all board members in advance of the meeting. Any matters not appearing on the agenda may be considered upon a favorable vote of a majority of the members present to do so. Notice of special meetings and intended agenda items for special meetings shall be given to all board members in advance.

Section 2 Minutes of Meetings

Accurate minutes of all Delaware Cemetery Board meetings shall be maintained by the State Division of Public Health administrative support. Minutes shall include, but not be limited to, a record of all Cemetery Board actions, a record of attendance at meetings and a summary of discussions. The minutes of each meeting shall be sent to each Cemetery Board member prior to each meeting.

Article 6 – Officers and Duties

Section 1 Officers

The officers of the Delaware Cemetery Board shall consist of a Chair. The chair shall be elected by the Delaware Cemetery Board and the Chair's term of service shall be for three years. Upon completion of the Chair's term of service, the Board may re-elect the current Chair or elect another member of the Board.

Section 2 Named

The officers of the Delaware Cemetery Board can be anyone on the Delaware Cemetery Board with the exception of members from the State Division of Public Health, and any other state agency personnel.

Section 3 Duties of the Chair

The Chair shall provide an agenda for each meeting, preside at all meetings of the Delaware Cemetery Board, preserve order during the meetings, appoint subcommittees as necessary, approve the members of subcommittees, serve as an ex-officio member of such subcommittees, sign all documents connected with the activities of the Delaware Cemetery Board or its subcommittees requiring such signature, and be responsible for facilitating the policies adopted by the Delaware Cemetery Board or its subcommittees.

Article 7 Voting

Section 1 One Vote

Each Delaware Cemetery Board member shall be entitled to one vote. Decisions will be made with a simple majority vote.

Section 2 Abstentions

Delaware Cemetery Board members may register their abstention on any vote which shall be reflected in the minutes.

Article 8 Staff

Administrative support for the Delaware Cemetery Board shall be provided by the State Division of Public Health.

Article 9 Amendments of or to By-laws

These bylaws may be amended or replaced upon the affirmative vote of majority of the entire membership of the Delaware Cemetery Board at any meeting of the Delaware Cemetery Board provided that any proposed changes have been circulated to all Delaware Cemetery Board members at least two weeks prior to any action thereon.

Appendix B

Guidelines for Distressed Cemetery Funds

Authorization: 29 Del. C., c. 79A - On July 1, 2009, legislation was established that had three objectives: (1) register all Delaware cemeteries; (2) refer complaints about cemeteries from the public to the appropriate agency; and (3) create a Distressed Cemetery Fund that would help improve distressed cemeteries.

- A. The Distressed Cemetery Fund (Fund) is a State of Delaware (State) fund established under the Delaware Department of Health and Social Services (DHSS), Division of Public Health (DPH), Delaware Health Statistics Center (DHSC), to assist owners or volunteers of cemeteries, which meet the definition of a distressed cemetery, who do not have the necessary funds to complete work that is needed to improve conditions.
- B. The Delaware Cemetery Board (DCB) was established to promulgate rules and regulations to administer the fund.
1. The Board consists of five members appointed by the Secretary of DHSS: three members are owners/operators of cemeteries and two members are from the public.
 2. The Board conducts four scheduled public meetings per calendar year. Meeting notices are posted on the DCB webpage at <http://dhss.delaware.gov/dhss/dph/hp/DECB.html> and on the State's Public Calendar at <https://publicmeetings.delaware.gov/>.
 3. A DHSC staff member will assist and serve as administrative support to the DCB. The staff member will maintain the registration and fiscal records for the fund, refer complaints to the appropriate agency, and administer the fund.
- C. Registration - Cemeteries must be registered with the DPH DHSC before they apply for financial assistance.

1. An owner or volunteer of an abandoned cemetery may register a cemetery.

An abandoned cemetery is a cemetery in which there is no owner on file in the Recorder of Deeds office in the county where the cemetery is located. An abandoned cemetery qualifies as a distressed cemetery. A responsible organization or volunteer may register the cemetery and apply for financial assistance. The registration fee will be waived.

2. The registration fee of \$10 is nonrefundable. Check or money order is accepted and is *payable to the State of Delaware*, along with a completed registration form, mailed to the address below:

Candace Casto
Division of Public Health
Delaware Health Statistics Center
Jesse Cooper Building
417 Federal Street
Dover, DE 19901

3. Waiver of Registration Fees: The registration fee is waived for cemeteries located on

government land, inactive cemeteries with less than 10 graves, and abandoned cemeteries. However, a registration form must be completed and on file with DPH.

4. A new registration form and payment is required every five years or upon change in ownership of the cemetery.
5. A Certificate of Registration will be sent to the mailing address listed on the registration form.

D. Financial assistance application

1. Eligibility for Distressed Cemetery Funds: A cemetery must meet the definition of a distressed cemetery. Per 29 Del. C. §7902A (6), "distressed cemetery" is defined as any land or structure used or intended to be used for the interment/entombment of human remains including facilities used for the final disposition of cremated remains whereby the owner lacks sufficient financial resources for the maintenance or preservation of said cemetery as determined by the Board. An abandoned cemetery may qualify as a distressed cemetery if registered with the State by a responsible party/volunteer.
3. The maximum requested amount is \$15,000 per cemetery. An organization may only request the cost of the work needed.
4. A financial assistance application may be submitted every 18 months unless there is a substantial occurrence such as a natural disaster, accident, or public safety issue.
5. The match requirement is 50 percent of the requested amount. If the organization does not have the funds to use for the match requirement, they may use volunteer hours or cemetery expenses paid for the last three years. The Board uses the Independent Sector's hourly rate to calculate the value of volunteer hours. If an organization has available funds, either in operating, perpetual, or endowment funds, then it is expected that real dollars will be used to pay for part of the project. Volunteer hours must be documented by total hours per project per year for the last three years and a template is available as a guide. Contact the DCB administrative support staff member for the current value of volunteer hours calculated by Independent Sector each year. Examples of the match calculation are as follows.
 - a. No Cash Available - no formula used; just need to document 50% of requested amount by using value of vol. hrs. and/or cemetery expenses.
Project Cost - \$10,000
Applicant has No Cash Available
Requested Amount – \$10,000
Match is half of requested amount – \$5,000 (match met with documented volunteer hours and/or cemetery expenses valued at \$5,000)
 - b. Some Cash Available (use formula)
Project Cost - \$10,000
Applicant has Available Cash – \$2,000

Requested Amount – \$8,000

Match is half of requested amount – \$4,000 (match met with \$2,000 cash and \$2,000 documented volunteer hours and/or cemetery expenses)

6. Funds are for proposed projects, not for past expenditures. The Board will consider applications from all types of cemeteries.
 7. The application must be submitted to the DCB administrative support staff member at the address above two weeks before a scheduled board meeting. The administrative support staff member will provide guidance in completing the application, if needed.
 8. The owner's signature must be on the application. If the applicant is not the owner, the owner must send a notarized authorization letter with their approval directly to the DCB administrative support staff member.
 9. The scope of work needed must be specific (e.g., number of tombstones that need repair, number of trees removed, type of equipment needed, type and size of fence, etc.).
 10. Application packages must include the following items. If requested information is not submitted in a timely manner so the Board can review, the applicant must re-send a completed application. Applications will expire after 90 days.
 - a. Completed and signed application form.
 - b. Copy of Statement of Requested Work given to the vendors.
 - c. Photographs of the area or item needing repairs for which the funds are being requested. Photo of cemetery sign showing cemetery name and telephone number visible to the public.
 - d. Three vendor quotes on vendor letterhead. Vendors must be given same information to provide comparable quotes. It is the applicant's responsibility to ensure the vendor is qualified to do the requested work, is properly licensed, and is properly insured with workers compensation and liability insurance coverage in compliance with the State. The Board will determine if a waiver is needed for the requirement of three quotes.
 - e. Most recent bank statement of all cemetery accounts (most recent income/expense).
 - f. Small scale map of the cemetery, which will be filed at the Delaware Public Archives.
 11. The applicant's signature on the application indicates agreement to erect a sign with the cemetery name and telephone number if none exists and submit a written closeout report six months after receipt of the funds.
 12. The DCB gives primary consideration to projects that address public safety and health concerns and that will assist in controlling future maintenance costs of the cemetery. The Fund is not used for annual lawn maintenance expenses.
- E. Each application will be reviewed by the Administrative Officer before it is sent to the Board for

review. The Administrative Officer will notify the applicant if application package is incomplete or does not meet requirements.

F. Accepted applications will be added to the next scheduled meeting agenda.

1. The applicant will be notified of the date/time of the board meeting via e-mail or U.S. mail and must be available to answer questions in person during the executive session of the meeting.
2. After the executive session ends, the Board will vote on the application during the public meeting.

G. The administrative support staff member will send a notification of the approval or disapproval to the applicant.

1. If approved, instructions will be given to complete the online supplier registration with the State of Delaware so the funds can be processed through the State's accounting system. The website is at <https://accounting.delaware.gov/suppliers/>.
2. If disapproved, the notification will include the reason.
3. Applicants must allow four to six weeks for receipt of payment after notification of the approval.

H. Closeout report

1. Six months after receipt of the funds (or before if projected completed), the applicant must submit a written report to the Board detailing how the funds were spent.
2. A template for the closeout report is provided with the award notification.
3. The report must include the details on how funds were spent (e.g., the number of memorials straightened and repaired, number of trees removed, type of equipment purchased, etc.), copies of paid invoices and canceled checks (front and back), along with photographs of the sign and photos of the work completed. **Note: Vendor(s) submitted in the approved application must not change unless written approval from the Board is granted. The request to change vendor(s) must be sent to the DPH Administrative Officer before the change is made and work begins.**

I. The Delaware Cemetery Board shall have the right to request updates on the expenditures of the funds and to inspect the work in progress.

J. In the event of an intentional misuse of funds, the applicant and/or the organization may face civil and criminal prosecution.

K. The Board reserves the right to grant waivers for unusual circumstances. It is the Board's goal to help as many distressed cemeteries as possible.

Appendix C
List of Awards, Delaware, FY2010-FY2023

List of Cemeteries Who Received Awards, Delaware, FY2010-FY2023.

No.	Cemetery	County	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	Total Awards	Work Accomplished With Funds
1	African UME Church (Old Fort) Cemetery, Bear	NC											\$14,848				\$14,848.00	Tombstone repairs, tree removal, install four stone pathways, & repair part of damaged fence.
2	Avenue United Methodist Church, Milford	SC						\$4,369.44									\$4,369.44	Installed fence
3	Banning's Cemetery, Camden	KC											\$8,555				\$8,555.00	Tombstone repairs/cleaning, tree removal/brush control, two pipes for sign, waste disposal fee, & landscaping/mole & grub control.
4	Bryn Zion, Clayton	KC								\$9,325		\$8,775					\$18,100.00	2017 - repair/reset 60 tombstones & remove 5 dead trees; 2018 - 50 tombstone repairs/resets, driveway milling, and ground penetrating radar (GPR) to locate possible unused plots. 2019-2 awards in FY19; emerg. repair of collapsed grave; Bd. Chair waived 18 mo. waiting period.
5	Cedar Grove, Felton	KC										\$7,830					\$7,830.00	Five tombstone repairs, 20 tons of topsoil delivered and leveled out, 4' fence, and a sign with the cemetery name and telephone number
6	Christiana Presbyterian, Newark	NC						\$10,000						\$8,970			\$18,970.00	2015-repaired monuments; 2020-60 tombstone repairs, topsoil, & tree removal/trimming
7	Christiana UM Church, Christiana	NC	\$2,000				\$2,800										\$4,800.00	2010-repaired 8-10 vandalized tombstones; 2014-repaired/reset 12 monuments, painted steel mausoleum door, & installed railing by steps.
8	Coolspring Presbyterian Church Cemetery, Lewes	NC											\$10,570				\$10,570.00	Tombstone repairs & repair/pressure wash/repaint damaged southern cemetery wall.
9	Friends of African Union Church, DE City	NC				\$10,000											\$10,000.00	Tree/brush removal, cut vegetation and sprayed weed killer, perimeter survey, set concrete corner monuments, plot plan, installed fence, graded/sodded cemetery

Appendix C
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List of Cemeteries Who Received Awards. Delaware, FY2010-FY2023.

No.	Cemetery	County	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	Total Awards	Work Accomplished With Funds
10	Hartly United Meth. Church	KC							\$8,000			\$1,900					\$9,900.00	2015-repaired 90 monuments tombstones
11	Holy Trinity (Old Swedes) Church Cemetery, Wilm.	NC										\$5,320					\$5,320.00	Removal of five trees, shaping, and shaping nine tree canopies
12	Hudson, Selbyville	SC		\$1,100													\$1,100.00	Tree/brush removal; fence installed; trimmer
13	Little Creek Friends Burial Ground, Little Creek	KC							\$10,000								\$10,000.00	Replaced stone wall
14	Lombardy, Wilmington	NC									\$15,000	\$15,000			\$15,000		\$45,000.00	2017-repaired 125 tombstones; 2019-repaired 125 tombstones; 2021-repaired side roads in ceme.
15	Messick Family Cemetery, Millville	SC										\$2,908					\$2,908.00	Riding lawnmower, chainsaw, and approximately 13 tombstone repairs; Bd. Chair approved on 9/10/18 add'l \$800 since vendor didn't honor orig. quote by former employee.
16	Methodist-Episcopal Cemetery (Whatcoat UM Church), Camden	KC													\$13,636.68	\$13,636.68	\$13,636.68	Tree/brush removal & portion of fence & gate for front entrance.
17	Montgomery Family, Wilm.	NC							\$10,000								\$10,000.00	Tepaired portion of stone wall, repaired tombstones, and tree/brush removal
18	Mt. Olive Cemetery, Wilm.	NC												\$15,000			\$15,000.00	Tree/brush removal & cleanup
19	Mt. Salem, Wilmington	NC			\$10,000			\$1,200							\$15,000		\$26,200.00	2012-repaired 2 sides of stone wall; 2015-repaired gate; 2021-repair stone wall
20	Mt. Zion, Wilmington	NC							\$10,000								\$10,000.00	Repaired/restored approx. 105 tombstones
21	Mt. Zion UAME Church Cemetery, Newark	NC														\$7,000	\$7,000.00	Repair of 35 tombstone
22	Newark Union, Wilmington	NC											\$15,000		\$15,000		\$30,000.00	2020-tombstone repairs & repair stone wall in Sections 1 & 2 of cemetery; 2022-35 tombstone repairs & repair stone wall in Section 5.

Appendix C
List of Awards, Delaware, FY2010-FY2023

List of Cemeteries Who Received Awards. Delaware, FY2010-FY2023.

No.	Cemetery	County	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	Total Awards	Work Accomplished With Funds
23	Ocean View Presbyterian Ch. Ceme., Ocean View	SC													\$2,970		\$2,970.00	141 tombstone repair, reset, & cleaned.
24	Philemon Dill Family Ceme., Felton	KC										\$422					\$422.00	Two tombstone repairs and a sign with the cemetery name and telephone number
25	Pigeon Run Cemetery, Bear	NC											\$14,767.55				\$14,767.55	Tombstone repairs, tree & plant removal, GPR, & seed/straw.
26	Riverview, Wilmington	NC	\$10,000			\$10,000			\$10,000		\$12,950		\$14,800				\$57,750.00	2010- std. riding mower & wood chipper; 2013-repaired 59 tombstones; 2016-repair approx. 100 tombstones 2017-repair lg. public mausoleum; 2020-tree removal & maint. of trees (pruning)
27	Rogers Cemetery, Georgetown	SC										\$1,200					\$1,200.00	GPR & sign
28	Sailors Bethel United Meth. Church, Bethel	SC							\$4,437.50								\$4,437.50	Repaired 5 damaged, dislocated tombstones due to car accident by uninsured driver
29	Staytonville Cemetery, Greenwood	KC														\$6,277	\$6,277.00	Removal of wire fence & installation of fence on western perimeter of cemetery.
30	St. John Afric. Meth. Ch. Cemetery, Newark	NC													\$15,000		\$15,000.00	Vandalism- repair section of wooden fence, aluminum gate replaced, road replaced/repaved, & tree pruning/trimming; brush removal for safety.
31	St. Paul's Cemetery, DE City	NC										\$5,500					\$5,500.00	50 Tombstone repairs
32	St. Peter's Church, Smyrna	KC					\$8,100									\$14,750	\$22,850.00	2013-Replaced fence on 12/3/2013; 2022-clean 52 & straighten 15 tombstones, & install milling on dirt road w/a turn around at end.
33	St. Thomas AUM Church, Glasgow	NC					\$10,000										\$10,000.00	Reset/raised tombstones, sign, build new shed, installed new walkway for cemetery/church entrance, & installed fence.

Appendix C
List of Awards, Delaware, FY2010-FY2023

List of Cemeteries Who Received Awards. Delaware, FY2010-FY2023.

No.	Cemetery	County	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	Total Awards	Work Accomplished With Funds
34	Union Wesley United Meth. Church, Clarksville	SC								\$10,000		\$15,000		\$13,900		\$15,000	\$53,900.00	2017 - erect aluminum fence around old section of cemetery. 2018 - Phase 2 fence project; 2020 - Phase 3 fence project; 2022-Phase 4 of fence project.
35	Wilmington & Brandywine, Wilmington	NC			\$2,600		\$10,000		\$10,000		\$4,800		\$12,230		\$9,300		\$48,930.00	2011-replaced portion of damaged fence; 2013-repaired & restored 50-70 monuments; Jan. 2016-repaired approx. 150 tombstones; Dec. 2017-tree removal & trimming; 2019-180-200 tombstone repairs; 2021-tree removal/maint.
Total per Fiscal Year			\$12,000	\$1,100	\$12,600	\$20,000	\$20,900	\$25,569.44	\$62,437.50	\$19,325	\$32,750	\$63,855	\$90,770.55	\$37,870.00	\$72,270.00	\$56,663.68	\$528,111.17	
Number of Awards/Fiscal Year			2	1	2	2	3	4	7	2	3	10	7	3	6	5	57	

Appendix D

List of Registered Cemeteries as of May 2023

Registered Cemeteries by County, DE 2023

Number	Organization/Cemetery Name	Cemetery's Physical Location
New Castle County (NCC)		
1	African Union Church Cemetery - Inactive	1840 Michael N. Castle Trail; Located on DC Branch Canal Trail; trailhead on 5th St. (Rte. 9), DE City
2	All Saint's Cemetery (Wilm.)	6001 Kirkwood Highway, Wilmington 19808
3	Appoquinimink Friends Meeting	624 Main St., Odessa
4	Arden Memorial Garden	1874 Harvey Road (southside) next to Old Grubb family burial ground, Arden
5	Beth Emeth Memorial Park	1220 Faulkland Rd., Wilm, 19805
6	Bethel Cemetery (aka Hares Corner Cemetery)	0 Christiana Road, New Castle DE 19720; lies in small set of woods by farm/field; on Rt. 273 going towards Christiana (next to #100) (Parcel #1002400082)
7	Cathedral Cemetery	2400 Lancaster Ave., Wilmington 19805
8	Chester Bethel United Methodist Church Cemetery	2615 Foulk Rd., Wilm.
9	Christ Church Memorial Garden	505 E. Buck Rd., Wilmington, DE 19807
10	Christ Episcopal Church Cemetery (DE City)	222 Clinton St., DE City 19706
11	Christiana Presbyterian Cemetery	15 North Old Baltimore Pike, Newark 19702
12	Christiana UM Church	21 W. Main Street (behind church), Christiana
13	Coffee Run Catholic Cemetery	6580 Lancaster Pike, Hockessin
14	Corbit Graveyard	616 Main St., Odessa
15	Delaware City Cemetery	700 B Clinton St. , DE City
16	Delaware SPCA (Stanton) Cemetery	455 Stanton Christiana Rd., Newark
17	Dept. of State, Delaware Veterans Memorial Cemetery (Bear)	2465 Chesapeake City Rd., Bear
18	Dept. of HSS, Farnhurst - Spiral Cemetery - Inactive	Lat. 39.702492/Long. -75.57961; northwestern edge of Holloway Campus; southwest of Springer Bldg. across parking lot.
19	Dept. of HSS, Farnhurst - Potter's Field - Inactive (Historic - burials fr. NCC Hospital & Almshouse 1891-1933)	Lat. 39.698734/Long. -75.581539; southwest corner of Holloway Campus off Baylor Blvd.
20	Dept. of HSS, New Castle County Potter's Field (DHSS Indigent Burial Program)	Baylor Blvd., New Castle
21	DNREC, Cedar Swamp Wildlife Mgmt. Area - Deakyne Ceme. in Vogel Tract & Family Plot on 1/2 mi loop trail	Cedar Swamp Wildlife Mgmt. Area - Deakyne Ceme. in Vogel Tract & Family Plot on 1/2 mi loop trail
22	DNREC, Mt. Pleasant Church Cemetery	Bellevue State Park, 1009 Philadelphia Pike, Wilm.
23	DNREC, Reedy Island Quarantine Station	N-1494, Frankford
24	DNREC, Stewart Family Cemetery	6 W. Market St., Port Penn
25	DNREC, White Clay Creek Cemetery	Original footstone located in streambed near Nature Ctr., Frankford
26	Du Pont de Nemours Cemetery Company, Inc.	215 Buck Road East, Wilmington 19807
27	Ebenezer Cemetery	525 Polly Drummond Hill Rd., Newark
28	Ebenezer Methodist Church Cemetery	Corner of Williams & Jefferson Sts., DE City
29	Forest Cemetery Assoc.	N. Broad St. (Rte. 71) & Cedar Lane Rd, Middletown
30	Grace Episcopal Cemetery	4900 Concord Pike, Wilm.
31	Gracelawn Memorial Park	2220 North DuPont Highway, New Castle
32	Green Hill Cemetery of Christiana Hundred	3112 Kennett Pike, Wilmington
33	Head of Christiana Cemetery	1106 W. Church Rd., Newark 19711
34	Hockessin Friends Burial Ground	Old Wilmington Road, Hockessin
35	Holy Trinity (Old Swedes) Cemetery	606 N. Church Street, Wilmington 19801
36	Islamic Cemetery of DE	0 Port Penn Rd., Middletown
37	Jewish Community Cemetery	401 Foulk Road, Wilmington DE 19803

Appendix D

List of Registered Cemeteries as of May 2023

Registered Cemeteries by County, DE 2023

Number	Organization/Cemetery Name	Cemetery's Physical Location
38	Lombardy Cemetery	Entrance on Rte. 202, Concord Pike & Foulk Rd, 1611 Concorn Pike, Wilmington 19803
39	Lower Brandywine Cemetery	101 Old Kennett Rd., Wilmington 19807
40	Mill Creek Friends Meeting House Cemetery	1140 Doe Run Road, Newark
41	Montgomery Family Cemetery	1142 Old Wilmington Road Hockessin DE 19707
42	Mount Zion Cemetery (Wilm.)	0 Lancaster Pike, Wilm. 19807
43	Mount Zion UAME Church Cemetery (Newark)	0 Ray St, Newark
44	Mt. Lebanon United Methodist Church Cemetery	850 Mt. Lebanon Rd., Wilmington
45	Mt. Olive Cemetery (Wilmington)	Rte. 48, Lancaster Ave., Wilmington 19805
46	Mt. Salem Cemetery	Between W 17th St, W 19th St., Tower Rd. & Mt. Salem Lane, Wilmington, 19806
47	New Castle Methodist Church Cemetery	510 Delaware Street, New Castle
48	New Castle Presbyterian Cemetery	Umbrella Row, New Castle
49	New St. Paul's Cemetery	Cox Neck Road (Lot 00783), DE City
50	Newark Union Cemetery	8 Newark Union Public Rd, Wilm.
51	Old Asbury Cemetery	226 N. Walnut St, Wilmington
52	Old Drawyers Cemetery	2839 S DuPont Hwy (1 Mile North of Odessa on Rt. 13) Odessa
53	Old Fort UAME Church Cemetery	Rt. 7 & School Bell Road Newark, DE 19702
54	Old Union Church Cemetery	205 Union Church Rd., Townsend
55	Old White Clay Creek Cemetery	Corner of Old Coach & Dewalt Rds, Newark
56	Pencader Cemetery	2317 Glasgow Ave., Newark
57	Pigeon Run Cemetery	Near 299 Jestan Blvd., Bear (Red Lion), DE
58	Red Clay Creek Presbyterian Cemetery	500 McKennans Church Rd., Wilmington
59	Riverview Cemetery	3300 & 3117 N. Market St., Wilm, 19802
60	Silverbrook Cemetery Co.	3300 Lancaster Ave., Wilmington
61	Saint Anne's Cemetery	Corner of Rt 71 & Old Stannes Rd., Middletown
62	St. Barnabas Cemetery	3700 Kiamensi Ave., Wilm.
63	St. Daniels Community Church of Iron Hill, Inc.	1578 Whitaker Road, Newark, DE 19702
64	St. David's Episcopal Church Memorial Garden	2320 Grubb Rd., Wilmington
65	St. James Episcopal Cemetery, Mill Creek Hundred	2113 St. James Church Rd., Wilmington 19808
66	St. John AM Church Cemetery	386 S. Main St., Newark
67	St. Joseph on the Brandywine Cemetery	Corner of Rt. 52 & 100 & Old Church Rd., Wilm., 19807
68	St. Joseph on the Brandywine Cemetery - Second Cemetery	Corner of Rt. 52 & 100, Wilm., 19807
69	St. Patrick's Cemetery	1516 Ashland Clinton School Road, Hockessin
70	St. Paul's Cemetery	William & Madison Sts., DE City
71	St. Peter the Apostle Cemetery	35 E. 5th St., New Castle 19720
72	St. Thomas AUM Church (Newark)	2932 Frenchtown Rd., Glasgow 19702
73	St. Thomas Episcopal Parish Cemetery	58 W. Delaware Ave., Newark
74	Stanton Friends Burial Grounds	1700 Limestone Rd., Wilmington 19804
75	Townsend Cemetery	Caldwell Corner Rd., Townsend
76	Trinity Cemetery at Coffee Run	6580 Lancaster Pike, Hockessin
77	Union AME Church Cemetery	76 N. Old Baltimore Pike Newark, DE 19702
78	Welsh Tract Baptist Church Cemetery	1 Welsh Tract Rd., Newark 19702
79	White Clay Creek Cemetery Association	15 Polly Drummond Hill Rd, Newark
80	Wilmington & Brandywine Cemetery	701 Delaware Ave., Wilmington
81	Wilmington Friends Meeting Burial Ground	401 N. West Street, Wilmington; block bound by Washington, West, 4th, & 5th Streets

Appendix D

List of Registered Cemeteries as of May 2023

Registered Cemeteries by County, DE 2023

Number	Organization/Cemetery Name	Cemetery's Physical Location
Kent County (KC)		
1	Banning's Cemetery	S. State St., Camden-Wyoming
2	Barratt's Chapel Cemetery	6362 Bay Rd., Dover
3	Bethel Cemetery (Cheswold) - A	By intersection of Lynnbury Woods Rd. & Messina Hill Rd., Cheswold
4	Blanco Faith Community Church Cemetery	3559 Downs Chapel Road, Clayton
5	Bryn Zion Cemetery	Rt. 300 & Bryn Zion Rd., Clayton
6	Camden Friends Meeting Burial Ground	122 E. Camden-Wyoming Ave.
7	Cedar Grove Cemetery - A	Cedar Grove Church Rd., Felton
8	Christ Episcopal Church Cemetery	S. State & Water Sts., Dover 19901
9	Coopers Farm Cemetery - Inactive	5045 Mud Mill Rd., Camden-Wyoming
10	Dept. of HSS, Delaware Hospital for the Chronically Ill (DHCI) Memorial Gardens	100 Sunnyside Road, Smyrna
11	DNREC, Little Creek Wildlife Area: Site South of Fish & Wildlife Complex	Site south of Fish & Wildlife Complex, Little Creek
12	DNREC, Sipple Family Cemetery (Milford Neck Wildlife Area_Penuel Tract)	Milford Neck Wildlife Area; K-4765, near J.F. Sipple house, Frankford (Penuel Tract)
13	DNREC, Ted Harvey Wildlife Area - Logan Lane and Kingston-Upon-Hull	Ted Harvey, Logan Lane and Kingston-upon-Hull; Kitts Hummock Road, Dover, DE 19901
14	Downham Family Cemetery	W. Evens Rd., Viola
15	Emmanuel AME Church Cemetery	1755 Lockwood Chapel Road, Hartly
16	Ewell's St. Paul Methodist Church Cemetery	Between 107 and 111 Main St., Clayton, DE
17	Gibbs Memorial Gardens	Route 13A Camden-Wyoming
18	Glenwood Cemetery - Asbury United Methodist Church	Corner of N. Main St. and Glenwood Avenue, Smyrna
19	Hartly United Methodist Church Cemetery	85 Main Street, Hartly
20	Hollywood Cemetery Co., Inc.	Milford-Harrington Hwy., Harrington
21	Holy Cross Catholic Cemetery	422 N. New St., Dover 19904
22	Hopkins Cemetery	Corner of Hopkins Ceme. Rd. and Burnite Mill Rd.
23	John Wesley United Church, Inc. Cemetery	840 Milford Neck Rd., Milford
24	Lakeside Methodist Episcopal Cemetery	558 N. State St., Dover
25	Little Creek Friends Burial Ground	Take E. Division St./Rt. 8; will turn into N. Little Creek Rd; turn left onto Quaker Lane. Across street from 477 Quaker Lane, Dover 19901
26	Methodist-Episcopal Cemetery (Whatcoat)	S. Main St., Camden
27	Methodist Episcopal Cemetery of Leipsic	Northside of Front Street, Leipsic, DE (W of Denny St/Rt. 9)
28	Methodist Protestant Cemetery of Leipsic	NE Corner of 2nd Street & State Route 9, Leipsic, DE
29	Milford Community Cemetery	700 N. Walnut St. & 850 N. DuPont Blvd, Milford
30	Mt. Friendship AME Church Cemetery - Inactive	Mt. Friendship Rd., Smyrna
31	Murderkill (Motherkill) Friends Burial Ground	N. Main St. (diagonally across from Magnolia Methodist Church), Magnolia
32	Odd Fellows African American Cemetery (Smyrna)	E. North Street, Smyrna
33	Odd Fellows Cemetery (Camden)	35 Rising Sun Road Camden, DE 19934
34	Odd Fellows Cemetery (Smyrna)	420 S. DuPont Highway, Smyrna
35	Old Asbury Cemetery	Corner of W. North St. & DE St., Smyrna
36	Old Asbury Multi-Ethnic Cemetery	Delaware Street, Smyrna
37	Old Presbyterian Church Cemetery	304 S. Governors Ave., Dover
38	Parson Thorne Mansion Cemetery	501 NW Front St., Milford
39	Philemon Dill Family Cemetery	127 Courtland Dill Rd., Felton

Appendix D

List of Registered Cemeteries as of May 2023

Registered Cemeteries by County, DE 2023

Number	Organization/Cemetery Name	Cemetery's Physical Location
40	Severson's Cemetery	Big Oak Rd. (south of Rte. 6)
41	Sharon Hills Memorial Park, Dover	2928 Sharon Hill Road, Dover
42	St. Peter's Cemetery (Smyrna)	North Main Street Smyrna, DE 19977
43	Union Cemetery - Inactive	Monrovia Ave., Smyrna
44	Wesley M.E. Church Cemetery	4362 Burrsville Rd., Harrington
45	Whatcoat Cemetery	End of Madison St., Dover (off of State Street)
46	Zion African Methodist Episcopal Church Cemetery	20 Center Street, Camden
Sussex County (SC)		
1	Adolph Mair Cemetery	35464 Council Lane, Herring Landing, Lewes, DE 19958
2	All Saint's & St. George's Cemetery (Harbeson)	20274 Beaver Dam Rd., Harbeson
3	Antioch AME Church	194 Clayton Avenue, Frankford
4	Archelaus Hastings Family Cemetery	36903 Sussex Highway, Delmar (Between Whitesville & 451 Rds, Delmar)
5	Armwell Morris Cemetery	32687 Lighthouse Road, Selbyville
6	Asbury Methodist Cemetery	Corner of Rt 9 & Asbury Rd. (Rd 446), 15117 County Seat Highway Seaford, DE 19973
7	Avenue United Methodist Church Cemetery - Inactive	North & NW 3rd Sts, Milford
8	Bennett Family Cemetery - Inactive	34645 Winding Road Frankford, DE
9	Bethel AME Church Cemetery	Rte. 16 & County Rd., Milton
10	Bethel Cemetery Assoc., Inc. (Seaford)	Neal's School & Harper Rds., Seaford
11	Bethel Cemetery (Millsboro)	22460 Bethel Road, Millsboro
12	Bethesda United Methodist Church Cemetery	25073 Bethesda Rd., Georgetown
13	Betts Cemetery	Rt. 16, Broadkill Rd., 3/4 mile east of Milton
14	Blackwater Presbyterian Church Cemetery	33130 Omar Road, Frankford, DE
15	Bridgeville Cemetery Association	2 N. Laws St. (northend of st.), Bridgeville
16	Bunting Cemetery	Intersection of Rt. 54 (Lighthouse Rd.) & Hudson Rd. (coming from Selbyville), Bishopville
17	Burton Cemetery - Inactive	Off Crest Ct. - Oak Crest Pond behind lot 6, Nassau
18	Centenary United Methodist Church	Poplar St., Laurel
19	Chaplains Chapel Cemetery	Corner of 13099 Deer Forest Rd. & Chaplains Chapel Rd., Bridgeville (turn east off Rt. 13 on Redden Rd. and turn right on Deer Forest Rd. & turn right on Chaplains Chapel Rd.
20	Christ's Church Cemetery	20583 Beaver Dam Rd., Harbeson
21	Christ Episcopal Churchyard	N. Church St btw 2nd & 3rd Sts, Milford
22	Christ United Methodist Church Cemetery	Beside railroad on West Street Laurel
23	Clark/Dickerson Cemetery	New Rt. 26 & Sandy Landing Rd, 5 miles East of Dagsboro, DE 19935
24	Cokesbury Cemetery	Seashore Highway & Cokesbury Rd., Rt 18, Georgetown
25	Concord United Methodist Church	25322 Church Road, Seaford
26	Conley's Chapel Methodist Cemetery	22150 Robinsonville Road (Corner of Robinsonville & Conley's Chapel Rds), Lewes
27	Coolspring Presbyterian Church Cemetery	28843 Log Cabin Hill Rd., Lewes, DE 19958
28	Cooper Family Cemetery - Inactive	Columbia Rd, Road 76, Delmar
29	Dale Family Cemetery	32512 Blackwater Road Frankford DE 19945
30	Dept. of State, Delaware Veterans Memorial Cemetery (Millsboro)	26669 Patriots Way, Millsboro
31	Dept. of HSS, Stockley Center Cemetery	26351 Patriots Way, Georgetown, DE

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List of Registered Cemeteries as of May 2023

Registered Cemeteries by County, DE 2023

Number	Organization/Cemetery Name	Cemetery's Physical Location
32	Deputy Family Cemetery	16094 Staytonville Road, Lincoln (on farmland)
33	Dickerson Chapel A.M.E. Church - Old Field Cemetery	Rte. 24 W (Millsboro Hwy), Millsboro
34	DNREC, Assawoman Wildlife Mgmt. Area - Miller & Hudson Ceme. & No Name headstone	Miller Ceme. - Brickbat Pt, Muddy Neck, 200 ft. WNW of Miller Creek, north of Camp Barnes; Hudson Ceme.- Camp Barnes Rd- south of Main entrance sign; and No Name headstone base only-Camp Barnes Rd-north of Hudson-right side of rd on a knoll.
35	DNREC, Concord Pond Fishing Area - Native American	Native American ceme. on Concord Island, Frankford
36	DNREC, Midlands Wildlife Area - Site 1, 2, Matthew Family, & Phillips Family	Site 1-N of Phillips Hill Rd; Site 2-E of English Rd on "big bend;" N of Samuel Hill Rd, E of Womack Rd; & W of Jones Store Rd, across powerline
37	DNREC, Nanticoke Wildlife Area - Red House Tract - Bell Family; George Adam's Farm - Adams Family; Phillips Landing-Phillips Family; Portsville Landing - Joshua Wright Family; & Gum Tract - Bell Family	Bell Family-Red House Tract- 38 34.13 N & 75 39.51 W (18-8 adults & 10 children); Adams Family- George Adams' farm-1/4 acre in size; beside home site; 38 33.059 N & 75 39.367 W (7- 6 headstones & 1 memorial); Phillips Family-(registered) Phillips Landing-S of parking lot; in 1990 (est.); headstones repaired by Marshall Phillips; 38 33.779 N & 75 40.273 W (7- 6 adults & 1 child); Joshua Wright Family-Portsville Landing; Unknown location; Bell Family-Gum Tract - 7S-H-24 (S-4050), on sandy knoll on north side of Broad Creek; (3 graves exhumed, unspecified # may remain)
38	DNREC, Old Furnace Wildlife Area - Joshua J. Lambden Family Cemetery	N of Baker Mill Rd, SE of Fleetwood Pond, Frankford
39	DNREC, Redden State Forest - Reed Family Cemetery	Bordering Rds 565 & 243, Frankford
40	DNREC, Thompson Island Nature Preserve - Native American	Thompson Island Nature Preserve, Frankford
41	DNREC, Trap Pond - Bethesda Church Cemetery; Cannon; Hearn; King; Matthews; Warrington; & Wingate; (Whaley Tract)	Bethesda - Wootten Rd, near Raccoon Rd; Cannon - ?; Hearn - Arvey Rd, W of Ellis Pond; King - Off Gordy Rd; Matthews - Samuel Hill Rd, 2 mi NE of TPSP; Warrington - Pepperbox Rd, 4 mi W of Whaley's Rd Wingate - CR72, approx. 3/4 mi W of Raccoon Rd.
42	Eli Collins Cemetery	Cedar Creek Rd. (Rt. 212) Milton DE 19968
43	Ellendale Cemetery	Ponder & Cemetery Rds, Ellendale 19941
44	Epworth United Methodist Church Cemetery	187 Henlopen Ave., Rehoboth Beach
45	First Congregational Church Cemetery - A	113 Milton/Ellendale Hwy
46	Frame Family Cemetery	E. side of Rt. 30; 1.1 miles N of Rt. 24 on edge of road before Frame Road, Millsboro, DE
47	Frankford Methodist Cemetery	1 Frankford Ave., Frankford
48	Friendship Baptist Church Cemetery	500 West 4th St., Lewes
49	Friendship United Methodist Church Cemetery	Friendship Road (across the street from church)
50	Gate of Heaven Cemetery	32112 Vines Creek Road, Dagsboro
51	Grace-and-Mercy Cemetery	Woodyard Rd, Greenwood
52	Gray Family Cemetery - Inactive	Omar Road Frankford, DE 19945 (small section on 50 acre farm)
53	Harbeson Cemetery	18635 Harbeson Rd, Corner of Routes 5 & 9, Harbeson
54	Harmony Cemetery	Townsend Rd & Harmony Ceme. Rd (Rd 306), Millsboro

Appendix D

List of Registered Cemeteries as of May 2023

Registered Cemeteries by County, DE 2023

Number	Organization/Cemetery Name	Cemetery's Physical Location
55	Hazzard-Wilson Family Cemetery	Between #29-31 Autumnwood Way, Lewes, DE 19958; near Robinsonville
56	Henlopen Memorial Park	28787 Lockerman Rd, Milton, DE 19968
57	Hill Cut (Gray) Cemetery - Inactive	Pear Tree Lane Selbyville, DE 19975 (located in Shady Park Lane Mobile Home Park)
58	Hudson Cemetery	Lighthouse Rd (Rt. 54), Selbyville
59	Hudson Cemetery	Behind home at 28886 Cypress Rd., Selbyville
60	Indian Mission Cemetery, Inc.	22701 Indian Mission Road, Harbeson
61	Indian River Presbyterian Church Cemetery - Inactive	Approx. 2 miles north of Millsboro on Rte. 30
62	Jones Cemetery	Lowes Crossing Road, Frankford (Cty Rt. 61)
63	Josiah Veasey Cemetery	In farm field, 20146 Harbeson Road, Harbeson
64	Lewes Presbyterian Church	133 Kings Highway, Lewes
65	Lincoln Cemetery, Inc.	Clendaniel Pond Rd., Lincoln
66	Lingo Cemetery - Inactive	31816 Indian Mission Road Millsboro, DE 19966; SW corner of Rt 24 & Indian Mission Rd.
67	Long Cemetery - Inactive	38169 DuPont Blvd, Selbyville, DE 19975 (Behind Rite Aid)
68	Massey Cemetery	Pinewater Farm, Virden Lane, Harbeson, DE
69	McCabe Cemetery	Road from Roxana to Bishopville, DE
70	McColley's Chapel Cemetery	Corner of Redden & McColley's Chapel Rds., Georgetown
71	McGee Family Cemetery	24270 Gravel Hill Road Georgetown, DE 19947
72	Messick's Cross Keys Cemetery	Intersection of Cross Keys (Rt. 432) & Phillips Hill Rds. (Rt. 472), Millsboro
73	Messick Family Cemetery - A	35101 Atlantic Ave., Millville
74	Middleford Meeting House - Inactive	In woods south of Gay St, Middleford (unincorp. community NE of Seaford)
75	Milton Cemetery Inc.	520 Union St., Milton
76	Milton ME Cemetery (formerly Goshen)	Chestnut St., Milton, DE
77	Mitchell Cemetery at Gumboro - A	38326 Cooper Road, Gumboro DE 19966
78	Mount Nebo United Methodist Church Cemetery	36359 Mount Herman Circle, Delmar
79	Mt. Calvary AME Church Cemetery	25206 Mt. Calvary Way, Concord 19973
80	Mt. Calvary UMC Cemetery-First St.	First St, Bridgeville
81	Mt. Calvary UMC Cemetery-Calvary Lane	Calvary Lane, Seaford
82	Mt. Olive Cemetery (Laurel)	700 W. 7th St., (Portsville Rd.) Laurel
83	Mt. Pisgah African Methodist Episcopal Church	315 Townsend Street, Laurel
84	Mt. Pleasant Cemetery, Inc.	33038 Mt. Pleasant Rd, Laurel
85	Mt. Zion A.M.E. Church Cemetery (Ellendale)	18211 Beach Hwy. Ellendale, DE 19941
86	Nehemiah Davis Descendants Cemetery	On Farmland of Frank Draper, Milford
87	New Market Cemetery	Reynolds Pond Rd, Ellendale 19941
88	New Zion Methodist Church	1042 W. 6th St., Laurel
89	Ocean View Presbyterian Church Cemetery	67 Central Ave., Ocean View
90	Odd Fellows Cemetery (Laurel)	319 Poplar St., Laurel
91	Odd Fellows Cemetery (Seaford)	514 3rd St., Seaford
92	Old Banks Cemetery	Benita St., Banks Harbor Retreat Ocean View, DE 19970
93	Old Path's Church of Christ Cemetery	18295 Redden Rd., Georgetown 19947 (northwest corner of Rte. 113 and Redden Rd.)
94	Oliphant Family Cemetery	12619 Line Road Delmar, DE 19940
95	Osprey Landing POA Cemetery - A	Osprey Landing, Heron Court, Milton, DE
96	Our Lady of Lourdes Cemetery (Seaford)	26223 Seaford Rd., Alternate Rt. 13

Appendix D

List of Registered Cemeteries as of May 2023

Registered Cemeteries by County, DE 2023

Number	Organization/Cemetery Name	Cemetery's Physical Location
97	Paynter Family Cemetery - Inactive (St. Jude the Apostle Ch)	140 Tulip Dr (backyard, behind chapel), Lewes
98	Peninsula Marina Bay Cemetery	Tax Parcel 234-30.00-367.00 Millsboro
99	Prince George's Chapel Cemetery	Corner of Vines Creek Rd./Chapel Lane, Dagsboro (Rts. 26 & 382)
100	Providence United Methodist Church Cemetery	24969 Shortly Road Georgetown, DE 19947
101	Redmens Cemetery	Rt. 54 E, Cemetery Rd. (East of Rt. 113), Selbyville
102	Reynolds Cemetery	Reynolds Pond Rd. & Rte. 30, Milton 19968
103	Rogers Cemetery	Near intersection of Cty Rds. 329 & 431, Georgetown
104	Roxana Cemetery	Gum Rd, Roxana
105	Sand Hill Church Cemetery	18497 Sand Hill Rd., Georgetown
106	Sandy Branch Cemetery	41 N. Main St. (behind houses across street from Fire Co.), Selbyville
107	Sound Church Cemetery - Inactive	Farmstead Rd., Americana Bayside, Selbyville
108	St. George's AME Church Cemetery	Pilottown Road, Lewes
109	St. George's Cemetery	34281 Omar Rd., Frankford; Adjacent to church; Old Ceme. adjacent to Rt. 26 (Vines Creek Rd.) at Pepper's Corner.
110	St. John's Cemetery at Springfield Crossroads, Inc.	Corner of Johnson & Gravel Hill Rds., Georgetown
111	St. Johnstown Cemetery Assoc., Inc.	St. Johnstown Road, Greenwood
112	St. Luke's Episcopal Church Cemetery	North, King, Front, and Poplar Sts., Seaford
113	St. Paul's Episcopal Church Cemetery	122 E. Pine Street, Georgetown
114	St. Peter's Churchyard	200 Second St. (Corner of Second and Market Sts.), Lewes
115	St. Peter's Pilottown Church	664 Pilottown Road, Lewes
116	St. Thomas Methodist Church Cemetery - Inactive	Shiloh Church Rd., Georgetown
117	Staytonville Cemetery	Corner of Sun St. & Staytonville Rd. (Rt. 36 area), Greenwood
118	Thoroughgood Family Cemetery	250 yards NW of intersection of Cordrey Rd. and William Street Rd.
119	Tower Hill Farm - Prettyman Family Burial Ground	West of Rd. 266A & NW Rd. 266, Lewes
120	Townsend-Derickson Family Cemetery	Cemetery behind Holt's Dispensary at 34903 Atlantic Ave, Ocean View
121	Townsend Hudson Cemetery	Old Mill Road & Irons Lane, Dagsboro
122	Tull Family Cemetery	3557 Woodpecker Road Seaford, DE 19973
123	Union Cemetery Co., Inc.	100 E. Adams St., Georgetown
124	Union Wesley United Methodist Church Cemetery	32137 Powell Farm Rd., Frankford, DE
125	Walls Cemetery	23081 Peterkins Road Georgetown, DE 19947
126	Watkins Family Cemetery - Inactive	20141 Cedar Beach Road Milford DE 19963
127	West-Rickards Cemetery	32761 Powell Farm Rd, Frankford (1 mile SE of Clarksville)
128	White's Chapel Cemetery, Inc.	15373 Coastal Hwy. (Rt. 1), Milton
129	Whitesville Grove Cemetery (formerly Elliott Family Cemetery)	16642 Whitesville Rd., Delmar
130	William C. Downs Family Cemetery	15584 Walkabout Lane, Milton
131	Wilson Family Cemetery	Behind Truitt Farm towards woods; Park Avenue, Georgetown
132	Woodland Church Cemetery	5123 Woodland Church Rd, 100-200' Southwest of Woodland Ferry, Seaford
133	Woodlawn Memorial Park	On Rte. 113, Millsboro (4 miles south of Georgetown)

Appendix E

Latest Newsletter, Vol. 8

Delaware Cemetery Board
 Mark Christian, Chairman
 Len Dornberger
 Paula Hearst
 William Prettyman
 Paul White III



December 2022, Volume 8

2023 Meetings

* The 2023 Board meetings will be held on March 30, May 17, August 16, and October 18 at 10:30 a.m. The meetings will be virtual with an anchor location. The agenda and approved minutes will be posted on the State's Public Meeting Calendar at <https://publicmeetings.delaware.gov/>. Notices are sent one month before the scheduled meeting.

Financial assistance

* Financial assistance application packages are due to Candace Casto two weeks before a scheduled meeting at:

Delaware Cemetery Board
 Division of Public Health
 Health Statistics Center
 Jesse Cooper Building
 417 Federal Street
 Dover, DE 19901

Cemetery Registrations

* Be sure to update cemetery registrations. Registration for all cemetery companies and owners is required every five years or upon change in ownership, per [Delaware Code 29 Del. C. c. 7906A](#). Fillable registration and financial assistance forms are found at <http://www.dhss.delaware.gov/dhss/doh/hr/DFCB.html>.

Keep mailing costs down

* Ensure your current email address is on file. To be added to the contact list, email candace.casto@delaware.gov or call 302-744-4763. If you do not have an email address, we will continue to send information via U.S. mail.

For more information

* Contact the Delaware Cemetery Board at 302-744-4763 or email candace.casto@delaware.gov.

Distressed Cemetery Fund Awards

In Fiscal Year 2022, a total of \$72,270.00 was awarded to the six cemeteries listed below in accordance with [29 Del. C. c. 79A § 7902A \(6\)](#). The funds were spent on repairs to tombstones, roads, stone walls, wooden fence, gates, tree trimming/pruning, brush removal, topsoil, and a fence installation.

Lombardy Cemetery
 Mt. Salem Cemetery
 Newark Union Cemetery

Ocean View Presbyterian Church Cemetery
 St. John African Methodist Church Cemetery
 Wilmington & Brandywine Cemetery



Mt. Salem Cemetery, located between W. 17th and 19th Streets, Tower Rd., and Mt. Salem Lane, in Wilmington, was established in 1852. They received \$15,000 and the *before* and *after* photos above show a portion of the stone wall that was repaired. *Photo by Linda Umbreit.*



St. John African Methodist Church Cemetery, located at 386 S. Main Street, Newark, was established in 1848. The cemetery has had problems with vandalism over the years so funds were requested to help replace the damaged driveway and gates, paint a vandalized wooden fence, and remove trees and overgrowth on tombstones. They received \$15,000 and the *before* and *after* photos show the damaged gate that was repaired. *Photo by Pastor Blaine Hackett.*

Registration Reminder and Change in Legislation for Public Meetings

Cemeteries with expired registrations are moved to a suspended list after two notifications and are not in compliance with the law, [29 Del. C. c. 79A § 7906A](#). Cemeteries must be registered before an application for Distressed Cemetery Funds is accepted.

House Substitute 1 for House Bill 293 was signed by the Governor on 10/26/2022 requiring public meetings to have a public comment period with certain limitations imposed.



DELAWARE HEALTH AND SOCIAL SERVICES
 Division of Public Health
 Delaware Health Statistics Center