

MINUTES CORDOVA TOWNSHIP REGULAR MONTHLY MEETING
November 16, 2009 – 7 p.m.
Cordova Township Office

Approved December 21, 2009

Supervisor, Jon Kavanaugh, called the regular monthly meeting of the Cordova Township Board of Trustees to order at 7 p.m. in the Cordova Township Office on November 16, 2009.

Present: Jon Kavanaugh, Supervisor, JoAnne Boone, Morris McLaughlin, Robert Coers and Gary Hanna, Trustees.

Also present: Sandy Gustafson, Clerk, Pam Bruner Cordova Cemetery and Civic Center Manager, Dean Bruner, Amy Mote, Lea Arrington, Jill Smalley, Amy Haan, John Haan, Dean Moyer, Lyle Ernst, Lori Knight, Tina Ranew, Perry Barber, George Kerr, Sally Munson, Mary McCarthy, Sue Hebel, Sharon McCool, Arlan McCool, Julie Hager, Ida Kerr and Linda Meinheit.

Supervisor Kavanaugh led the Pledge of Allegiance.

Morris McLaughlin, made a motion, seconded by Gary Hanna, to approve the October 19, 2009, minutes of the Cordova Township Regular Monthly Meeting. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

Communications:

- A. **FOIA and OMA Training:** Clerk Gustafson explained that there is training available on the Freedom of Information Act and the Open Meetings Act through the Office of the Illinois Attorney General. This information was sent to Board members in their packets. Please let her know if you would like to attend. Also information is available on the following website: www.illinoisattorneygeneral.gov
- B. **Daniel Hynes—Report Card:** The Fiscal Year 2008 Responsibility Report Card for Cordova Township and Road & Bridge has been received from Daniel Hynes Office. The Report Card shows no errors in accounting and needs no action. Kim Hoffman filed these figures after the audit was completed. This report is received annually.
- C. **Food Baskets:** Clerk Gustafson stated that Rev. Remley contacted her about the annual food basket donation. The Village donated \$700 this year. Last year the Township had donated \$600. Jon Kavanaugh, made a motion, seconded by Gary Hanna, to approve the donation of \$700 to the Cordova Baptist Church for the annual food basket giving. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

D. TOI Recognition: Clerk Gustafson showed the Board the three plaques given out at the TOI Conference in November to Cordova Township for the following awards: Mighty Message Contest for Newsletters of population under 999, Other Publications/Misc. Communications Media of population under 999 and Website Category. Chris Filbert attended the conference and accepted these awards for the Township. Also, in the latest edition of the *Township Perspective Magazine*, Chris Filbert was featured in the “*A Personal Perspective*” Section. Congratulations to Road Commissioner Filbert!

E. Citizens Wishing to Address the Board:

Supervisor Jon Kavanaugh wished to make some comments first. He wanted the attendees to know what the Board has been working on since the Cemetery Board was dissolved and that the power to oversee the Cemetery is now with the Township Board. The Board has been trying to establish an organized set of Cemetery rules and regulations. The Cemetery Manager has been attending cemetery training and meetings; we have obtained suggested rules and regulations from other Illinois cemetery boards. Historically, we have always had two cleanup dates per year. The Cemetery Manager notifies the community of these removal times twice each year in *The Review* newspaper, the Township newsletter, Library newsletter as well as flyers around town. The manager removed all items that were not removed by the grave owners for the October cleanup including items placed on the headstones. The Manager did not remove anything that had not been approved by the Board to be removed. Some items were removed that had not been removed in the past. These items should have been removed in the past and were not, however. This caused some issues.

Sharon McCool stated that she had a cement teddy bear on her son’s grave for 45 years. Why did it have to be removed? The teddy bear at this time is gone, and no one knows where it is. This should be made right with our family.

Many attendees stated that Cordova is a small town, and they don’t want rules preventing them from decorating graves to represent how they feel and how they wish to show the way they feel about their loved ones. This is a small cemetery with personality. They asked about the point of this change, and why was it done this year. Jill Smalley suggested allowing more payroll hours to provide for increased cemetery maintenance and to hire employees who will provide heart and compassion in their work. Rules should be mailed to all plot owners. Were pictures taken of graves before items were removed?

Supervisor Kavanaugh stated that the Board has the responsibility of providing for cemetery maintenance, equipment, personnel, and community wants and needs all within the parameters of budgetary guidelines and good stewardship. Jon commented that the Board is currently going through the old rules that were found in past minutes of the previous Cordova Cemetery Boards and studying those rules and other rules from other cemeteries. They will take into consideration all comments made here

tonight and take the necessary time needed to complete and update a composite list of rules that will work for Cordova. These rules will be made available to the public in various ways and given out with all new grave purchases. He thanked everyone here tonight for their attendance, comments and concerns.

Approval of Bills/Financial Reports:

The Road District statements of revenue and expenses for October, 2009, were reviewed. Morris McLaughlin made a motion, seconded by JoAnne Boone, to approve the October, 2009, Road District bills as presented. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

The Town Fund statements of revenue and expenses for October, 2009, were reviewed. Robert Coers made a motion, seconded by Gary Hanna, to approve for payment the October, 2009, Town Fund bills. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

The General Assistance statements of revenue and expenses for October, 2009, were reviewed. Gary Hanna, made a motion, seconded by Robert Coers, to accept the October, 2009, General Assistance financial report as presented but with a question regarding the 253% on income. There were no bills submitted for payment. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

The Civic Center statements of revenue and expenses for October, 2009, were reviewed. Gary Hanna, made a motion, seconded by JoAnne Boone, to approve for payment the Civic Center bills as presented for October, 2009. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

The Cordova Cemetery statements of revenue and expenses for October, 2009, were reviewed. Jon Kavanaugh, made a motion, seconded by Gary Hanna, to approve the Cemetery statements of revenue for October, 2009. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

Old Business:

Cemetery Report: Pam Bruner, Cemetery Manager, submitted a written report to the Board. Supervisor Kavanaugh asked about the well pump winterization; Pam will call tomorrow. Regarding any increase in the price of cemetery plots, Jon would look to get the rules and regulations in place first and then work on any price increase. We need to keep working on the rules and regulations; the tentative December deadline will not be feasible. Jon asked the Board about how future cemetery clean-ups should work? Please be thinking about this. We must be able to bridge the people's wishes with budgetary, maintenance, equipment and personnel issues. We will plan to have the rules and regulations in place for the spring cleanup. These will be given out with all new deeds as well as at the Memorial Day Service.

Civic Center Report: Pam Bruner, Civic Center Manager, submitted a written report for the Board.

1. **Bathroom Project:** The Board discussed getting new, up-to-code floor drains in each of the bathrooms along with inexpensive flooring installed at this time. Pam will get three bids.
2. **Mid-American Energy Audit:** This will be discussed at the December meeting.

Police Report and Finance Report: Police Chief Wallen had submitted the monthly police report. It looks like the Village will be hiring two more part-time police officers.

Road Commissioner's Report: Road Commissioner Filbert had submitted a written report to the Board before traveling out of the country. It appears that she is prepared for winter.

Community:

Youth and Senior Committee: JoAnne Boone stated that the Township-sponsored youth and adult art classes went very well. The last Saturday youth art class had 13 in attendance, and the children want to do more classes. The adult classes had an attendance of 11 over the two-session class. The adults expressed a desire to do drawing classes next time.

Flu Shots: The flu shot clinic was a success with 80 shots administered. Several people had to go elsewhere for their immunization. Thirty-nine people took advantage of the chicken dinner at the Farmers' Table. We do not know if we will be able to get the H1N1 shots given here at this time.

Cordova Township Park District: Supervisor Kavanaugh stated that the Township will wait until the first of the year to submit paperwork to the voters. We need to hold tax dollars close—the community really needs to be made aware of this situation. A future park district has a lot of potential but also could cause a lot of tax liability.

New Business:

Supervisor's Comments: Last month a possible donation of a player piano was brought to the Board's attention. Pictures of the piano were distributed for Board review. Jon Kavanaugh made a motion, seconded by Robert Coers, to decline the piano donation to the Township. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

Road & Bridge Levy/Town Fund Levy: Supervisor Kavanaugh made the recommendation to keep the Road & Bridge/Town Fund Levy the same as it was last year. Jon Kavanaugh made a motion, seconded by Morris McLaughlin, to approve the 2010 Road & Bridge/Town Fund Levy as presented. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

Any other business to come before the Board that will be added on next month's agenda: Morris McLaughlin commented about cutting back on the amount the volume of paperwork we have. What happened to the Paperwork Reduction Act? Is there any thing we can do about this?

Adjournment:

Gary Hanna made a motion, seconded by Morris McLaughlin, to adjourn this meeting. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

Meeting adjourned at 9:25 p.m.

Respectfully submitted

Sandra Gustafson, Cordova Township Clerk