

MINUTES CORDOVA TOWNSHIP REGULAR MONTHLY MEETING
January 18, 2010 – 7 p.m.
Cordova Township Office

Approved February 15, 2010

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 January 18, 2010.

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, Chris Filbert, Road Commissioner, Sally Munson and Lyle Ernst,

Supervisor Kavanaugh led the Pledge of Allegiance.

Robert Coers made a motion, seconded by Gary Hanna, to approve the December 21, 2009, minutes of the Cordova Township regular monthly meeting. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

Communications:

A. **TOI Education Conference:** Clerk Gustafson asked the Board to look at the description of educational sessions for the upcoming TOI conference that will be held in East Peoria on Friday, April 16. This material is located in the latest issue of the *Township Perspective*. Further discussion on who will attend will take place at the next township meeting.

B. Citizens Wishing to Address the Board:

Sally Munson stated that she still had concerns regarding the Cordova Cemetery. She asked if copies of the rules will be available and if everything had to be removed from the headstones for the clean-up dates. Supervisor Kavanaugh stated that there are 3,500 graves in the Cordova Cemetery. We have had about 20-25 people attend our recent meetings and state their concerns. The recent clean up was well advertised. The Cordova Township Board must try to please everyone, and we are trying to accommodate peoples' wishes. At this time there are no restrictions of any kind including the lights. More issues will be discussed later in the meeting during the Cemetery section of the agenda.

Approval of Bills/Financial Reports:

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

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

The Cordova Cemetery statements of revenue and expenses for December, 2009, were reviewed. Gary Hanna, made a motion, seconded by Jon Kavanaugh, to approve the Cemetery statements of revenue for December, 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 stated that an appendix for the Cordova Cemetery Rules would be used to list the cleanup rules and dates for the Cemetery. An appendix will allow for easy updates and modifications if necessary and as needed. There will be three clean-up dates per year—a spring date, by July 4 and another fall date. The established dates will always be the same and well advertised. Trustee Coers suggested having a two-week notice for cleaning off the graves and then another two-week time allotment for the return/reset of items. Those items not removed will be held for two weeks and then moved to a holding area. After a certain amount of time, which has not yet been determined, the items in the holding area will have to be discarded. There will not be an item restriction at this time. Every item on the grave and headstone must be removed for each of the three cleanup dates. Some items placed in the cemetery are of low quality and deteriorate easily. Some families do not tend to the graves like other families. Everything has to be removed, and all must follow the rules. Otherwise, the Board will have to place restrictions on what is allowed. The updated Cemetery rules will be posted at the Cemetery before the spring cleanup begins in 2010.

Lawn Maintenance Contract: The Lawn Maintenance Contract was distributed to the Board. It was the same as the one used for bids last year. Supervisor Kavanaugh suggested that the mowing height be reduced to 2.5 inches from 3 inches. He asked that the Cemetery Manager remind bidders that they must collect clippings when clumps remain on the surface of the ground. This contract will run from April 1, 2010 to October 31, 2010.

Caretaker Position: The Cemetery Caretaker position for the 2010 season will not exceed 16 hours per week and will run from April 1, 2010 through October 31, 2010. Pam will advertise both ads—one for the caretaker position and for the lawn maintenance contract.

There was discussion of perhaps including footings already in the purchase price of the plots when the new section of the Cemetery opens. Further discussion on this will continue.

Civic Center Report: Pam Bruner, Civic Center Manager, submitted a written report for the Board. The water heater, which was nine years old, stopped working, and a new one has already been installed.

Bathroom Project: Pam will get bids for vinyl bathroom flooring which will fix the problem for now. Supervisor Kavanaugh stated that the budget would not allow for the complete renovation at this time.

Janitorial Position: Interviews were held for both of the Cordova candidates, and Pam stated that both were equally qualified. Pam Bruner, Robert Coers and JoAnne Boone will meet at the end of tonight's meeting to select one of the candidates for the position.

Pam also stated that the annual antique show scheduled for February had to cancel due to health issues. They will be back next year, however.

Police Report and Finance Report: Supervisor Kavanaugh had been able to contact the Village about providing the Board with a monthly financial report which also included their budget. The Board member were very pleased to receive this information.

Road Commissioner's Report: Road Commissioner Filbert had submitted a written report to the Board and had nothing additional to add.

Community:

Youth Committee: No report

Senior Committee: No report

Cordova Township Park District: Supervisor Kavanaugh reported that he had sent more information to the attorney and still waiting to hear back from him regarding the exact timeline. It looks like the petition will have to be filed in June. We will have to have informational meetings for those citizens residing in the portion of Cordova Township that is also in the Erie School District. We will have to start getting paperwork done, have a signature/petition drive and have informational meetings.

New Business:

Supervisor's Comments: Nothing additional to add.

Riverdale High School After Prom Donation Request: Jon Kavanaugh made a motion, seconded by JoAnne Boone, to approve a \$100 donation to the Riverdale High School After Prom. 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: FOI, another art class held at the Cordova Library, other senior activities

Adjournment:

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

Meeting adjourned at 8:10 p.m.

Respectfully submitted

Sandra Gustafson, Cordova Township Clerk