

MINUTES OF CORDOVA TOWNSHIP REGULAR MONTHLY MEETING  
February 15, 2010 – 7 p.m.  
Cordova Township Office

Approved March 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 February, 2010.

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

Also present: Sandy Gustafson, Clerk, Pam Bruner Cordova Cemetery and Civic Center Manager, Chris Filbert, Road Commissioner, Sally Munson and Bill McWilliams.

Supervisor Kavanaugh led the Pledge of Allegiance.

JoAnne Boone made a motion, seconded by Robert Coers, to approve the January 18, 2010, minutes of the Cordova Township regular monthly meeting. Ayes: Boone, Coers, McLaughlin and Kavanaugh. No's: none. Motion carried.

**Communications:**

- A. **TOI Education Conference:** Clerk Gustafson asked if any of the Board would like to attend the April 16 TOI Conference in East Peoria. Morris McLaughlin and JoAnne Boone said they would. Clerk Gustafson would also like to attend and will get them registered.
- B. **RHS Project Graduation:** The Board received a thank you for the \$100 donation to RHS Project Graduation.
- C. **Economic Interest Statements due May 1:** The Clerk reminded the Board to send their economic interest statements to Rock Island County Clerk's Office by May 1.
- D. **Citizens Wishing to Address the Board:** Bill McWilliams showed the Board samples of flooring which could be used for the Civic Center bathroom project. Bill had submitted a bid to do the work, and he answered questions regarding his bid.

**Approval of Bills/Financial Reports:**

The Road District statements of revenue and expenses for January, 2010, were reviewed. Morris McLaughlin made a motion, seconded by JoAnne Boone, to approve the January, 2010, Road District bills as presented. Ayes: Boone, Coers, McLaughlin and Kavanaugh. No's: none. Motion carried.

The Town Fund statements of revenue and expenses for January, 2010, were reviewed. Robert Coers made a motion, seconded by Morris McLaughlin, to approve for payment the January, 2010, Town Fund bills. Ayes: Boone, Coers, McLaughlin and Kavanaugh. No's: none. Motion carried.

The General Assistance statements of revenue and expenses for January, 2010, were reviewed. JoAnne Boone, made a motion, seconded by Jon Kavanaugh, to approve for payment the January, 2010, General Assistance bills as presented. Ayes: Boone, Coers, McLaughlin and Kavanaugh. No's: none. Motion carried.

The Civic Center statements of revenue and expenses for January, 2010, were reviewed. Morris McLaughlin, made a motion, seconded by Robert Coers, to approve for payment the Civic Center bills as presented for January, 2010. Ayes: Boone, Coers, McLaughlin and Kavanaugh. No's: none. Motion carried.

The Cordova Cemetery statements of revenue and expenses for January, 2010, were reviewed. Jon Kavanaugh, made a motion, seconded by Robert Coers, to approve the Cemetery statements of revenue for January, 2010. Ayes: Boone, Coers, McLaughlin and Kavanaugh. No's: none. Motion carried.

### **Old Business:**

**Cemetery Report:** Pam Bruner, Cemetery Manager, submitted a written report to the Board. Morris McLaughlin and Pam Bruner attended the Alliance of Illinois Cemeterians Conference in January and stated that it was very informative. The Cordova Cemetery will not be totally exempt from the new cemetery rules being created because it is more than two acres in size. There will be a partial exemption allowed. New rules being written by the Illinois Dept. of Financial and Professional Regulation should be done in June. We are in a holding pattern until the new laws are announced. Pam will get the first clean up for the 2010 season advertised—it will be March 15-31. Cemetery Manager Bruner had also sent copies of a cemetery software program called Cemetery Information Management System to the Board for study. Discussion followed regarding the expense and that perhaps TOI could be involved in helping townships purchase cemetery software.

**Cordova Cemetery Rules and Regulations:** The third draft had been mailed to the Board. Discussion was held, and the Board members edited the draft making it the fourth draft. Supervisor Kavanaugh made a motion, seconded by Morris McLaughlin, that Draft #4 of the Cordova Cemetery Rules and Regulations be on the agenda for final approval at the March 15 Cordova Township Meeting. Draft #4 will be made available to the public by being posted at the Cemetery and also available from the Cemetery Manager for about three weeks before the next meeting. An ad will appear in the Review that the rules are available for public review. Ayes: Boone, Coers, McLaughlin and Kavanaugh. No's: none. Motion carried.

**Lawn Maintenance Contract:** An ad was placed in the Review, and previous bidders will also be contacted. Deadline is March 1.

**Caretaker Position:** An ad was placed in the Erie Review and posters will be placed around town. Deadline is March 1. Pam would like to conduct interviews before the next Board meeting.

**Civic Center Report:** Pam Bruner, Civic Center Manager, submitted a written report for the Board. Pam stated that there have been problems with the new on-demand hot water heater. The area in which it is located is getting quite cold due to a downdraft created after the new furnace was installed, and some pipes are freezing. Adding to the freezing problem is the fact that it does not have a tank that stays warm. The Board wondered if a pilot light could be added to this model of water heater. Pam will find out, and continue to work on the problem.

**Bathroom Project:** Chris Filbert, Road Commissioner asked to speak about the repair project of the Civic Center bathrooms. She also addressed the Board at last month's meeting that she felt just repairing the floors was not the way to go. Supervisor Kavanaugh felt that since we do not have the money at this time for a total renovation of both bathrooms, a temporary fix would have to do. Chris suggested that the Township proceed with a total renovation instead of just a repair to the floors. Why put money into a repair when it is going to have to be totally renovated in the near future anyway? She stated that she has been contacting local companies regarding the renovation project and has obtained a total of \$5,500 in donations from Cordova Energy, 3M and Exelon. She would also contribute some funding from Road and Bridge because some of the Road and Bridge employees also use those bathrooms. Perhaps just completing the floor plumbing, floors and toilets one year and doing the remainder the following year would work, and we would end up with a total renovation in the end. Pam Bruner will contact contractors.

**Janitorial Position:** The two new hires for the Civic Center janitorial position are working out well.

**Police Report and Finance Report:** A written police report was received, but the written financial report was not.

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

### **Community:**

**Youth Committee:** JoAnne Boone requested that we get the tennis and volleyball lessons approved at next month's board meeting, so that these can be advertised earlier in the year. She has a call in to Amy Nielsen regarding art classes.

**Senior Committee:** Board member JoAnne Boone stated that she would like to contact Mary Jane McCorkle again on helping with a Senior Committee. She will also contact the village mayor to see if the village would help support the committee with costs for those who do not reside in the township.

**Cordova Township Park District:** Supervisor Kavanaugh reported that the legal description is being worked on and is taking some time to complete.

**New Business:**

**Supervisor's Comments:** Nothing additional to add.

**Freedom of Information Act:** Jon Kavanaugh, Chris Filbert and Sandy Gustafson have completed the FOIA training and earned their certificates. The Township has until July 1 to get the rest of the FOIA requirements completed in the office and on the website in order to become compliant with the new law.

**Safety Deposit Box:** There have been two safety deposit boxes kept at the Port Byron State Bank. Supervisor Kavanaugh suggested that the larger of the two only be kept. Jon Kavanaugh made a motion, seconded by Morris McLaughlin, to drop the smaller of the two lock boxes at Port Byron State Bank and just keep the larger one. Ayes: Boone, Coers, McLaughlin and Kavanaugh.

**Annual Town Meeting:** The annual town meeting will be held on Tuesday, April 13. Supervisor Kavanaugh recommended that we keep the same agenda items as last year. The Board will vote on the agenda at the next township meeting in March.

**Any other business to come before the Board that will be added on next month's agenda:** Volley ball/tennis lessons and FOI resolution

**Adjournment:**

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

Meeting adjourned at 8:38 p.m.

Respectfully submitted

Sandra Gustafson, Cordova Township Clerk