

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

Approved April 19, 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 March 15, 2010.

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

Also present: Sandy Gustafson, Clerk, Pam Bruner, Cordova Cemetery and Civic Center Manager, Sally Munson, Ann McCarrell, Elaine Lessard and Jill Smalley.

Supervisor Kavanaugh led the Pledge of Allegiance.

Morris McLaughlin made a motion, seconded by Robert Coers, to approve the February 15, 2010, 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 will register Trustees Boone, McLaughlin and herself for the April 16 conference.
- B. **Tug Fest Donation:** The Board will discuss this at the April meeting.
- C. **URICRA Donation Request:** The Board will discuss this at the April meeting.
- D. **Ann's Helping Hands:** Ann McCarrell asked the Board if they would consider donating the park and Civic Center to Ann's Helping Hands, Inc. NFP as a non-profit organization free of charge for their fundraiser on August 21, 2010. Supervisor Kavanaugh stated that since Ann's moved from Cordova to Port Byron, they can no longer be considered as a Cordova non-profit organization. Therefore, they don't qualify for free use of the Civic Center. The park, however, is not rented out and can be used by all groups on a first-come, first-serve basis.
- E. **Citizens Wishing to Address the Board:** Jill Smalley addressed some concerns and questions she had regarding Draft #4 of the Cordova Cemetery Rules and Regulations. An index with page numbers was already being planned; there will not be a charge for obtaining a copy of the new rules and regulations; all new grave plot purchasers will automatically receive a copy of the rules and regulations; interment space is provided when a plot is purchased—plot is not actually owned (no taxes are paid on them); deeds should be individually listed with a name on them and/or be listed individually in a will; plot owners can still help with general cleanup around the

graves; there will be three cleanups per year and everything but the monument must be removed during the three cleanup times which allows cemetery staff to perform cleanup and maintenance duties.

Sally Munson did not like that the newspaper notice stating how to obtain copies of the Cemetery rules and regulations which appeared in the legal section of the newspaper and also objected to allowing only 15 days for each of the three cleanup times. She asked if things could be permanently attached to a monument, and Supervisor Kavanaugh said “yes” but she would have to work with a monument company to get that done. It would be fine as long as it did not stick out over the foundation base. The cemetery rules state that plantings are not allowed except in certain areas of the cemetery—like the flowerbeds, etc. If there are any of the original peonies left from what her grandparents planted, she could plant them in the flowerbeds.

Approval of Bills/Financial Reports:

The Road District statements of revenue and expenses for February, 2010, were reviewed. Morris McLaughlin made a motion, seconded by Robert Coers, to approve the February, 2010, Road District bills with the exception of Check #7631 which will be held until proper invoicing is presented. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

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

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

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

Old Business:

Cemetery Report:

Lawn Maintenance Contract and Caretaker Position: Pam Bruner, Cemetery Manager, submitted a written report to the Board. Bids and resumes had been obtained for the cemetery mowing and caretaker positions. After discussion, the Board felt it might be a good idea to combine the two positions this year and see how that works out. Jon Kavanaugh, made a motion, seconded by JoAnne Boone, to approve the hiring of Freelance Landscaping & Garden Center of the Quad Cities for the combined jobs of mowing and caretaker for 2010. The cost is not to exceed \$7,936 for mowing and \$4,785 for the caretaker position. If Freelance does not accept this offer, then Pam Bruner will interview for another caretaker and hire another mowing company. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

Cemetery Rules and Regulations Draft #4: The Board discussed Draft #4 and made some additional changes. The following paragraph will be added as No. 4 on p. 27:

“No monument will be greater than 20 inches by 12 inches by 36 inches and no base more than 2 feet wide will be allowed on any lot. All monument foundations shall be built of solid concrete extending to the depth of five (5) feet three (3) inches and extending six (6) inches beyond the monument on all sides. All foundations must be kept precisely on the lot line and in no case extend out in the walk between the adjoining lot or the drive between the blocks. All foundations must be kept level with the surrounding sod.”

Jon Kavanaugh, made a motion, seconded by Morris McLaughlin, to approve Draft #4 of the Cordova Cemetery Rules and Regulations containing the above paragraph on monument and foundation size added as #4 to p. 27. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

Appendix A will be added which will contain the section on “Decorations.” There will be a sign placed at the entrance of the Cemetery which states the annual cleanup dates. Trustee McLaughlin stated that when the new Illinois cemetery rules are released in June, more changes will have to be made our the rules and regulations.

Supervisor Kavanaugh thanked Pam and the Board for all their hard work put forth on the rules and regulations. Their efforts are really appreciated.

Civic Center Report: Pam Bruner, Civic Center Manager, submitted a written report for the Board. Pam reported that the newly hired janitors are working out very well.

Bathroom Project: The Board discussed the bathroom renovation project. Some money has been donated towards the project from local businesses, Road and Bridge will also contribute towards the project and it will be cheaper to do it sooner than later. The Civic Center Manager will continue to get additional bids. The budget for next year is due in three months, so this information is needed for proper budgeting.

Hot Water Heater: A repair has been done to keep the new hot water heater from freezing. A fan has been installed to circulate air around the water heater when the temperature reaches 40 degrees. Supervisor Kavanaugh suggested that Pam also get a battery backup installed for the fan some time before fall.

Police Report and Finance Report: The Village financial report was received but there was no written police report submitted.

Road Commissioner's Report: Road Commissioner Filbert was not present at the meeting but had submitted a written report to the Board.

Community:

Youth Committee: Pam has not heard back from either the volleyball or tennis instructors about their availability for teaching summer classes. Jon Kavanaugh made a motion, seconded by Gary Hanna, to approve the offering of two two-hour art classes taught at the library by Amy Nielsen at a total cost of \$200 (\$100 per class). One class will be on charcoal; the other, pastels, and each class will be canceled unless a minimum enrollment of five is guaranteed for attendance. Ayes: Boone, Coers, Hanna McLaughlin and Kavanaugh. No's: none. Motion carried.

Senior Committee: Trustee Boone stated that she was having trouble establishing a senior committee because of those residents not located in the township.

Cordova Township Park District: Supervisor Kavanaugh reported that the attorney was having trouble writing the legal description of the proposed park district. Norwest Surveying Company has been contacted to assist with this description as it must be exactly correct. The Township will be receiving a bill for this description.

New Business:

Supervisor's Comments: Nothing additional to add.

Freedom of Information Act: Supervisor Kavanaugh, Clerk Gustafson, Trustee Boone and Road Commissioner Filbert have all completed FOIA training. Clerk Gustafson will be the FOIA Officer with Supervisor Kavanaugh and Road Commissioner Filbert acting as alternates. Jon Kavanaugh made a motion, seconded by JoAnne Boone, to approve the Freedom of Information Act Resolution #3152010. Ayes: Boone, Coers, Hanna McLaughlin and Kavanaugh. No's: none. Motion carried.

2010-2011 Budget: Supervisor Kavanaugh advised the Board to gather budget items and figures for input into next year's budget.

Annual Town Meeting: Morris McLaughlin made a motion, seconded by Robert Coers, to approve the Annual Town Meeting Agenda for Tuesday, April 13, 2010. 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: Cemetery sign

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 9:01 p.m.

Respectfully submitted

Sandra Gustafson, Cordova Township Clerk