

MINUTES OF CORDOVA TOWNSHIP REGULAR MONTHLY MEETING

July 19, 2010 – 7 p.m.  
Cordova Township Office

Approved August 16, 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 July 19, 2010.

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

Also present: Sandy Gustafson, Clerk, Pam Bruner, Cordova Cemetery and Civic Center Manager, Chris Filbert, Road Commissioner, Sue Hebel, Margaret Bennett, and Kim Hoffman.

Supervisor Kavanaugh led The Pledge of Allegiance.

Morris McLaughlin made a motion, seconded by Gary Hanna, to approve the June 21, 2010, minutes of the Cordova Township & Road District Public Hearing for Budget and Appropriations. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

Gary Hanna made a motion, seconded by Robert Coers, to approve the June 21, 2010, minutes of the Cordova Township regular monthly meeting. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

**Communications:**

- A. **Gabrielle Wojcik:** Sandra Gustafson, Clerk, read a thank you note from Gabrielle Wojcik for receiving the 2010 Cordova Township Scholarship. She had also included her proof of enrollment for the fall semester at Black Hawk.
- B. **TOI Handouts:** The Clerk reminded the Board to read the four handouts that were included in this month's packet.
- C. **Timmer & Associates:** Kim Hoffman presented the Board with this year's annual audit report. Kim began by addressing the Notes to Financial Statements. The auditor went over the statement of revenues, expenditures and changes in fund balance for General Town Fund, Civic Center, Cemetery, General Assistance and Road & Bridge District for the fiscal year ending March 31, 2010. She also gave some comparatives to 2009. Kim presented the Board with the Report on Internal Control (Management) that states that there is a lack of segregation of duties because of the size of our office staff. She reminded the Board to follow through on the recommendations listed in the Board letter therefore keeping everyone above question.

Kim presented the final phase of the audit report and began by discussing a letter to the Township Board. In this letter she addressed areas in which the Board could improve functions to better segregate duties. Kim recommended that the Board review the monthly bank reconciliations prepared by the clerk to watch for unauthorized disbursements, “funny” endorsements and accuracy of the bank reconciliation itself. The Board should remain involved with the expenditure process to be certain of their approval of the monthly financial statements and watch that the financial statements accurately reflect the expenditures the Board previously approved. The Township should consider having an employees’ manual for those employed by the Township other than elected officials. This same manual could be used for standards of contracted services.

Supervisor Kavanaugh stated that he and the Clerk met an extra day with Kim to go over the audit. Kim also prepares the Treasurer’s Annual Report and Illinois State Annual Financial Report.

**Citizens Wishing to Address the Board:** None

#### **Approval of Bills/Financial Reports:**

The Road District statements of revenue and expenses for June, 2010, were reviewed. Morris McLaughlin made a motion, seconded by Gary Hanna, to approve the June, 2010, Road District bills. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No’s: none. Motion carried.

The Town Fund statements of revenue and expenses for June, 2010, were reviewed. Robert Coers made a motion, seconded by JoAnne Boone, to approve for payment the June, 2010, Town Fund bills. One change will have to be made—payment of \$1,500 from the Cemetery Fund to Town Fund for their share of the annual TOIRMA bill. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No’s: none. Motion carried.

The General Assistance statements of revenue and expenses for June, 2010, were reviewed. Morris McLaughlin made a motion, seconded by Gary Hanna, to approve for payment the June, 2010, General Assistance bills. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No’s: none. Motion carried.

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

The Cordova Cemetery statements of revenue and expenses for June, 2010, were reviewed. Jon Kavanaugh, made a motion, seconded by JoAnne Boone, to approve the Cemetery statements of revenue for June, 2010. A check for \$1,500 will be written on the Cemetery Fund to pay for their share of the annual TOIRMA bill. 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. Pam continues to receive positive reports on how nice the Cemetery looks. She noted that the caretaker uses his own equipment. Copies of the Cemetery Rules and Regulations are available in the Township Office and will be available at the Cemetery shed as soon as the box is installed.

Road Commissioner Filbert has turned in the order for the Cemetery signage. Pam will contact the Fulton Legion about buying new flags.

**Civic Center Report:** Pam Bruner, Civic Center Manager, submitted a written report for the Board. The Board went over an updated set of Civic Center Rules and Regulations. Revisions will be made and submitted to the Board for discussion at next month's meeting. Pam will mail out the proposed Civic Center fee schedule to the Board.

Supervisor Kavanaugh called the Township's insurance agent to double check on our liquor liability coverage and once again was told that the Civic Center is fully covered. Homeowners' policies do not cover the renters for underage drinking and over consumption. The Board would like the section on liquor liability very detailed and clear so the public understands this.

**Bathroom Project:** Iossi Construction is in the process of contacting the contractors who bid the job. Pam is compiling a list of materials by brand/model, so all prospective bidders will be bidding on the same items. She hopes to have all this information to the Board by the September meeting.

**Police Report and Finance Report:** The monthly police report had been submitted. There was no financial report from the Village. Supervisor Kavanaugh said to withhold the monthly police payment to the Village until the monthly report was submitted.

**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:** JoAnne Boone has been working on trying to get some senior activities arranged. Library Director Sue Hebel who was in attendance said she would find out if the Cordova Library could become a cooling center. Pam Bruner stated that a monthly "Meet and Greet" activity might be nice. She is checking on costs for several programs and would have a report for the Board next month.

**Cordova Township Park District:** Supervisor Kavanaugh reported that things continue to move forward towards the formation of the proposed Cordova Township Park District. There

will be a meeting at 11 a.m. on August 13 at the Rock Island County Courthouse for those running for the Park Board. Jon encouraged Township Board members to also attend this meeting.

**New Business:**

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

**Any other business to come before the Board that will be added on next month's agenda:** Civic Center contract, Road and Bridge fall dumpster, cemetery issues: plot price increase (resident/non resident, pre-need vs. immediate need, three people, setting base and footings, additional fees for headstone, veterans' footings), next newsletter

**Adjournment:**

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

Meeting adjourned at 8:17 p.m.

Respectfully submitted

Sandra Gustafson, Cordova Township Clerk