

“PENDING APPROVAL”

MINUTES OF CORDOVA TOWNSHIP REGULAR MONTHLY MEETING  
September 20, 2010 – 7 p.m.  
Cordova Township Office

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 September, 2010.

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

Also present: Sandy Gustafson, Clerk and Pam Bruner, Cordova Cemetery and Civic Center Manager.

Road Commissioner Filbert was absent.

Supervisor Kavanaugh led The Pledge of Allegiance.

Gary Hanna made a motion, seconded by Morris McLaughlin, to approve the August 16, 2010, minutes of the Cordova Township regular monthly meeting. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

**Communications:** The Board received a letter from the River Valley District Library requesting support for an upcoming fundraiser. The Board took no action.

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

**Approval of Bills/Financial Reports:**

The Road District statements of revenue and expenses for August, 2010, were reviewed. Gary Hanna made a motion, seconded by Robert Coers, to approve the August, 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 August, 2010, were reviewed. Morris McLaughlin made a motion, seconded by JoAnne Boone, to approve for payment the August, 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 August, 2010, were reviewed. Robert Coers made a motion, seconded by Gary Hanna to approve the General Assistance financial report for August, 2010. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

The Civic Center statements of revenue and expenses for August, 2010, were reviewed. Morris McLaughlin, made a motion, seconded by JoAnne Boone, to approve for payment the Civic Center bills as presented for August, 2010. The Clerk will void Check #7517 to Hall Signs. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

The Cordova Cemetery statements of revenue and expenses for August, 2010, were reviewed. Jon Kavanaugh, made a motion, seconded by Gary Hanna, to approve the Cemetery statements of revenue for August, 2010. The Clerk will create a new check to Hall Signs out of the Cemetery Fund for \$225.12. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: any. Motion carried.

### **Old Business:**

**Cemetery Report:** Pam Bruner, Cemetery Manager, submitted a written report to the Board. The Board discussed the following current and upcoming Cemetery issues: doing away with having both resident and non-resident fees, the fact that current fees do not support the cemetery and are way out-of-line with comparable cemeteries, adopting an annual increase for cost of interment rights, waiting until the State fees are assigned and then adding the transfer fee into the interment cost and the issue of immediate need vs. preplanned sales.

Pam Bruner stated that the State will require that all cemeteries are to be online with the State computer system in March and that there will be new cemetery rules issued which are not yet completed. The State at some time will also require that the Cemetery staff will have to meet with the family before a burial can take place. State fees are also going to be applied to interment sales in the future. Only two burials are allowed on one grave plot.

Some Cemetery flag posts are in need of repair. Pam will talk with Rick Kessler about the best way to handle the sinking of new containers.

Cemetery fall clean-up dates will be in the newspaper and also the dates will be put on the park sign. The dates have been posted in the Cemetery since April. There is a tote containing items removed from the last clean-up located by the empty lot at the Cemetery. These will be discarded 15 days after the current clean-up dates end around November 15. A sign will be posted regarding this.

**Cemetery Fee Structure:** Jon Kavanaugh, made a motion, seconded by Gary Hanna, to approve at next month's meeting the existing Cemetery fee structure which has been effective since April, 2006—one resident grave costs \$75 and one non-resident grave costs \$350. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

Jon Kavanaugh, made a motion, seconded by Gary Hanna, to approve at next month's meeting the Cemetery fee structure of \$350 per grave for interment with a three percent annual price increase effective each April 1 thereafter. Transfer fees will be \$25. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

**Civic Center Report:** Pam Bruner, Civic Center Manager, submitted a written report for the Board. Bids for the bathroom project must be put out for bids because the cost will be over

\$20,000. Iossi estimated they would need one week to finish the job. Supervisor Kavanaugh asked Pam to block out two weeks for the project. The bid deadline will be November 1. Prevailing wage applies, and everything will be subject to Board approval.

The Rules and Regulations for the Civic Center are still a work in progress. Pam reported that insurance companies will not write liquor liability policies for more than 90 days before an event.

**Police Report and Finance Report:** The monthly financial report was received, but no police report was submitted. Supervisor Kavanaugh will contact the Village. A new police chief was just appointed who might not know he is to submit a report to the Township.

**Road Commissioner's Report:** Road Commissioner Filbert had submitted a written report to the Board.

**Community:** Pam Bruner reported that the Elvis impersonator, Junior Talley, suggested a Thursday evening performance in October at a cost of \$500. We could try to work with the Village to share costs. Jon Kavanaugh, made a motion, seconded by Robert Coers, to work with the Village and sponsor a free event for the community with the date to be determined by Pam Bruner. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

Pam also suggested setting up some blocks of time that the Civic Center could be open for community use for various activities such as ping-pong, card games, knitting, crafting, crocheting, or just visiting. The following dates have been selected as trial times to see if the residents would use the Civic Center for an open community time: Thursday, October 14, 9 to Noon; Tuesday, November 16, 9 to Noon; and Saturday, December 18, 9 to Noon. Jon Kavanaugh, made a motion, seconded by JoAnne Boone to approve the open community dates for the next three months. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

**Youth Committee:** No report.

**Senior Committee:** No report

**Cordova Township Park District:** Cordova Township Park District open houses will be held at the Civic Center on October 6 and October 20 at 7 p.m.

### **New Business:**

**Levy 2011-2012:** Exelon's assessment is going up by about \$50 million. We will want to keep our township budget and levy in line with that. We might want to pay into IMRF as we are behind on that obligation. Budget is due in December. Supervisor Kavanaugh asked the Board to begin thinking about budget issues.

**Health Insurance Mandate:** The Health Insurance Mandate will become effective in 2014. We have no tax obligation at this time. It might cost us about \$7,000 per employee, and we need to be aware of what we might have to provide for the mandate.

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

**Any other business to come before the Board that will be added on next month's agenda:** Approve Interment Fee Rate Increase

**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 8:50 p.m.

Respectfully submitted

Sandra Gustafson, Cordova Township Clerk