

MINUTES OF CORDOVA TOWNSHIP REGULAR MONTHLY MEETING

April 18, 2011 – 7 p.m.
Cordova Township Office

Approved May 16, 2011

Trustee Morris McLaughlin called the regular monthly meeting of the Cordova Township Board of Trustees to order at 7 p.m. in the Cordova Township Office on April 18, 2011.

Present: JoAnne Boone, Robert Coers, Morris McLaughlin and Bonnie Hanna, Trustees.

Absent: Supervisor Kavanaugh

Also present: Pam Bruner, Cordova Township Civic Center and Cemetery Manager, Sandy Gustafson, Clerk, Chris Filbert, Road Commissioner, Margaret Bennett, David Brooks and Scott Weaver.

Trustee Morris McLaughlin led The Pledge of Allegiance.

Morris McLaughlin made a motion, seconded by Bonnie Hanna, to approve the March 21, 2011, minutes of the Cordova Township regular monthly meeting. Ayes: Boone, Coers, Hanna and McLaughlin. No's: none. Motion carried.

Communications:

A. The Clerk announced that the new 2011 Freedom of Information Act (FOIA) and Open Meetings Act (OMA) electronic training courses are now available at www.Illinoisattorneygeneral.gov website. Jon Kavanaugh and Sandra Gustafson are required to take these classes due to a Board vote last year. Everyone is encouraged to take these courses, however. Please bring in certificates of completion, so they can be on display in the Township office.

Citizens Wishing to Address the Board: None

Approval of Bills/Financial Reports:

The Road District statements of revenue and expenses for March, 2011, were reviewed. Morris McLaughlin made a motion, seconded by Robert Coers, to approve the March, 2011, Road District bills. Ayes: Boone, Coers, Hanna and McLaughlin. No's: none. Motion carried.

The Town Fund statements of revenue and expenses for March, 2011, were reviewed. Bonnie Hanna made a motion, seconded by JoAnne Boone, to approve for payment the March, 2011, Town Fund bills. Ayes: Boone, Coers, Hanna and McLaughlin. No's: none. Motion carried.

The General Assistance statements of revenue and expenses for March, 2011, were reviewed. JoAnne Boone made a motion, seconded by Robert Coers, to approve the General

Assistance financials for March, 2011, for payment. Ayes: Boone, Coers, Hanna and McLaughlin. No's: none. Motion carried.

The Civic Center statements of revenue and expenses for March, 2011, were reviewed. Bonnie Hanna, made a motion, seconded by Morris McLaughlin, to approve for payment the Civic Center bills as presented for March, 2011. This motion also includes approval of the first three payments of the Iossi payment schedule. Ayes: Boone, Coers, Hanna and McLaughlin. No's: none. Motion carried.

The Cordova Cemetery statements of revenue and expenses for March, 2011, were reviewed. Robert Coers, made a motion, seconded by JoAnne Boone, to approve the Cemetery statements of revenue for March, 2011. Ayes: Boone, Coers, Hanna and McLaughlin. No's: none. Motion carried.

Old Business:

Cemetery Report: Pam Bruner, Cemetery Manager, submitted a written report to the Board. The 2011 lawn contract with Freelance has been signed and they have already been out to do a clean up. Our cleanup dates our March 15-30 and Freelance did a cleanup on March 15. There have been a few complaints. We need to rethink our clean up dates.

Pam reported that she has completed the Cemetery Oversight Database web training class that allows her to register the burials in the Cordova Cemetery. In order to be State compliant, only 11 deaths will have to be entered for Cordova. The State mandated date for beginning to use the database is December, 2010. Only death records are to be entered; the software does not include any cemetery maps.

Civic Center Report: Pam Bruner, Civic Center Manager, submitted a written report to the Board. Iossi started the restroom remodel on April 11. Mold was found in the hallway by the water fountain, in the women's washroom and the outside sill plate. These issues have been repaired; no water fountain is being put back in the hallway.

Community Events:

- **Community Connect:** Pam would like to continue offering Community Connect projects throughout the summer. Here are the dates: Monday, May 23, Thursday, June 23, Friday, July 22 and Tuesday, August 23. All times will be from 9 a.m. until noon. The Board will need to approve these dates.
- **Liquor Liability Insurance:** Pam is still waiting on bids for liquor liability insurance. Our previous carrier no longer wishes to be the carrier for this insurance. Pam is continuing to obtain quotes on this insurance.
- **Cordova Boosters:** Cordova Boosters would like to use the Civic Center on Saturday, April 23, at 11 a.m. for their annual Easter Egg Hunt. JoAnne Boone, made a motion, seconded by Bonnie Hanna, to approve the Civic Center usage by the Cordova Boosters on Saturday, April 23 at 11 a.m. for their annual Easter Egg Hunt. Ayes: Boone, Coers, Hanna and McLaughlin. No's: none. Motion carried.

Police Report and Village Finance Reports: The Village financial report was received; the police report was not. Trustee McLaughlin commented that the Village appeared to be on target with their budget.

Road Commissioner's Report: Road Commissioner Filbert had submitted a written report to the Board. She added that perhaps the Board would like to consider sponsoring a Shredding Day as a community service where documents could be brought in and shredded. Also she would like the Board to consider offering a Waste Disposal Day where batteries, pesticides, paint, etc., could be brought in and disposed. She asked that the Board consider these two proposals for the future. The Road & Bridge Dumpster will be available to Township residents on May 6-8 from 7 a.m. until 5 p.m. at the Civic Center. The Village will have a dumpster at their location on the same days.

Community: JoAnne Boone stated that the Township/Library art class went really well. There were 10 people of whom three were children. Since supplies were purchased for 20 class members, Cheryl Lennox has agreed to teach another class at a later date.

Youth Committee: No report.

Senior Committee: No report.

Cordova Township Park District: The Board discussed offering the Civic Center for meeting space for the newly formed Cordova Park District. JoAnne Boone, made a motion, seconded by Bonnie Hanna, to approve the usage of the Civic Center for the initial meeting of the Park District which has yet to be determined. Ayes: Boone, Coers, Hanna and McLaughlin. No's: none. Motion carried.

New Business:

Identity Protection Policy: TOI sent Supervisor Kavanaugh a copy of an "Identity-Protection Policy which was revised by the Illinois Attorney General's Office for use by townships. The letter states "that this policy needs to be approved by the Cordova Township Board to ensure the confidentiality and integrity of Social Security numbers that our township may obtain." JoAnne Boone, made a motion, seconded by Bonnie Hanna, to adopt the Identity-Protection Policy which was revised by the Illinois Attorney General's Office. Ayes: Boone, Coers, Hanna and McLaughlin. No's: none. Motion carried.

Township 2011-2012 Budget: Supervisor Kavanaugh had suggested that the Board consider the donation of \$1,000 from the Town Fund's Community Fund account to help get the newly formed Cordova Park District up and running. The Board wished to discuss this matter again at next month's meeting. The public hearing for the Town Fund Budget will be on June 20.

Road & Bridge 2011-2012 Budget: The public hearing for the Road & Bridge Budget will be on June 20.

Iossi Payment Schedule: The Board passed a motion earlier in the meeting to pay the first three of four scheduled payments.

American Legion Weapon Storage: Trustee McLaughlin stated that the Port Byron American Legion building had been sold, and they are looking for another place to store their weapons. These weapons are owned by the military and there are approximately 12 guns that will need to be stored. The Board discussed storing them at the Civic Center and decided to discuss this issue again at the May meeting.

Scholarships—Erie: Two scholarship applications have been received from Cordova Township students attending Erie High School. The idea of giving two scholarships to Erie this year was discussed, but the Board decided to remain with the original intent of the Board and only give one. Samantha Johnston was selected as the 2011 Cordova Township scholarship recipient. The Clerk will prepare the necessary paperwork.

Supervisor's Comments: Trustee McLaughlin reported that last week he attended the TOI Educational Conference held in Peoria. He recommends that as many Board members as possible take advantage of attending these TOI conferences and training sessions.

Any other business to come before the Board that will be added on next month's agenda: Cemetery clean-up dates, Approval of Community Connect dates, American Legion Weapon Storage

Adjournment:

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

Meeting adjourned at 8:10 p.m.

Respectfully submitted

Sandra Gustafson, Cordova Township Clerk