

MINUTES OF CORDOVA TOWNSHIP REGULAR MONTHLY MEETING  
July 16, 2012 – 7 p.m.  
Cordova Township Office

Approved August 20, 2012

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 16, 2012.

Present: Supervisor Jon Kavanaugh, Robert Coers, Morris McLaughlin and Bonnie Hanna, Trustees.

Trustee Boone was absent.

Also present: Pam Bruner, Cemetery and Civic Center Manager, Sandy Gustafson, Clerk and Chris Filbert, Road Commissioner.

Supervisor Kavanaugh led The Pledge of Allegiance.

Morris McLaughlin made a motion, seconded by Robert Coers, to approve the June 18, 2012, Cordova Township and Road & Bridge Meeting Minutes for Budget and Appropriations Public Hearing. Ayes: Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

Robert Coers made a motion, seconded by Bonnie Hanna, to approve the June 18, 2012, Cordova Township Regular Meeting Minutes. Ayes: Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

Jon Kavanaugh made a motion, seconded by Bonnie Hanna, to approve the June 18, 2012, Cordova Township Closed-Session Meeting Minutes. Ayes: Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried

**Communications:**

**Kim Hoffman, Timmer & Associates:** Kim Hoffman, auditor from Timmer and Associates, presented the 2012 Cordova Township Audit report to the Board. Timmer and Associates stated that they have found the Township's financial statements of each major fund ending March 31, 2012, had ended with conformity with accounting principles. Kim went over the cash basis reporting for each fund. She commented that the Township was watching over expenses carefully and had under spent in most areas. She encouraged the Board to continue to review bank reconciliations, financial statements and non-invoiced items such as donations. Timmer & Associates continues to recommend that the Township Board remain involved in the financial affairs of the Township to provide oversight and independent review functions. Due to the size of Township staff, the main concern still remains the lack of segregation of duties. The overall results of the audit, however, were very good.

**Allied Benefits Letter:** A letter from Allied Benefits was distributed to the Board. It stated that there had been very positive feedback to their drug discount program and that Cordova Township will be receiving discount cards for distribution. More information will be received before August 15.

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

**Approval of Bills/Financial Reports:**

The Road District statements of revenue and expenses for June, 2012, were reviewed. Robert Coers made a motion, seconded by Morris McLaughlin, to approve for payment the June, 2012, Road District bills. Ayes: Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

The Town Fund statements of revenue and expenses for June, 2012, were reviewed. Morris McLaughlin made a motion, seconded by Bonnie Hanna, to approve for payment the June, 2012, Town Fund bills. Ayes: Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

The General Assistance statements of revenue for June, 2012, were reviewed. Morris McLaughlin, made a motion, seconded by Robert Coers, to approve the General Assistance financials for June, 2012. Ayes: Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

The Civic Center statements of revenue and expenses for June, 2012, were reviewed. Jon Kavanaugh made a motion, seconded by Bonnie Hanna, to approve for payment the Civic Center bills as presented for June, 2012. Ayes: Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

The Cordova Cemetery statements of revenue and expenses for June, 2012, were reviewed. Bonnie Hanna made a motion, seconded by Robert Coers, to approve the Cemetery statements of revenue and expenses for June, 2012. Ayes: Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

**Old Business:**

**Cemetery Report:** Pam Bruner, Cemetery Manager, had submitted a written report to the Board. Sign Company will be coming out to quote the flagpole installation but first the material in which the flagpoles are inserted must be chosen. Pam will be taking pictures of those monuments in need of repair and hopes to have a repair quote at the next meeting. Pam reported that the Rules for the Cemetery Oversight Act are effective as of July 1, 2012. Pam will be applying for a partial exemption for the Cordova Cemetery.

**Civic Center Report:** Pam Bruner, Civic Center Manager, had submitted a written report to the Board. Pam reported that Cordova had a recent boil order and that she was concerned about receiving notice of these orders. She often has people in the Civic Center and the Park and must put out notices regarding boil orders for their safety. She will be working with the Village in order to get more timely notification.

Current Civic Center projects in process: Flag pole removal, installation of hand washing sink in kitchen, possible oven/exhaust installation, old ice machine removal, possible ice machine rental and possible installation of hard piping for water run off.

Supervisor Kavanaugh reminded everyone to make sure items needing a vote be placed on the agenda as soon as possible in order to speed up the approval process. Contact the Clerk for agenda placement.

**Road Commissioner's Report:** Road Commissioner Filbert submitted a written report to the Board. Chris added that the resurfacing of the tennis courts was taking place and that the handicapped marking of the Civic Center parking lot would be done soon.

#### **Community:**

**Youth Committee:** Nothing to report.

**Senior Committee:** Flu shots will be available to Cordova Township residents on October 15 from 10 – 11:30 a.m.

#### **New Business:**

**Supervisor's Comments:** Supervisor Kavanaugh discussed the possibility of adding an amendment to the Road & Bridge medical benefit that would clarify what constitutes a "dependent."

The Township Board has received a letter from American Legion Post 1033 stating that they have passed a motion indicating their support of the proposed construction of a new military memorial to the Nation's military veterans at the Cordova Cemetery. The actual amount of monetary contribution toward this project will be determined based upon the final approved design by both Post 1033 and Cordova Township officials. Morris McLaughlin will continue to be our contact with the American Legion throughout this project.

Cordova Township has received the \$5,000 repayment from Cordova Park District.

Supervisor Kavanaugh asked the Board for their help in reviewing the financial records before each meeting. Would they be able to come in 15 minutes before each meeting to do this? Trustee Hanna asked the Clerk to include a reminder for this in the Board packets.

The Park District has had the Road & Bridge/Park District Intergovernmental Agreement for at least four months, and we have still have no signed agreement. Bills have been submitted, and no payment has yet been received on those.

**Any other business to come before the Board that will be added on next month's agenda:** Flagpoles, Civic Center kitchen improvements and plumbing, Cemetery road sealing

**Adjournment:**

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

Meeting adjourned at 8:10 p.m.

Respectfully submitted

Sandra Gustafson, Cordova Township Clerk