

MINUTES OF CORDOVA TOWNSHIP REGULAR MONTHLY MEETING  
September 16, 2013 – 7 p.m.  
Cordova Township Office

Approved October 21, 2013

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 16, 2013.

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

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

Supervisor Kavanaugh led The Pledge of Allegiance.

Bonnie Hanna made a motion, seconded by Robert Coers, to approve the August 19, 2013, Cordova Township Regular Monthly Meeting Minutes. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

**Communications:**

**TOI Annual Educational Conference, November 10-12, 2013:** Clerk Gustafson asked those Board members wishing to attend the TOI Conference to please fill out the housing and registration forms in their packets and leave them with her.

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

**Approval of Bills/Financial Reports:**

The Road District statements of revenue and expenses for August, 2013, were reviewed. Robert Coers made a motion, seconded by Bonnie Hanna, to approve for payment the August, 2013, 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, 2013, were reviewed. JoAnne Boone made a motion, seconded by Jon Kavanaugh, to approve for payment the August, 2013, Town Fund bills. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

The General Assistance statements of revenue for August, 2013, were reviewed. Jon Kavanaugh, made a motion, seconded by Morris McLaughlin, to approve the General Assistance financials for August, 2013. Supervisor Kavanaugh stated that the basic minimum amount is being kept in the General Assistance account. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

The Civic Center statements of revenue and expenses for August, 2013, were reviewed. Morris McLaughlin made a motion, seconded by Bonnie Hanna, to approve for payment the Civic Center bills as presented for August, 2013. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

The Cordova Cemetery statements of revenue and expenses for August, 2013, were reviewed. Robert Coers made a motion, seconded by Bonnie Hanna, to approve the Cemetery statements of revenue and expenses for August, 2013. Ayes: Boone, 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. The plantings around the Gazebo have become overgrown with the bushes growing into the railings. Pam would like to pull the old plants and put in all new ones. The Board thought this was a good idea and probably could be completed at a cost not to exceed \$500. Jon Kavanaugh, made a motion, seconded by Bonnie Hanna, to approve the Gazebo planting project at a cost not to exceed \$500. Cemetery Caretaker Tom Border will do the work and submit a separate bill for this project. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried. Pam will be responsible for purchasing the various plants needed. Chris Filbert said to contact her if the project should go over the \$500 amount.

**Veterans' Memorial:** Nothing additional to add at this time.

**Well-Shut Down:** Latta Well and Pump will be able to winterize the Cemetery pump at a cost of \$85. Jon Kavanaugh made a motion, seconded by JoAnne Boone, to authorize Latta Well and Pump to winterize and shut down the Cemetery pump for a cost of \$85. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

**Civic Center Report:** Pam Bruner, Civic Center Manager, had submitted a written report to the Board.

**General Maintenance Quote for Cosmetic Fixes:** Nothing discussed at this time.

**Seal Shelf Behind Kitchen Sinks and Caulk:** Tom Border is currently looking for stainless steel to be used for wrapping the shelf.

**Four Craft Classes--October and November:** Pam Bruner suggested offering a Craft Clutch consisting of the following four classes: mosaic rock, fall necklace, coaster set and broken glass votive. These classes would be offered on Sunday afternoons (Oct. 20, Nov. 17, Dec. 15 and Jan. 19) at the Civic Center and taught by Pam Bruner. Pam would earn the community rate of \$10.93 per hour to teach the classes which would be offered between 1 and 4 p.m. After Board discussion, it was decided to make the Civic Center available to the community on the above dates for community members to either work on their own personal crafting projects or to take the scheduled classes taught by Pam. Class participants have the option of bringing in their own supplies for the class or purchasing them from Pam for a minimal fee.

Jon Kavanaugh made a motion, seconded by JoAnne Boone, to approve the offering of the four Craft Clutch sessions on Oct. 20, Nov. 17, Dec. 5 and Jan. 19 at the Civic Center from 1 to 4 p.m. Participants will have the option to work on their individual crafts or participate in the scheduled class being offered. Participants will either supply their own supplies or purchase them from Pam. These classes will be advertised in flyers around town as well as the Library and Township newsletters. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

**Locks:** Nothing at this time.

**Front Door Enclosure:** The Board discussed having two doors installed which would help with the airlock situation. Bids should be in soon.

**Window Quotes:** Quotes for windows will be discussed at the next meeting.

**Road Commissioner's Report:** Nothing at this time.

**Community:**

**Youth Committee—Kids Pumpkin Growing:** Trustee Boone reported that there are children signed up for the pumpkin growing contest and that the committee will go to each of the homes to score the children's pumpkins. The Board discussed giving the top three winners each a monetary gift. JoAnne Boone made a motion, seconded by Robert Coers, to purchase a gift card for the top three winners in the amounts of \$25, \$15, and \$10 respectively. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

**Senior Committee—Flu shots** will be given on Monday, October 21, from 10 a.m. - 11:30 a.m. The Board discussed having refreshments at the Civic Center for those receiving flu shots. There will not be a luncheon provided this year.

**Cordova Park Board:**

The new information/message board is working out very well. The Board thanked Park Board Member Margaret Bennett who was in attendance. The Park Board is thinking about placing Christmas lights in the park this year.

**New Business:**

**Office Copy Machine:** SBM called to report that the copy machine is nine years old and is now out of warranty. The contract on it will be dropped. They wanted to let us know that there are federal contracts available on copy machines for a set price. Supervisor Kavanaugh informed them that we would be interested in a copy machine similar to our current one. Jon will be meeting with SBM before our next township meeting.

**Supervisor's Comments:** Supervisor Kavanaugh reminded the Board of the upcoming levies and suggested reducing them wherever we could. He mentioned adding the position of deputy clerk into the upcoming levy (for dual knowledge). He reminded the Board of a possible future office expansion. Any ideas from the Board? Rock Island County Health Department called Supervisor Kavanaugh regarding having a two-hour presentation on the open enrollment for Obama Care. It was discussed that this could possibly be done on the same day as the flu shots.

**Any other business to come before the Board that will be added on next month's agenda:** Obama Health Care--Open Enrollment (Presentation on the same day as flu shots-- Oct. 21, 2013?) Levy

**Adjournment:**

Bonnie 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 8:01 p.m.

Respectfully submitted

Sandra Gustafson, Cordova Township Clerk