

MINUTES OF CORDOVA TOWNSHIP REGULAR MONTHLY MEETING  
October 21, 2013 – 7 p.m.  
Cordova Township Office

Approved November 18, 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 October 21, 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 and Chris Filbert, Road Commissioner.

Supervisor Kavanaugh led The Pledge of Allegiance.

Robert Coers made a motion, seconded by Bonnie Hanna, to approve the September 16, 2013, Cordova Township Regular Monthly Meeting Minutes as amended. The minutes will be amended to include the that the children will receive gift cards in the amounts of \$25, \$15 and \$10 respectively for the size of their pumpkins. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

**Communications:**

**TOI Annual Educational Conference:** The Clerk reminded the Board of the TOI Conference coming up and that driving arrangements should be made. The Board will discuss this at the end of tonight's meeting.

**Ann's Helping Hands—Donation Request:** For the last three years, the Board has voted to give \$300 to Ann's Helping Hands for food baskets for Cordova residents. Jon Kavanaugh made a motion, seconded by Bonnie Hanna, to approve a \$300 donation to Ann's Helping Hands for food baskets for Cordova residents. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried

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

**Approval of Bills/Financial Reports:**

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

The General Assistance statements of revenue for September, 2013, were reviewed. Robert Coers, made a motion, seconded by Bonnie Hanna, to approve the General Assistance financials for September, 2013. General Assistance requests have been way down this year. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

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

The Cordova Cemetery statements of revenue and expenses for September, 2013, were reviewed. JoAnne Boone made a motion, seconded by Jon Kavanaugh, to approve the Cemetery statements of revenue and expenses for September, 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 dirt from the Road District has been working out fine. Some peat may have to be brought in. Grass is already sprouting on some of the repaired graves. Pam Bruner announced that she has recently passed the Cemetery Manager Certification testing and is now certified to be a cemetery manager.

**Veterans' Memorial:** Supervisor Kavanaugh stated that the Committee has asked Lucky Monument to include additional artwork in their preliminary design. Chris Filbert reported that she had recently been contacted by Cordova Energy Company and that they are looking for local projects in which to participate. Supervisor Kavanaugh will contact them to see if they would be interested in helping out with the Veterans' Memorial project.

**Gazebo Plantings:** Trustee McLaughlin asked for clarification about the Gazebo project. Pam explained that the dirt around the Gazebo was too high causing water not to properly drain. Tom Border will remove the old bushes and excess dirt within the next several weeks. The new bushes will be planted in the spring.

**Cordova Township Cemetery Compliance:** The Cordova Township Cemetery is fine with its current method of monetary acceptance: personal checks, money orders and cashiers checks. We do not have to accept cash or credit cards. The Cordova Township is legally responsible for the Cordova Cemetery, and currently we allow the funeral home, vault company and grave opener to make sure that all laws are followed. It is acceptable to do this, but if any of these people cause damage, the Township is responsible for the damage. Our policy might need to be modified. Currently, the Township does not charge for the opening/closing of graves as

well as grave and monument marking. These are really funeral expenses and should be paid by the family. We are also incurring additional paperwork, travel time and training expense. The State will start doing cemetery compliance audits in 2014. There is a good chance that the Cordova Township Cemetery will be evaluated as not being fiscally responsible by not charging the family for such expenses. So far, however, it is not a requirement.

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

**Seal Shelf Behind Kitchen Sinks and Caulk:** Tom Border was here on Sunday and will put a price together for this job within several weeks.

**Crafters Clutch Update:** Pam reported that no one showed up for the first session.

**Locks:** Pam has received no interest from various businesses in providing lock service for the Civic Center. Supervisor Kavanaugh stated that he might do it.

**Front Entrance Enclosure:** Supervisor Kavanaugh asked the Board to take a look at the concrete cracks at the front entrance to the Civic Center. Any doors must swing out due to the cracks; therefore, it would not be a good idea to put the doors in on bad concrete. Further discussion and planning is needed before any work can be done on the front entrance enclosure.

**Window and Kitchen Door Quotes:** Best Improvement Company's bid was approved by the Board for the replacement of 12 windows at the Civic Center. Jon Kavanaugh made a motion, seconded by Bonnie Hanna, to approve the installation of 12 new Great Lakes vinyl double-hung maintenance free aluminum windows at the Civic Center for a total cost of \$6,355 from Best Improvement Company. These windows will be in earth tone brown with painted cove and have a manufacturer's lifetime warranty. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

The Board accepted Ron Downey's bid for replacing the dual swing double doors into the Civic Center kitchen. Jon Kavanaugh made a motion, seconded by Morris McLaughlin, to approve the installation of new dual swing double 28" wide kitchen doors 1.75" thick in pre-finished solid core oak with push plates by Ron Downey for a total cost of \$1,445. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

**Road Commissioner's Report:** Chris Filbert, Road Commissioner, had submitted a written report to the Board. Chris reported that the 300 ton of salt that has been delivered was full of various debris as well as large chunks of hardened salt. This delivery was unacceptable; it will be removed from the salt shed and replaced with new salt.

### **Community:**

**Youth Committee—Kids Pumpkin Growing:** Trustee Boone reported that some of the children's pumpkins had rotted on the vine leaving only one pumpkin still on the vine. This pumpkin then became the first-place winner. The winner received a \$25 gift card to Toys r Us.

**Senior Committee—**Pam reported that 67 seniors received regular flu shots and 7 received the booster. Donuts, fruit and coffee were served during the flu shot clinic this year.

**Cordova Park Board:** The Cordova Park Board has been discussing repaving some of the walking paths and fixing and repaving the rolle bolle pavilion. Also in discussion is creating a rock garden area.

**Closed Minutes:** The Board discussed the closed session minutes. It was decided that due to the fact that litigation is still a possibility, the minutes should remain closed. Jon Kavanaugh made a motion, seconded by Bonnie Hanna, to keep the closed session minutes closed for another six months. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

The topic of getting another Township attorney was discussed. Board members thought it would be a good idea to locate a new attorney with Township experience.

**New Business:**

**Office Copy Machine:** Supervisor Kavanaugh stated that he received a notice from SBM that our office copy machine is no longer covered under a maintenance contract. Since the office copy machine still seems to be in good operating condition, we will continue to use it. SBM would still fix it for us; we would have to pay for the repair costs.

**Supervisor's Comments:** Supervisor Kavanaugh commented about his recent GATI training. He reported that after January 1, 2014, the Township will no longer be responsible for providing GA medical coverage. It also might become easier for individuals to get on GA in the future.

Supervisor Kavanaugh stated that the upcoming Road & Bridge and Town Fund Levies will remain close to or slightly less than this year's amounts. He asked the Board members to look over the proposed levies and let him know of their thoughts.

**Any other business to come before the Board that will be added on next month's agenda:** 2014-2015 Cordova Township and Road & Bridge Levies

**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 8:18 p.m.

Respectfully submitted

Sandra Gustafson, Cordova Township Clerk