

MINUTES OF CORDOVA TOWNSHIP REGULAR MONTHLY MEETING
November 18, 2013 – 7 p.m.
Cordova Township Office

Approved December 16, 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 November 18, 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 October 21, 2013, Cordova Township Regular Monthly Meeting Minutes. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

Communications:

TOI Annual Educational Conference Attendee Comments: Trustee Hanna reported that those individuals being trained on Obama Care have now been cut back from 30 hours of training to only 20. The State of Illinois has the most townships of any state. Townships are not responsible for personal injury if they know of a problem and then get it fixed within 72 hours or are in the process of getting it fixed if someone should be injured due to the problem. Susie Carpentier and Chris Filbert were both honored at the banquet and Chris Filbert donated a boat ride for the TOI silent auction.

Trustee Boone reported that she and Supervisor Kavanaugh learned that some of our donations would need to be investigated further as to their legality. Supervisor Kavanaugh had already received a contract form to be used when making donations in the future. It is a Township Contract for Social Services and will help the Board to determine if donations are acceptable ones. Supervisor Kavanaugh is waiting to hear back from a township attorney law office whether they would perform an audit on our existing donation procedures. He has not heard back from them yet.

Jon also distributed a management letter to the Board listing overall good policies for the Township to follow. The Board was asked to read the letter over and report back to the Supervisor with their comments. The Board is very interested in locating a new township attorney for Cordova Township. Clerk Gustafson reported that if a phone call or a text is made during a township meeting by a township official, it becomes a legal document of that meeting. Everyone who attended the TOI Conference felt it was very worthwhile.

Citizens Wishing to Address the Board: None**Approval of Bills/Financial Reports:**

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

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

The Cordova Cemetery statements of revenue and expenses for October, 2013, were reviewed. Jon Kavanaugh made a motion, seconded by JoAnne Boone, to approve the Cemetery statements of revenue and expenses for October, 2013. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

Old Business, Discussion and Approval Motions:

Cemetery Report: Pam Bruner, Cemetery Manager, had submitted a written report to the Board. Pam will have a detailed list of cemetery compliance issues at the December meeting. Tom Border gave a bid of \$831.88 to fix the cemetery shed. Pam is waiting to hear back from TOIRMA regarding what the insurance will cover. The Township has a \$250 deductible. Bonnie Hanna, made a motion, seconded by Robert Coers to approved the Cemetery report. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

Veterans' Memorial: Supervisor Kavanaugh informed the Board that he along with Trustee Boone and Clerk Gustafson had stopped at Lucky Monuments in Galesburg on their way back from the TOI Conference. Supervisor Kavanaugh had told Lucky that the artwork they had emailed was hard to see, so they showed it to us during our visit. Lucky told us that it would take four to five months to receive the monument material. Our goal is to come up with a vision and work with a core group for the planning stages. More detail will be provided to the Board as it becomes available.

Civic Center Report: Pam Bruner, Civic Center Manager, had submitted a written report to the Board. Tom Border will have a quote for the Board at the December meeting to finalize some of the general maintenance for cosmetic fixes: back door air conditioning drips, transitions in doorways, furnace maintenance, etc. This quote should not exceed \$400.

Seal Shelf Behind Kitchen Sinks and Caulk: Tom Border has completed this.

Crafters Clutch Update: Pam reported that no one has been in attendance.

Locks: Supervisor Kavanaugh has volunteered to complete this project.

Front Entrance Enclosure: The bids have already been received for this project, but Supervisor Kavanaugh directed Pam to check on the ADA requirements.

Window Replacement Schedule Update: Jon reminded Pam to make sure all dollar amounts for Board approval are always on the Township agendas.

Road Commissioner's Report: Chris Filbert, Road Commissioner, had submitted a written report to the Board. Chris reported that Governor Quinn passed a bill allowing road districts the opportunity to sell surplus equipment any time of the year. The Cordova Township Road District recently sold three pieces of equipment (over \$1,500) using an online company called Big Iron. Chris was very satisfied using this process and not having to wait until the annual town meeting. Supervisor Kavanaugh asked Chris to let the Board know in advance of any of these future sales.

Community:

Youth Committee—No report.

Senior Committee—No report.

Cordova Park Board: Chris reported that the Frisbee golf game has been installed. Three of the Frisbee golf components have been placed on Township property. She encouraged the Township Board members to try to attend the Park Board meetings.

Executive Session: Not needed.

New Business:

2014-2015 Road & Bridge Levy (Motion at December Meeting): Road Commissioner Filbert reported that her levy would be about the same as last year. Regarding IMRF: the auditor wants all allocated money in that line item expended for IMRF.

2014-2015 Township Levy (Motion at December Meeting): This will be voted on at the December meeting.

First Baptist Church—Donation Request: The Township donated \$1,000 last year to the food baskets. Jon felt that we should continue to do what we have been doing. Bonnie Hanna made a motion, seconded by Jon Kavanaugh, to donate \$1,000 to the Cordova Baptist Church to be used for Thanksgiving and Christmas food baskets. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

Supervisor's Comments: Supervisor Kavanaugh had nothing additional to add.

Any other business to come before the Board that will be added on next month's agenda: Cemetery Shed (waiting on TOIRMA report)

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 8:49 p.m.

Respectfully submitted

Sandra Gustafson, Cordova Township Clerk