

MINUTES OF CORDOVA TOWNSHIP REGULAR MONTHLY MEETING  
April 21, 2014 – 7 p.m.  
Cordova Township Office

Approved May 19, 2014

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 April 21, 2014.

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.

Bonnie Hanna made a motion, seconded by Morris McLaughlin, to approve the March 24, 2014, Cordova Township Regular Monthly Meeting Minutes. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

**Communications:**

**Ann's Helping Hands Donation Request:** No motion was taken for a Riverdale school supplies donation.

**Riverdale High School After Prom Donation Request:** Robert Coers made a motion, seconded by JoAnne Boone, to approve a \$100 donation to the Riverdale High School After Prom. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

**TOI Education Conference:** The Clerk reminded the Board of the TOI Conference coming up on July 18 at Giovanni's in Rockford.

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

**Approval of Bills/Financial Reports:**

The Road District statements of revenue and expenses for March, 2014, were reviewed. Bonnie Hanna made a motion, seconded by Morris McLaughlin, to approve for payment the March, 2014, Road District bills. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried. Supervisor Kavanaugh added that the IMRF liability is almost 100% funded.

The Town Fund statements of revenue and expenses for March, 2014, were reviewed. Morris McLaughlin made a motion, seconded by Bonnie Hanna, to approve for payment the March, 2014, Town Fund bills. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

The General Assistance statements of revenue for March, 2014, were reviewed. Robert Coers, made a motion, seconded by JoAnne Boone, to approve the General Assistance financials for March, 2014. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

The Civic Center statements of revenue and expenses for March, 2014, were reviewed. Jon Kavanaugh made a motion, seconded by Robert Coers, to approve for payment the Civic Center bills as presented for March, 2014. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

The Cordova Cemetery statements of revenue and expenses for March, 2014, were reviewed. Bonnie Hanna made a motion, seconded by JoAnne Boone, to approve the Cemetery statements of revenue and expenses for March, 2014. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

### **Old Business, Discussion and Approval Motions:**

**Cemetery Report:** Road Commissioner Filbert said that the Road District would be able to haul hardwood mulch from Xylem for the Cemetery

**Veterans' Memorial:** Supervisor Kavanaugh distributed a Veterans' Memorial Packet to each Board member. He explained the flag/wave design of the monument and that the founding documents would be on the back of the monument. Each document would be readable and have corresponding engraved pictures. Supervisor Kavanaugh also showed the basic preliminary design of the entire memorial layout. The design currently shows three flagpoles, a podium, benches, and tile holders for the names of the veterans. Monies will be raised through upcoming fundraising efforts. Prevailing wage must be followed. Light poles will also be a key component. The next step will be to mark out the footprint at the Cemetery location. Supervisor Kavanaugh would like to hear comments and suggestions regarding the materials presented.

**Compliance Points for Cemetery Law:** Pam Bruner, Cemetery Manager, reported that she will be working on getting all the paperwork updated for when a funeral home calls for an interment in the Cordova Cemetery. Pam will contact the attorney's office to see what information they might also suggest. The attorney will check over the final materials as well.

**Cemetery Memorial Bench Request:** Pam reported that it would be a good idea to develop some standards/guidelines for the type and placement of memorial benches in the Cemetery. A family has shown some interest in a bench donation. Pam will contact the family and also try to look up some possible guidelines to share with the Board.

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

**Locks:** Supervisor Kavanaugh has not yet installed the lock at the Township office, but he will make the installation soon.

**Warming Table/Salad Table:** Pam Bruner continues to work on bids for the warming and salad tables. She will have more quotes and information at the next township meeting.

**Community Celebration:** Next meeting will be held on May 5 at 7 p.m.

**Electric Bid:** An electrician will be out to quote the following jobs: Change outlet by hand washing sink to a ground fault outlet, upgrade light fixture at the entrance, change out the emergency exit signs in the great hall, remove electrical outlets in the kitchen island and add an outlet on the north wall for the heating table.

**Road Commissioner's Report:** Chris Filbert, Road Commissioner, had submitted a written report to the Board and had nothing additional to add.

#### **Community:**

**Youth Committee**—JoAnne Boone reported that the Library would be having a Bike Safety Program on June 14 from 11:30 a.m.–2 p.m. She asked if the Township would be able to contribute towards the cost of the helmets. This event will be held at the Civic Center Parking lot. Each helmet costs \$4.95. Supervisor Kavanaugh requested that this be put on next month's agenda for a motion.

**Senior Committee**—No report.

**Cordova Park Board:** Supervisor Kavanaugh distributed an updated Cordova Township/Park District Intergovernmental Agreement to the Board. Chris Filbert stated that the bike path is in the Park District and the Park Board should now assume its care. She requested that she be removed from the contractual agreement. Supervisor Kavanaugh made a motion, seconded by Morris McLaughlin, (if approved by TOIRMA) to remove Chris Filbert from the Intergovernmental Agreement between the Cordova Township and the Cordova Township Park District and then approve the Intergovernmental Agreement. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

**Executive Session:** Not needed.

#### **New Business:**

**2014/2015 Road & Bridge and Town Fund Budgets:** The Road Commissioner and Supervisor will double-check the budgets a final time. The budget hearings will be held in June.

**Supervisor's Comments:** Jon Kavanaugh will be able to be present at the May Township meeting. He reported that his office computer has the XP Operating System on it, and he will be getting a new tower within the next month. This purchase will be taken from the General Assistance Fund.

**Any other business to come before the Board that will be added on next month's agenda:** Budget Hearings in June

**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 8:15 p.m.

Respectfully submitted

Sandra Gustafson, Cordova Township Clerk