

MINUTES OF CORDOVA TOWNSHIP REGULAR MONTHLY MEETING
May 19, 2014 – 7 p.m.
Cordova Township Office

Approved June 16, 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 May 19, 2014.

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

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

Trustee Coers was absent.

Supervisor Kavanaugh led The Pledge of Allegiance.

Morris McLaughlin made a motion, seconded by Bonnie Hanna, to approve the April 21, 2014, Cordova Township Regular Monthly Meeting Minutes. Ayes: Boone, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

Communications:

Abigail McWilliams: The Clerk read a thank you from Abigail McWilliams for being the recipient of the 2014 Cordova Township Erie Scholarship.

TOI Education Conference: The Clerk reminded the Board of the TOI Conference coming up on July 18 at Giovanni's in Rockford. Please turn in paperwork for your attendance at next month's meeting.

Citizens Wishing to Address the Board: None

Approval of Bills/Financial Reports:

The Road District statements of revenue and expenses for April, 2014, were reviewed. Morris McLaughlin made a motion, seconded by JoAnne Boone, to approve for payment the April, 2014, Road District bills. Ayes: Boone, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

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

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

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

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

Old Business, Discussion and Approval Motions:

Cemetery Report: Pam Bruner, Cemetery Manager, is currently in the process of obtaining cemetery procedures manuals from other cemeteries. She is trying to find out what some of the other cemeteries are requiring for interment procedures and monument settings and then will use this information to help with the preparation of a manual for the Cordova Cemetery. Pam suggested that she might also seek the formation of a committee of small cemeteries to help with various cemetery issues. Supervisor Kavanaugh stated that the attorney would possibly be able to assist with the preparation of an ordinance. Pam reported that she must first mark a grave before any other work can be done.

Veterans' Memorial: Supervisor Kavanaugh stated that we must go out for bids for the Veterans' Memorial project. If a project will be built on public property, then it must go out for bid and use prevailing wage. Morris McLaughlin, Pam Bruner and Jon Kavanaugh will work together to go through various requirements regarding this project. Pam was also asked if she would be able to print out a list of veterans who are interred in the Cemetery for the Memorial Day service.

Compliance Points for Cemetery Law: We are compliant with what we currently have. Pam will be working on updating the Rules and Regulations booklet as well as a policy for monument placement and set up.

State Cemetery Inspection: The Department of Financial and Professional Regulation has started cemetery inspections. Supervisor Kavanaugh and Trustee McLaughlin should be briefed on inspection information in case the Department of Financial and Professional Regulation visits us unannounced.

Equipment: This is the third year for non-use of cemetery equipment. The Board discussed putting this equipment up for sale on Craig's List. The local community should be made aware of such a sale first. Pam will provide the Board with a list of the exact equipment at our next meeting.

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

Locks: Supervisor Kavanaugh reported that the new front door locking system is installed and working.

Warming Table/Salad Table: Pam is looking at another vendor and is obtaining an additional bid. This information will be available at next month's meeting.

Electric Bid: Pam will obtain a bid from Herb Carlson for everything except the warming/cooling tables.

Road Commissioner's Report: Chris Filbert, Road Commissioner, had submitted a written report to the Board. She stated that the electronic sign was not currently working because of the time/temp sensor being broken. At some point, the Park District will be taking over the operation of the electronic sign.

Community:

Youth Committee—Pam reported that the Village of Cordova donated \$200 to the upcoming Bike Safety Program. Jon Kavanaugh made a motion, seconded by Morris McLaughlin, to approve a \$200 donation to the Library Bike Safety Program which will be held on June 14. Ayes: Boone, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

Pam was asked if the Township Board would consider making another donation to the Cordova Community Day Celebration--this time to help with the children's games. Jon Kavanaugh made a motion, seconded by Bonnie Hanna, to approve a donation of one-third of the total cost of the children's games or \$200 whichever is less. Ayes: Boone, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

Senior Committee—Currently no one is utilizing the Hy-Vee Grocery Program. This is still available, however; please encourage its use to community members.

Cordova Park Board: TOIRMA requested that Chris Filbert remain on the Park Board Intergovernmental Agreement. The Agreement has been sent to the attorney and signed. Supervisor Kavanaugh encouraged the Board to attend the Park Board meetings. The next meeting is scheduled for May 28 at 6:30 p.m. The Park Board has begun paying for three electric meters and is in the process of obtaining bids for the resurfacing of some of the walking path.

Executive Session: Not needed.

New Business:

2014/2015 Road & Bridge and Town Fund Budgets: Supervisor Kavanaugh asked if there were any changes in the budgets. Road Commissioner Filbert stated that she had gone slightly over on the truck line item.

Supervisor's Comments: Nothing additional to add.

Any other business to come before the Board that will be added on next month's agenda: Timmer Audit on June 18, Timmer Board Presentation on July 21 and Cemetery Equipment Sale

Adjournment:

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

Meeting adjourned at 7:45 p.m.

Respectfully submitted

Sandra Gustafson, Cordova Township Clerk