

MINUTES OF CORDOVA TOWNSHIP REGULAR MONTHLY MEETING

September 15, 2014 – 7:00 p.m..

Cordova Township Office

Approved October 20, 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 September 15, 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.

JoAnne Boone made a motion, seconded by Robert Coers, to approve the August 18, 2014, Cordova Township Regular Monthly Meeting Minutes. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

Communications:

TOI Annual Education Conference, November 9-11, Springfield: Trustees Hanna and McLaughlin stated that they would like to attend the Conference. Clerk Gustafson might also attend and will get every one registered.

Citizens Wishing to Address the Board: None

Approval of Bills/Financial Reports:

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

The General Assistance statements of revenue for August, 2014, were reviewed. Supervisor Kavanaugh stated that the General Assistance Fund had had some activity this month, and there would be one more payout. Morris McLaughlin, made a motion, seconded by Robert Coers, to approve the General Assistance financials for August, 2014. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

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

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

Old Business, Discussion and Approval Motions:

Cemetery Report: Pam Bruner, Cemetery Manager, submitted a written report to the Board.

Veterans' Memorial: Nothing at this time.

Deed Transfers: Pam Bruner reported that there are still a few deed transfers pending. She will finish these, and text Supervisor Kavanaugh when they are completed.

Cemetery Benches: On hold for now.

Use of Civic Center Office for Cemetery Manager: The new manager will need to be aware of all Civic Center events in order to be able to access the Cemetery records when needed. Pam's suggestion to the new manager is to keep certain records with you at all times to avoid having to go to the Civic Center to obtain materials when a death occurs. The coatroom will become the Civic Center Office leaving the other office for the Cemetery Manager. Both offices will be updated with new hard surface flooring.

Interview Recommendation for Cemetery Manager: Trustee McLaughlin and Cemetery Manager Bruner interviewed three candidates. Kristie Guardia who is currently the Cemetery Manager for Port Byron was recommended to the Board to replace Pam Bruner. Morris McLaughlin made a motion, seconded by Bonnie Hanna, to offer the cemetery manager position to Kristie Guardia. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

Supervisor Kavanaugh thanked Pam for her excellent work over the last two years. Pam will still be available to answer questions for Kristie and offer help. Pam is to turn in any hours worked helping out the new manager.

Cemetery Wrap Up: Pam had a list of main things the new manager will need to complete: Rule Revision, Monument Policy, Funeral Home Policy, Maintenance of Current Records and Law Care Bid for 2015.

Pam's list of Cemetery needs is: Work on making Cemetery more self-supportive, changing or moving flags and possibly providing a cremation garden. Pam said it has been a pleasure to work as Cemetery Manager and do not hesitate to contact her if there are questions.

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

Warming Table/Salad Table: Supervisor Kavanaugh made a motion, seconded by Robert Coers, to approve the purchase of a cold-pan serving counter with two food-bar tray slides and one hot food-serving counter for a total of \$6,252.18 including freight. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

Electric Bid: Pam will now be able to give the electrical specs for the warming/cooling table to Herb Carlson.

Rental Rules: Ice machines need to be removed from the rental rules and the warming/cooling tables need to be added.

Janitorial Position/Interview Committee: Trustee Boone was unable to attend the interview for the Civic Center janitorial position; Pam Bruner conducted the interviews. Pam's recommendation was to hire Judy Carole Jepson who has been cleaning the Civic Center since Mary McCarthy left the position. Pam stated that Judy had been doing a great job and recommended that she be hired. JoAnne Boone made a motion, seconded by Bonnie Hanna, to offer the Civic Center janitorial position to Judy Carole Jepson. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

Early Voting: Pam announced that early voting would be held at the Civic Center on October 27 from 1 – 4:30 p.m. This will also be put in the newsletter.

Road Commissioner's Report: Road Commissioner Filbert had submitted a written report to the Board. She stated that the ad for the F350 is currently on eBay. Also, Rock Island County had previously locked in their salt bid and got a good deal in salt prices for this year. TOIRMA money has been received and used for truck repair.

Supervisor Kavanaugh and Road Commissioner Filbert discussed the upcoming Exelon sewer extension project. Does the Township have any authority or obligation with the utility easement? It would seem that it would just involve the Road Commissioner's position. Citizens are concerned about possible extra fees and forced annexation. It seems that another meeting is in order to inform more people of this situation. An article regarding the sewer extension should also be placed in the newsletter.

Community:

Community Celebration: Next meeting will be on October 27 at 7 p.m.

Youth Committee: No report.

Senior Committee: Flu shots will be on October 20 at the Civic Center from 10 – 11:30 a.m.

Cordova Park Board: Chris Filbert reported that there have been problems with the computer for the electronic road sign which has been turned over to the Park Board. Also, a tree limb went through one of the Park pavilions. The Park Board has purchased the West side of Rt. 84, the Collison property, for future Park purposes. The next Park Board meeting will be held on September 24 at 6:30 in the Civic Center.

Executive Session: Not needed.

New Business:

Supervisor's Comments: Supervisor Kavanaugh might be gone for the November 17 Cordova Township Meeting. He will be working on how to handle his absence and discuss it at the next meeting. Discussion was conducted about finding a Deputy Clerk who would be interested in learning the Clerk's duties and continuing on with that position.

Any other business to come before the Board that will be added on next month's agenda: Deputy Clerk position and 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 8:02 p.m.

Respectfully submitted

Sandra Gustafson, Cordova Township Clerk