

MINUTES OF CORDOVA TOWNSHIP REGULAR MONTHLY MEETING
October 20, 2014 – 7:00 p.m..
Cordova Township Office

Approved November 17, 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 October 20, 2014.

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

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

Trustee Coers was absent.

Supervisor Kavanaugh led The Pledge of Allegiance.

Bonnie Hanna made a motion, seconded by JoAnne Boone, to approve the September 15, 2014, Cordova Township Regular Monthly Meeting Minutes. Ayes: Boone, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

Communications:

TOI Annual Education Conference, November 9-11, Springfield: The following will be attending the TOI Conference: Morris McLaughlin, Bonnie Hanna, Chris Filbert and Sandra Gustafson.

Ann's Helping Hands—Food Baskets: The Board discussed last year's donation and decided to do the same this year. Jon Kavanaugh made a motion, seconded by Bonnie Hanna, to donate \$300 to Ann's Helping Hands to be used for food baskets for Cordova residents. Ayes: Boone, 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, 2014, were reviewed. Road Commissioner Filbert informed the Board that the truck had been sold on eBay for \$13,000 and that transaction should be finalized soon. Morris McLaughlin made a motion, seconded by Bonnie Hanna, to approve for payment the September, 2014, Road District bills. Ayes: Boone, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

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

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

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

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

Old Business, Discussion and Approval Motions:

Cemetery Report: Supervisor Kavanaugh introduced Krisitie Guardia, the new Cemetery Manager, to the Board. The Supervisor asked if she had any concerns at this time. She said she did not and that everything looked good.

Veterans' Memorial: Nothing at this time.

Deed Transfers: Pam Bruner reported that there are still a few deed transfers pending and will be working with Kristie to get these finalized.

Cemetery Benches: Mark Young would like to have a park bench installed in the tree line south of Section H in the 1st Addition. The Board discussed having Tom Border install a bench. Tom will construct the bench to match the existing Cemetery benches. Mr. Young will pay for the bench.

Veteran's Day Ceremony, November 11 at 11 a.m.: No refreshments are served at this ceremony, but the flags need to be set up.

Water Line and Section A Cemetery Adjustments: Supervisor Kavanaugh reported that he dug up and reset about 400 grave markers. While doing this, he noticed that none of the markers seemed to be correct on the row along the road in Section A. The records need to be checked and some adjustments will need to be made. It looks as though the interments for the Bennetts will need to be changed. Six interments might be lost in order to correct the situation. This needs to be made clear in our Cemetery records. Also, the existing water line affects Lots 21 and 23. Verification of spacing allotment needs to be done as measuring needs to be done from the center marker for some of the rows.

Maps: Vern Hazlett has given the Township some older Cemetery maps. These maps are printed in reverse order from what we currently have. Kristie Guardia will make arrangements to get copies made in the reverse order.

Contact Information Posted at Cemetery Shed: The new Cemetery manager, Krisitie Guardia, will make arrangements to get new, updated contact information posted at the Cemetery.

Lawn Care Bids: Supervisor Kavanaugh requested that the raising and lowering of the Cemetery markers be added to the annual Cemetery Lawn Care bid. These markers should be checked each spring and marked with a different color each year, too. Vegetation kill should also be applied around each marker.

Pam Bruner had mentioned the possibility of looking into a cremains garden for the Cordova Cemetery. Kristie will now gather information regarding this for the Board. Supervisor Kavanaugh stated that with the Ebola situation, we do need to be prepared at the local level.

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

Warming Table/Salad Table and Electric Bid: The bid approved from last month still remains the same. A purchase order will be sent which will give us 30 days to inspect the products. Herb Carlson will come in and look over the unit to see exactly what needs to be done.

Gutter Heat Tapes: Pam needs to talk to Tom Border about where to have the outlet installed. He will pick up supplies and get the heat tapes installed.

Shared Office: Pam and Kristie have discussed a shared office and feel that there is no reason to have a second computer at this time. They will both use the same computer as their schedules do not conflict. Supervisor Kavanaugh asked Pam to go ahead with getting new laminate for both rooms (office and coat room) and also check into the pricing to replace all the carpet in the Civic Center with laminate as well.

Illegal Dumping: Illegal dumping has been occurring along side the Civic Center dumpster. The latest person left boxes with her name on all of the boxes. This dumpster is clearly labeled that it is for Civic Center use only. A notice about the use of the dumpster and illegal dumping needs to be included in the next Township newsletter. Also, a letter will be sent to the person who left the boxes as a courtesy warning this time.

Janitorial Cart: Tabled for next month.

Road Commissioner's Report: Road Commissioner Filbert had submitted a written report to the Board. The Township attorney has confirmed that the Township has no responsibility with the upcoming Exelon sewer project. The Road District will work with Exelon regarding the use of the utility easement. Pam will get in touch with the Mayor of Cordova to decide on what to put in the newsletter.

Community: A meeting about the proposed Exelon Sewer project has been scheduled for October 29 at 7 p.m.

Youth Committee: No report.

Senior Committee: There were 64 flu shots administered at the Civic Center earlier today.

Cordova Park Board: Their next meeting will be held at the Civic Center on Wednesday, October 22, at 6:30.

Executive Session: Not needed.

Levies 2014-2015: The Supervisor distributed a copy of the Town Fund Levy to the Board.

Aflack: Supervisor Kavanaugh explained that Aflack insurance could be made available to Township employees. There are different plans available. Contact Jon if you are interested.

New Business:

Supervisor's Comments: Supervisor Kavanaugh's trip out of the country possibly will be cancelled for November. Also, he stressed the importance of educating your family regarding the Ebola virus.

Any other business to come before the Board that will be added on next month's agenda: Deputy Clerk position, Janitor's Cart

Adjournment:

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

Meeting adjourned at 8:20 p.m.

Respectfully submitted

Sandra Gustafson, Cordova Township Clerk