

MINUTES OF CORDOVA TOWNSHIP REGULAR MONTHLY MEETING

December 15, 2014 – 7:00 p.m..

Cordova Township Office

Approved January 19, 2015

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 December 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 Manager and Kristie Guardia, Cemetery Manager. Emily Bruner, Paul Bruner, Dawn Baumgartner and Janet Kopko were also in attendance.

Chris Filbert, Road Commissioner, was absent.

Supervisor Kavanaugh led The Pledge of Allegiance.

Morris McLaughlin made a motion, seconded by Bonnie Hanna, to approve the November 17, 2014, Cordova Township Regular Monthly Meeting Minutes. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

**Communications:**

**Ann's Helping Hands Thank you:** A thank you note from Ann's Helping Hands was circulated for the Board members to read. This was a thank you for food baskets.

**Citizens Wishing to Address the Board:** Dawn Baumgartner, Emily and Paul Bruner and Janet Kopko shared their concerns regarding the proposed Exelon sewer project. One question they had was "Has the Township Board already given permission for the use of the utility easement for this purpose?" Supervisor Jon Kavanaugh explained that the Township couldn't grant permission, as that is not in their jurisdiction to do so. It is the Road District's responsibility to allow permission to use the Township easement for utilities. Also, Dawn had found information that stated that each property owner owns the easement on each person's property. This would then mean that each property owner would have to be contacted about giving over that right in order for the easement to be used for sewer. If the term "engross" is used in the easement, then it can be used without the property owners' permission. Supervisor Kavanaugh will notify the Road Commissioner of the citizen concerns regarding the easement issue.

A sewer hookup cannot be mandated. But if a sewer system fails and is located within 300 feet of the sewer line, then the property owner will be asked to hook on. If the cost would be proven to be too expensive, then an exemption could be granted. There will be two lift stations, each one about one third of the way.

### **Approval of Bills/Financial Reports:**

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

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

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

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

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

**Cemetery Report:** Kristie Guardia had submitted a written report.

**Deed Transfers:** There is one family left to finish with deed transfers.

**Rules and Regulations:** Kristie Guardia reported that she is trying to simplify the existing Cemetery rules and regulations. She noted that we probably will want to add in a section on "Burial after Infectious Diseases" to comply with the Health Department.

**Lawn Care Bid:** One bid came in from Mow n Snow for the lawn care and caretaker position for the Cordova Cemetery 2015 contract. The mowing rate increased from \$600 to \$635 per mowing and the caretaker fee remained the same at \$100 per month. Supervisor Kavanaugh wants to make sure that the contract also includes the annual raising and painting of markers. Kristie will talk with Tom Border of Mow n Snow to see if he is in agreement with this. The Bennetts have dropped off materials so that their burial plots can be changed.

**Civic Center Report:** Pam Bruner, Civic Center Manager, had submitted a written report to the Board. The next Community Celebration meeting will be held on December 29 at 7 p.m. at the Civic Center.

Pam reported that there was a disc golfer on the roof of the Civic Center, and the person was unable to get down off the roof. Pam happened to be at the Civic Center and got him a ladder. The #1 hole might have to be moved. Pam will talk to the Park Board about this issue.

**Warming Table/Salad Table:** Pam has received the signed agreement. Herb Carlson should now have some time to meet with Pam regarding the electrical needs of the Civic Center.

**Concealed Carry:** The Concealed Carry Act defines 23 prohibited areas; governmental buildings are one of those areas. Therefore, the Civic Center must be posted as a “non-concealed” carry area, and a non-concealed carry sign needs to be posted there. The Civic Center parking lot, however, does not need to be posted.

**Road Commissioner’s Report:** Road Commissioner Filbert had submitted a written report to the Board.

**Youth Committee:** No report.

**Senior Committee:** No report.

**Cordova Park Board:** Dave Jasper sent Supervisor Kavanaugh pictures of the new lighting that the Park Board is looking into installing. The lights are self-regulating with motion detectors. An additional pole will need to be added to provide more lighting for the parking lot. Jon will discuss this further with Dave. It will also be necessary to get the electric bills completely separated from the Park District’s bills. The lighted sign along Rt. 84 needs to be replaced.

**2015/16 Road & Bridge Levy:** Jon Kavanaugh made a motion, seconded by Bonnie Hanna, to approve the 2015/16 Road & Bridge Levy for \$161,000. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No’s: none. Motion carried.

**2015/16 Township Levy:** Jon Kavanaugh made a motion, seconded by Robert Coers, to approve the 2015/16 Town Fund Levy for \$135,121. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No’s: none. Motion carried.

**Executive Session:** Not needed.

### **New Business:**

**First Baptist Church Donation Request:** Jon Kavanaugh made a motion, seconded by Robert Coers, to donate \$1,000 to the First Baptist Church for the annual Cordova food baskets. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No’s: none. Motion carried.

**Supervisor’s Comments:** Supervisor Kavanaugh has checked into whether or not there are any liability issues involved if the Civic Center were to purchase a defibrillator. He found out that there would not be any liability issues for the Township due to the Good Samaritan Law. Also, it is recommended that we have a defibrillator on site. Jon estimates the cost of a defibrillator to be \$1,200 to \$1,500.

**Any other business to come before the Board that will be added on next month's agenda:** Deputy Clerk position, Hourly Pay for 2015, and Township Board Meeting Calendar for 2015

**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 8:35 p.m.

Respectfully submitted

Sandra Gustafson, Cordova Township Clerk