

MINUTES OF CORDOVA TOWNSHIP REGULAR MONTHLY MEETING

January 19, 2015 – 7:00 p.m..

Cordova Township Office

Approved February 16, 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 January 19, 2015.

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. Charles Tague, Assessor, was also present.

Chris Filbert, Road Commissioner, was absent.

Supervisor Kavanaugh led The Pledge of Allegiance.

Robert Coers 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:**

**Citizens Wishing to Address the Board:** Assessor Tague asked if any one had questions about the proposed Exelon sewer project. He wanted to make sure that everyone understood that this would not make property taxes increase. Supervisor Kavanaugh told the Board that he had asked Assessor Tague to run a map of River Road in order to see where the property lines were. This map was also sent to Road Commissioner Filbert.

**Approval of Bills/Financial Reports:**

The Road District statements of revenue and expenses for December, 2014, were reviewed. Morris McLaughlin made a motion, seconded by Robert Coers, to approve for payment the December, 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 December, 2014, were reviewed. The Board received a corrected Town Fund Budget reflecting a correction on a property tax entry. Robert Coers made a motion, seconded by Bonnie Hanna, to approve for payment the December, 2014, Town Fund bills. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

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

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

The Cordova Cemetery statements of revenue and expenses for December, 2014, were reviewed. JoAnne Boone made a motion, seconded by Bonnie Hanna, to approve the Cemetery statements of revenue and expenses for December, 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. Two lots for Bennett's have been approved, and new deeds will be issued.

**Lawn Care Bid:** A bid was received from Tom Border of Mow n Snow. This contract will now include the annual setting of markers. Each mowing will cost \$635 and \$100 per week for caretaking duties. Jon Kavanaugh made a motion, seconded by Bonnie Hanna, to approve the hiring of Mow n Snow for mowing and caretaking of the Cordova Cemetery for the 2015 season. Each mowing will cost \$635, and the caretaker weekly cost will be \$100. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

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

Next Community Celebration Meeting will be on January 21 at 7 p.m.

**Warming Table/Salad Table:** Paperwork had to be refaxed due to problems with the seller's business. There will be an extra \$120 unloading fee since we do not have an unloading dock. Herb Carlson will come to look at the tables to see exactly what he will need to do for wiring.

**Rental Rules:** Pam is currently revamping the rental rules. She is thinking of going back to a three-part form with the rules printed on the back. This form would require less postage. She will have the form at the next Board meeting.

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

**Youth Committee:** No report.

**Senior Committee:** JoAnne Boone stated that they would like to try to get presentations by the Master Gardeners and/or the Audubon Society.

**Cordova Park Board:** The next Park Board Meeting will be on Wednesday, January 28.

**Executive Session:** Not needed.

**New Business:**

**2015 Hourly Pay Raise for Cemetery and Civic Center Employees:** The Board discussed a cost of living raise. Jon Kavanaugh made a motion, seconded by JoAnne Boone, to approve a three percent cost of living raise for the Civic Center and Cemetery hourly employees beginning in April. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

**2015 Cordova Township Meeting Dates:** Jon Kavanaugh made a motion, seconded by Bonnie Hanna, to approve the 2015 Township meeting dates which were given to the Board at the December meeting. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

**Timmer & Associates--Auditor Approval for 2015/16:** Jon Kavanaugh made a motion, seconded by Robert Coers, to approve Timmer & Associates as the auditing firm to conduct the Township and Road and Bridge Audit for 2015/16. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

**Photocopy Machine:** The top port on the Sharp photocopy machine no longer works. The Clerk is still able to print, and we are currently working with the issue. The office computers are close to needing upgrades, and it would make sense to upgrade the photocopy machine at the same time. We will start working on this issue soon.

**Supervisor's Comments:** Supervisor Kavanaugh called Timmer & Associates to verify that if Pam would want the Deputy Clerk's position that she would be able to continue with her Civic Center Manager's position. This was verified by Kim Hoffman.

The Board had been sent a report from the First Baptist Church with the breakdown of how the Township's \$1,000 Food Basket Donation was spent.

**Any other business to come before the Board that will be added on next month's agenda:** Deputy Clerk position, Annual Town Meeting

**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 7:45p.m.

Respectfully submitted

Sandra Gustafson, Cordova Township Clerk