

MINUTES OF CORDOVA TOWNSHIP REGULAR MONTHLY MEETING

March 16, 2015 – 7 p.m.
Cordova Township Office

Approved April 20, 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 March 16, 2015.

Present: Supervisor Jon Kavanaugh, Bonnie Hanna and Morris McLaughlin, Trustees. Trustees JoAnne Boone and Robert Coers were absent.

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

Supervisor Kavanaugh led The Pledge of Allegiance.

Bonnie Hanna made a motion, seconded by Morris McLaughlin, to approve the February 16, 2015, Cordova Township Regular Monthly Meeting Minutes. Ayes: Hanna, McLaughlin and Kavanaugh. Abstained: Boone and Coers. No's: none. Motion carried.

Communications:

URICRA Donation Request: Jon Kavanaugh made a motion, seconded by JoAnne Boone, to approve a donation of \$120 for URICRA. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

Erie After Prom Donation Request: Robert Coers made a motion, seconded by Bonnie Hanna, to approve a donation of \$100 for Erie After Prom. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

Riverdale After Prom Donation Request: JoAnne Boone made a motion, seconded by Robert Coers, to approve a donation of \$100 for Riverdale After Prom. Ayes: Boone, Coers, 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 February, 2015, were reviewed. Bonnie Hanna made a motion, seconded by JoAnne Boone, to approve for payment the February, 2015, Road District bills. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

The Town Fund statements of revenue and expenses for February, 2015, were reviewed. Robert Coers made a motion, seconded by Bonnie Hanna, to approve for payment the February, 2015, Town Fund bills. Supervisor Jon Kavanaugh informed the Board that a check written on the Town Fund to Ancil, Glink was deposited in the wrong bank (Northern Trust) and was not received by Ancil, Glink. All parties have been contacted, and the issue is being resolved. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

The General Assistance statements of revenue for February, 2015, were reviewed. Jon Kavanaugh, made a motion, seconded by Robert Coers, to approve the General Assistance financials for February, 2015. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

The Civic Center statements of revenue and expenses for February, 2015, were reviewed. Jon Kavanaugh, made a motion, seconded by Robert Coers, to approve for payment the Civic Center bills as presented for February, 2015. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

The Cordova Cemetery statements of revenue and expenses for February, 2015, were reviewed. JoAnne Boone made a motion, seconded by Bonnie Hanna, to approve the Cemetery statements of revenue and expenses for February, 2015. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

Old Business, Discussion and Approval Motions:

Cemetery Report:

Rules and Regulations: Kristie Guardia reported that she is still working on simplifying the existing Cemetery rules and regulations. She will be meeting with Tom Border tomorrow regarding Cemetery cleanup and raising of the markers.

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

Warming Table/Salad Table: Pam will know more tomorrow when she speaks to the company. Also, Herb Carlson will have some time coming up to work on the tables.

Rental Rules: Morris McLaughlin made a motion, seconded by Jon Kavanaugh, to approve the updated Civic Center Rental Rules. This will include the changes made to Rule #7 which now states that a cancellation occurring within 90 days before the event no longer allows a monetary refund. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

Bounce House: Supervisor Kavanaugh called TOIRMA regarding the use of a Bounce House on Civic Center grounds. He was told that a bounce house is covered through the existing insurance. The renters can provide extra coverage if they wish, but it is not necessary.

Cordova Fire Department Steak Dinner: Annually the Fire Department requests a free rental of the Civic Center for its steak dinner. Jon made a motion, seconded by Bonnie Hanna, to approve the free rental of the Civic Center by the Cordova Fire Department for its annual Steak Dinner on April 10 and 11, 2015. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

Non-concealed Carry Signs: Pam reported that she ordered the signs for the Civic Center and was sent signs for the State of Utah. She will post the signs when the correct ones arrive. Also, guns can be brought in for the DU and QMDA Banquets where they are raffled off and/or sold. No ammunition can be brought inside the Civic Center, however.

Road Commissioner's Report: Road Commissioner Filbert had submitted a written report to the Board. She stated that the Dumpster will be here from May 7 to 11. The Village will also have their dumpster here at that same time, too.

Township Newsletter Deadline: The newsletter articles are due to Pam on April 20 which is the next Township Meeting.

Youth Committee: A Bike Safety Course will be offered by the Library on May 9.

Senior Committee: A Master Gardner program was discussed. Chris Filbert is a Master Gardner and knows other people who also are master gardeners. JoAnne Boone will discuss arranging with Chris a possible presentation.

Cordova Park Board: The next Park Board meeting will be on March 25.

Executive Session: Not needed.

New Business:

Annual Town Meeting Agenda Adoption: Supervisor Kavanaugh announced that he will not be able to be in attendance at the Annual Town Meeting this year. Jon made a motion, seconded by Robert Coers, to approve the April 14, 2015, Cordova Township Annual Town Meeting Agenda. This agenda was mailed to all Board members before the meeting. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

Deputy Clerk: Supervisor Kavanaugh explained that there can only be one Deputy Clerk. Jon made a motion, seconded by Morris McLaughlin, to approve the appointment of Pam Bruner as Deputy Clerk beginning April 1, 2015. The Clerk will swear her into office after or on April 1, 2015. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

Clerical Position: Jon made a motion, seconded by Morris McLaughlin, to approve the hiring of Kristie Guardia for the clerical position. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

Photocopy Machine/Computer Upgrades: Supervisor Kavanaugh has talked to J & R PC regarding the purchase of two new office computers. Each desktop will cost approximately \$500 and will come out of next year's budget. Jon will talk to SBM regarding the purchase of a new photocopy machine. The new photocopy machine must be able to receive print commands from the new computers.

Town Fund and Road & Bridge Budgets: The Supervisor distributed copies of the 2015/16 Township Budget to the Board. Jon has adjusted the budget in case the Governor reduces the Replacement Tax which townships have been receiving. IMRF will reflect only what we need; we have spent what we have levied. The Civic Center will be spent down. Jon will ask IMRF about the affect upcoming retirees will have on the IMRF account.

Supervisor's Comments: The Supervisor told the Board of a recent Township FOIA request. It was from Mark Stevens, Channel 6 News, requesting payroll amounts of all employees for the last two years. The Clerk was able to supply the information within the first five days of the request. Prevailing wage and the proposed Veterans' Memorial were discussed. If public property is used for the erection of a building or monument, etc., then prevailing wage must be used.

Any other business to come before the Board that will be added on next month's agenda: Bike Safety Course—Helmet Donation, Swear Deputy Clerk in after April 1, 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 7:55 p.m.

Respectfully submitted

Sandra Gustafson, Cordova Township Clerk