

MINUTES OF CORDOVA TOWNSHIP REGULAR MONTHLY MEETING
July 20, 2015 – 7 p.m.
Cordova Township Office

Approved August 17, 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 July 20, 2015.

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

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

Supervisor Kavanaugh led The Pledge of Allegiance.

Robert Coers made a motion, seconded by Morris McLaughlin, to approve the June 15, 2015, Cordova Township and Cordova Road & Bridge Hearing for Budget and Appropriations Minutes. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

Jon Kavanaugh made a motion, seconded by Bonnie Hanna, to approve the June 15, 2015, Cordova Township Regular Monthly Minutes. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

Communications:

Riverdale After Prom Thank You: The Clerk circulated a thank you from the Riverdale After Prom Committee to the Board.

Erie After Prom Thank You: A thank you from the Erie After Prom Committee was shared with the Board.

Hannah Stratton Scholarship Thank You: Hannah Stratton, Cordova Township Scholarship recipient, sent a thank you to the Board.

November 8-10, TOI Education Conference—Springfield: The Clerk announced that this year's Conference will be November 8-10. Pam Bruner, Deputy Clerk, will be handling registration for this year's Conference.

Morris McLaughlin and Pam Bruner both attended the recent District 7 TOI Education Conference in Rockford. Morris attended a session on social media. He said the use of Facebook is encouraged because it is free, easy to use, great for quick notices and posting pictures, can be updated very quickly and often and shows where money is being spent. Rules for posting and use need to be set by the Board. Pam reported that "jump" drives are not considered appropriate for saving Township files, but CDs and external/internal hard drives are

fine. Also, the Township needs to start a “Document” plan with the State for file clean up and storage.

Kim Hoffman, Timmer and Associates, Audit Report: Kim Hoffman, auditor from Timmer and Associates, presented the 2015 Cordova Township Audit report to the Board. Timmer and Associates stated that they have found the Township’s financial statements of each major fund ending March 31, 2015, had ended with conformity according to accounting principles. Kim went over the cash basis reporting for each fund. She commented that the Township was watching over expenses carefully and had under spent in most areas. Timmer also checks outside our records to double check on the money we receive from Rock Island County for our tax revenue, with the State on the amount we receive on replacement tax and any other special monies received. She encouraged the Board to continue to review bank reconciliations, financial statements and non-invoiced items such as donations. Kim encouraged the Board as they go over the bank statements to write questions directly on the statements. The answers/explanations should also be noted on the statements for future reference. Bank statements show more than the check detail reports do. Timmer & Associates continues to recommend that the Township Board remain involved in the financial affairs of the Township to provide oversight and independent review functions. Due to the size of Township staff, the main concern still remains the lack of segregation of duties. The overall results of the audit, however, were very good.

Citizens Wishing to Address the Board: None

Approval of Bills/Financial Reports:

The Road District statements of revenue and expenses for June, 2015, were reviewed. Morris McLaughlin made a motion, seconded by Bonnie Hanna, to approve for payment the June, 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 June, 2015, were reviewed. Trustee Coers asked a question about Town Fund and GA as there was a deposit made to the Town Fund from the GA account. Supervisor Kavanaugh explained that his yearly pay from GA is first deposited into the Town Fund and then a paycheck is written off of Town Fund. Robert Coers made a motion, seconded by JoAnne Boone, to approve for payment the June, 2015, Town Fund bills. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No’s: none. Motion carried.

The General Assistance statements of revenue for June, 2015, were reviewed. Supervisor Kavanaugh reported that he had a request for General Assistance help this month, but the individual did not qualify. Joanne Boone made a motion, seconded by Robert Coers, to approve the General Assistance financials for June, 2015. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No’s: none. Motion carried.

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

The Cordova Cemetery statements of revenue and expenses for June, 2015, were reviewed. Jon Kavanaugh made a motion, seconded by Morris McLaughlin, to approve the Cemetery statements of revenue and expenses for June, 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 submitted a written report. The markers are all done, and she is still working on the rules and regulations. Kristie reported that Gibson Bode Funeral Home is now also selling monuments. Supervisor Kavanaugh reminded Kristie to make sure the monuments are set into the frost footing in the winter.

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

Electric Bid: Pam reported that Herb Carlson has been extremely busy and hard to schedule. Does any one know of other electricians?

Front-door Bench at Civic Center: Tom Border's bid for the bench repair has been accepted, and work will begin soon.

Stage Area Conversion to Storage Area: The Board had arrived early to look at the Road & Bridge storage area at the Civic Center. Road Commissioner Filbert had suggested at last month's meeting that one of the storage bays at the Civic Center garage might work for a storage area for the Civic Center. Nothing will be done to the stage area at this time. Jon Kavanaugh made a motion, seconded by Robert Coers, to proceed with the expansion project into the Road & Bridge storage area. Bids must be obtained, and codes must be checked. Jon will talk further with Road Commissioner Filbert about the project. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried. Supervisor Kavanaugh thanked the Road District for their generous offer to allow this expansion to be done.

Bonnie Hanna made a motion, seconded by Jon Kavanaugh, to approve the replacement of carpet in the coat room, Civic Center manager's office and stage. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

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: Community Day activities were not as well attended this year as last year. The community thought the fireworks were terrific, however. The Park Board will decide what to do for next year. Next Park Board meeting will be on July 22 at 6:30.

Executive Session: Not needed.

New Business:

Photocopy Machine/Computer Upgrades: The existing photocopy machine has stopped working. Supervisor Kavanaugh has contacted both SBM and J & R Computer for planning advice, computer suggestions and quotes. Morris McLaughlin made a motion, seconded by Bonnie Hanna, to approve the purchase of a new photocopy machine—Sharp MX-B402 SC Digital Imager—from SBM at a cost of \$3,097. There will also be a \$38.40 monthly maintenance fee included with this purchase. Ayes: Boone, Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

Supervisor's Comments: Supervisor Kavanaugh has been in discussions with both Frank's Flying Service and the Villages of Cordova and Albany about mosquito abatement. Apparently, there are some mosquitoes out in the day time and others, at night. Each type of mosquito requires a different type of spray thus causing a problem. Jon was able to tie in with a spray ordered by the Village of Cordova last night costing us \$1,700 rather than \$2,226. After discussion with the Board, he will continue to try to tie in and share with some of the upcoming Village spraying.

Any other business to come before the Board that will be added on next month's agenda:

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