

MINUTES CORDOVA TOWNSHIP REGULAR MONTHLY MEETING
August 18, 2008 – 7 p.m.
Cordova Township Office

Approved September 15, 2008

Supervisor, Jon Kavanaugh, called the regular monthly meeting of the Cordova Township Board of Trustees to order at 7: 05 p.m. in the Cordova Township Office on August 18, 2008.

Present: Jon Kavanaugh, Supervisor; JoAnne Boone, Bill Burns, Jr., Gary Hanna, and Morris McLaughlin, Trustees.

Also present: Sandy Gustafson, Clerk, Pam Bruner, Civic Center and Cemetery Manager, Chris Filbert, Road Commissioner, Kim Hoffman, Auditor and Rich Morthland.

Gary Hanna made a motion, seconded by JoAnne Boone, to close the Cordova Township meeting of July 21. Ayes: Boone, Burns, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

Supervisor Kavanaugh led the Pledge of Allegiance.

Gary Hanna made a motion, seconded by Morris McLaughlin, to approve as amended the July 21 minutes of the Cordova Township Regular Meeting. Ayes: Boone, Burns, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

Communications:

Sandra Gustafson, Cordova Township Clerk, reminded the Board of the Township recognition to be held on Sunday, August 24, at the Cordova Baptist Church.

Citizen's Wishing to Address the Board: None

Kim Hoffman, Auditor, from Timmer and Associates presented the annual Financial and Independent Auditor's Reports for the year ended March 31, 2008, to the Board. The Township financial statements and the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of Cordova Township as of March 31, 2008, ended in conformity with accounting principles. When asked if there is any thing else we could be doing, Kim stated it would be a good idea to have the bank statements available at each Board meeting.

Approval of Bills/Financial Reports:

The Road District statements of revenue and expenses for July, 2008, were reviewed. Gary Hanna made a motion, seconded by Bill Burns, Jr., to approve the July, 2008, Road District bills as presented. Ayes: Boone, Burns, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

The Town Fund statements of revenue and expenses for July, 2008, were reviewed. Morris McLaughlin made a motion, seconded by JoAnne Boone, to approve for payment as presented the July, 2008, bills. Ayes: Boone, Burns, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

The General Assistance statements of revenue and expenses for July, 2008, were reviewed. There was no activity in the General Assistance Fund in July. JoAnne Boone made a motion, seconded by Bill Burns, Jr., to approve the General Assistance financial report for July, 2008. Ayes: Boone, Burns, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

The Civic Center statements of revenue and expenses for July, 2008, were reviewed. Gary Hanna made a motion, seconded by Bill Burns, Jr., to approve for payment the bills as presented for July, 2008. Ayes: Boone, Burns, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

The Cordova Cemetery statements of revenue and expenses for July, 2008, were reviewed. Jon Kavanaugh made a motion, seconded by Gary Hanna., to approve the statements of revenue for July, 2008. Ayes: Boone, Burns, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

Old Business:

Cemetery Report: Pam Bruner, Cemetery Manager, had submitted a written report to the Board. The Cemetery Committee will meet at 6:15 p.m. on Thursday, August 21. The Committee needs to determine the specific types of information and records which needs to be kept. Pam is still researching computer programs. The new credit card for Cemetery use is in.

Civic Center Report: Pam Bruner, Civic Center Manager, submitted a written report for the Board. The amount on the new Civic Center credit card was increased in order to accommodate the purchase of the new tables. The tables will arrive within ten days of the time the order is placed.

Police Committee Report: Bob Guinn, Cordova Police Officer, stopped by briefly to distribute the Cordova monthly activity report.

Road Commissioner's Report: Road Commissioner Filbert had submitted a written report to the Board. The salt shed is completed; it is unknown about when salt will be available, however. The auditor recommended that a catastrophic line item for FEMA flood damage be added to the Road and Bridge '08-'09 budget. This line item would be used for flood damage.

Youth Committee: JoAnne Boone reported that Lisa Black is very interested in having sand volleyball lessons for youth. JoAnne will contact the Road Commissioner when she obtains more information. The poles on the sand volleyball court need to be reset, and more sand will have to be delivered. Chris Filbert stated that her department will work with the volleyball team in order to meet their needs.

Salaries: Supervisor Kavanaugh had sent the Board members a salary recommendation for the upcoming 2009–2012 term. Included in the list were salaries for the Road Commissioner, Township Clerk, Supervisor and Trustees. Jon also suggested that the Board consider hiring a part-time individual to assist the Clerk. This would be in the best interest of the township as the Clerk’s position is tied to the election cycle. Training another individual gradually in the various non-clerk duties (payroll, bill paying, taxes, and other office duties) will safeguard smooth office operation. Jon Kavanaugh, Supervisor, made a motion, seconded by Gary Hanna, to create a payroll clerk’s position and that the new salary recommendations include IMRF and medical for the clerk, supervisor and road commissioner. Ayes: Boone, Burns, Hanna, McLaughlin and Kavanaugh. No’s: none. Motion carried.

Salaries for the next election cycle of 2009-2012 will be:

	Town Fund	Road Dist.	Gen. Assist.	2009 Total	2010 +3.5%	2011 +3.5%	2012 +3.5%
Road Comm.	15,000	15,000		30,000	31,050	31,826	32,940
Clerk	11,500	6,000		17,500	18,112	19,389	20,067
Supervisor	12,000		1,500	13,500	13,973	14,462	14,968
Trustees	1,200			1,200	1,242	1,285	1,330

It is the hope of the Board that an individual can be found to fill the new part-time position, but if not the Clerk’s salary for the next four years without part-time help would be as follows: \$14,000 from the Town Fund; \$6,000 from the Road District for a total of \$20,000 for 2009, then \$20,700 for 2010, then \$21,424.50 for 2011, and \$22,174.36.

New Business:

Annual TOI Education Conference, November 9-11: Sandra Gustafson, Clerk, directed the Board to look at their conference materials. She stated that the actual conference sessions had not been released yet but to keep checking on the TOI website. Hopefully by the next meeting, we will be able to determine who would like to attend this year’s conference.

Resolution for Cordova Township: Jon Kavanaugh contacted the attorney regarding the upcoming possible creation of an Erie Park District. The attorney said that Cordova Township cannot do any thing before the referendum. He advised that the Township wait to see if it gets on the ballot and then try to get it defeated at election time. The Township will address this issue in the next newsletter.

Supervisor’s Comments: Supervisor Kavanaugh had previously sent his report in the Board packets. He added that he would like to postpone the newsletter until some time in October. There was also discussion about the possibility of having a senior meal in the fall.

Any other business to come before the Board that will be added on next month’s agenda: None

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

Meeting adjourned at 8:45 p.m.

Respectfully submitted

Sandra Gustafson, Cordova Township Clerk