

MINUTES OF CORDOVA TOWNSHIP REGULAR MONTHLY MEETING  
October 19, 2015 – 7 p.m.  
Cordova Township Office

Approved November 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 October 19, 2015.

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

Also present: Sandy Gustafson, Clerk, Pam Bruner, Deputy Clerk and 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 JoAnne Boone, to approve the September 21, 2015, Cordova Township Regular Monthly Minutes as presented. Ayes: Boone, Hanna and Kavanaugh. McLaughlin abstained. No's: none. Motion carried.

**Communications:**

**November 8-10, TOI Education Conference—Springfield:** Chris Filbert, Pam Bruner, Bonnie Hanna and Jon Kavanaugh will be attending.

**Riverdale Elementary CUSD #100 Family Reading Night Donation:** No activity was made by the Board.

**Citizens Wishing to Address the Board:** None

**Approval of Bills/Financial Reports:**

The Road District statements of revenue and expenses for September, 2015, were reviewed. JoAnne Boone made a motion, seconded by Bonnie Hanna, to approve for payment the September, 2015, Road District bills. Ayes: Boone, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

The Town Fund statements of revenue and expenses for September, 2015, were reviewed. Morris McLaughlin made a motion, seconded by Bonnie Hanna, to approve for payment the September, 2015, Town Fund bills. Ayes: Boone, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

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

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

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

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

**Cemetery Report:** Kristie Guardia, Cemetery Manager, had submitted a written report to the Board.

**Rules and Regulations:** Trustee McLaughlin shared his comments regarding the recent proposed updates to the Cemetery Rules and Regulations. Copies of these comments were distributed to the Board. Discussion of the Cemetery Rules will continue at future meetings.

**Approval to Transfer Joyce and Joe Klins' Interment Rights:** B. D. Forsythe transferred deeds in Section B Block 40, Graves 3 and 4, to Joyce and Joseph Kline in 2002. Some time before November 18, 2008, Raymond Morthland was placed on grave 3 and his veteran's marker was placed partially on Grave 4. The Klins' would like to select two other graves which are not on Legion sites.

Jon Kavanaugh made a motion, seconded by Bonnie Hanna, to transfer Joyce and Joe Klins' interment rights to lots available and agreeable to them. Ayes: Boone, 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.

**Convert Bay/Work Area in Garage for Storage and Possible Office:** Assessor Charles Tague took lots of pictures of the Road & Bridge garage storage bay. This storage bay will possibly become an office for the Assessor and more storage area for the Civic Center. This project is in the planning stage.

**Power Wash Building:** Pam is gathering information and getting bids.

**Flu Shots—October 19, 2015:** Pam reported that a total of 54 flu shots were given this morning by the Health Department.

**Road Commissioner's Report:** Road Commissioner Filbert had submitted a written report to the Board. Kris reported that the dumpster was full after the fall cleanup.

**Youth Committee:** No report.

**Senior Committee:** No report.

**Cordova Park Board:** Supervisor Kavanaugh talked to Dave Jasper about the Park District's proposed lighting project for the parking lot. The project will include two additional lights; the new LED lights will brighten the area. Jon will obtain a copy of the proposal.

Jon explained a possible new contract with the Park District. This contract would not need yearly signing, but would include an annual time period for making any changes. Next Park Board meeting will be on October 28 at 6:30.

**Executive Session:** Not needed.

**New Business:**

**2016 Levy:** All Board members were sent a copy of the 2016 proposed Levy. The proposed Levy will be approved at the December meeting.

**Ann's Helping Hands Donation Request:** Jon Kavanaugh made a motion, seconded by Morris McLaughlin, to donate \$300 to Ann's Helping Hands for food baskets for Cordova residents. Ayes: Boone, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

**Cordova Baptist Church Food Basket Donation:** Bonnie Hanna made a motion, seconded by Morris McLaughlin, to donate \$1,000 to Cordova Baptist Church for food baskets. Ayes: Boone, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

**Photocopy Machine Payment Approval (Road District/two checks):** Two checks will be cut by the Road District in order to pay for the new photocopy machine. One check will go to SBM and the other to NJPA (National Joint Powers Alliance). The checks will be given out when the equipment has been installed and operational.

**Supervisor's Comments:** Nothing additional.

**Any other business to come before the Board that will be added on next month's agenda:** RHS Baseball Softball Sponsorship, Patrice and Raymond Morthland Lots, Levies

**Adjournment:**

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

Meeting adjourned at 8:06 p.m.

Respectfully submitted

Sandra Gustafson, Cordova Township Clerk