

MINUTES OF CORDOVA TOWNSHIP REGULAR MONTHLY MEETING  
December 21, 2015 – 7 p.m.  
Cordova Township Office  
Approved January 18, 2016

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 November 16, 2015.

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

Also present: Sandy Gustafson, Clerk, Pam Bruner, Deputy Clerk and Civic Center Manager, Kristie Guardia, Cemetery Manager.

Supervisor Kavanaugh led The Pledge of Allegiance.

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

**Communications:**

**Riverdale After Prom 2016 Donation Request:** Riverdale High School After Prom Committee made a request for a donation to the 2016 after prom activities. Jon Kavanaugh made a motion, seconded by Robert Coers, to send a \$100.00 donation. Ayes: Coers, Hanna, McLaughlin and Kavanaugh. JoAnne Boone: Abstained. No's: none. Motion carried.

**Village of Cordova Public Notice -- TIF Redevelopment:** Supervisor Jon Kavanaugh let the board know that a packet was available for those that wanted to read about the TIF Redevelopment. Kavanaugh stated there are currently 3 TIF's and they are looking to combine the TIF's and use for Village improvements. He said it would extend the run of the TIF by 6 months and that they have 6 years left to accomplish this redevelopment.

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

**Approval of Bills/Financial Reports:**

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

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

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

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

The Cordova Cemetery statements of revenue and expenses for November, 2015, were reviewed. Robert Coers made a motion, seconded by Jon Kavanaugh, to approve the Cemetery statements of revenue and expenses for November, 2015. Ayes: Coers, 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:** Discussion of the Cemetery Rules and Regulations will continue at future meetings.

Kristie reported that she has not yet heard back from the Klines regarding a new selection of grave sites. Also, there has not been a response from the Morthlands.

**Bid Notice for 2016 Cemetery Lawn Care/Maintenance Contract:** It was stated that on the contract for the 2016 season it needs to be added to raise and paint the 756 markers. The color the markers should be painted is yellow. There was also discussion to raise 1/2 the markers in spring and the remaining in the fall. Any un-raised markers would result in a 2.00 per marker penalty.

**Civic Center Report:** Pam Bruner, Civic Center Manager, had submitted a written report to the Board. Pam reported that she had received a total of four applications for the janitorial and Civic Center Manager positions. Jon Kavanaugh made a motion, seconded by Bonnie Hanna, to hire Holly Rogers for the Civic Center Manager position. Ayes: Coers, Hanna, McLaughlin and Kavanaugh. No's : none. Motion carried.

Jon Kavanaugh made a motion, seconded by Bonnie Hanna, to hire Denise Womack for the Civic Center Janitorial position. Ayes: Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

**Convert Bay/Work Area in Garage for Storage and Possible Office:** A bid was received from Travis Corson for the Civic Center storage area conversion for the amount of \$7,075.00. Jon Kavanaugh made a motion, seconded by Robert Coers to accept the bid as submitted by Travis Corson. Ayes: Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

**Riverdale Yearbook Ad:** Pam submitted a request to run an add in the upcoming yearbook for Riverdale. The request was denied by the board as being something we had not done in the past.

**Civic Center Manager Resignation** - The Board received a written resignation to be effective as of January, 18, 2016.

**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:** The next Park Board Meeting date is unknown at this time.

**Transfer of Park** - Jon Kavanaugh stated that he will contact the lawyer to determine how the transfer of the park to the Park Board needs to be handled. He would like a meeting with a representative of the Park Board to discuss the terms and hoped to accomplish this for the next Township meeting.

**Closed Minutes** - Jon Kavanaugh made a motion, seconded by Bonnie Hanna to keep the Closed Minutes closed. Ayes: Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

**Executive Session:** Not needed.

#### **New Business:**

**2016 Levy for Cordova Road & Bridge District:** Supervisor Kavanaugh made a motion, seconded by Robert Coers, to approve the 2016 Levy for Cordova Road & Bridge. Ayes: Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

**2016 Levy for Cordova Township:** Morris McLaughlin made a motion, seconded by Robert Coers, to approve the 2016 Levy for the Cordova Township. Ayes: Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

**Intergovernmental Agreement with Road and Bridge District for Storage Area** - Supervisor Kavanaugh made a motion, seconded by Morris McLaughlin, to accept the agreement to use 420 square feet of the Road & Bridge garage for the storage project. Ayes: Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

**2016 Proposed Township Meeting Dates** - Jon Kavanaugh made a motion, seconded by Robert Coers, to approve the 2016 Township Meeting Dates as submitted. Ayes: Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

**Cordova Township Clerk Resignation/Last Day of Employment - January 18, 2016 -**

**Pam Bruner, Deputy Clerk, Appointment to Clerk, January 18, 2016** - Jon Kavanaugh made a motion, seconded by Robert Coers to appoint Pam Bruner to the position of Township Clerk . Ayes: Coers, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

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

**Any other business to come before the Board that will be added on next month's agenda:** Annual Town Meeting, Property Transfer to Park Board.

**Adjournment:**

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

Meeting adjourned at 8:10 p.m.

Respectfully submitted

Sandra Gustafson, Cordova Township Clerk