

MINUTES CORDOVA TOWNSHIP REGULAR MONTHLY MEETING

March 16, 2009 – 7 p.m.
Cordova Township Office

Approved April 13, 2009

Supervisor, Jon Kavanaugh, called the regular monthly meeting of the Cordova Township Board of Trustees to order at 7:15 p.m. in the Cordova Township Office on March 16, 2009.

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

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

The Pledge of Allegiance had been given at the previous meeting to amend the Road and Bridge District '08-'09 Budget.

Bill Burns, Jr., made a motion, seconded by Gary Hanna, to approve the February 16, 2009, minutes of the Cordova Township Regular Meeting. Ayes: Boone, Burns, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

Communications:

A letter from Ann's Helping Hands had been included in the Board packets. Supervisor Kavanaugh told the Board that this organization does not have non-profit status. No action was taken.

Sandra Gustafson, Cordova Township Clerk, reminded the Board about the TOI Conference on June 12 in Moline. We must register no later than May.

Citizen's Wishing to Address the Board: None

Approval of Bills/Financial Reports:

The Road District statements of revenue and expenses for February, 2009, were reviewed. Morris McLaughlin made a motion, seconded by JoAnne Boone, to approve the February, 2009, 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 February, 2009, were reviewed. Gary Hanna, made a motion, seconded by Bill Burns, Jr., to approve for payment the February, 2009, Town Fund bills. Ayes: Boone, Burns, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

The General Assistance statements of revenue and expenses for February, 2009, were reviewed. Gary Hanna, made a motion, seconded by JoAnne Boone, to approve for payment the

February, 2009, General Assistance bills as presented. Ayes: Boone, Burns, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

The Civic Center statements of revenue and expenses for February, 2009, were reviewed. Morris McLaughlin, made a motion, seconded by JoAnne Boone, to approve for payment the Civic Center bills as presented for February, 2009. Ayes: Boone, Burns, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

The Cordova Cemetery statements of revenue and expenses for February, 2009, were reviewed. Bill Burns, Jr., made a motion, seconded by Gary Hanna, to approve the Cemetery statements of revenue for February, 2009. Ayes: Boone, Burns, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

Old Business:

Cemetery Report: Pam Bruner, Cemetery Manager, submitted a written report to the Board. The Cemetery audit continues to go well, and the paperwork for Section I has begun. The physical inspection of the Cemetery will begin next week. Supervisor Kavanaugh wondered if the audit hours would be less in the next budget year. Pam thought they definitely would be less. Pam stated that she would like to go through all of the old paperwork and get that organized, too. Jon thanked Pam and Morris McLaughlin for all their hard work getting the Cemetery records in order. Joyce Kline, Sexton, was also complimented on an excellent job.

Caretaker Bids: Three companies submitted bids for the '09 mowing season: A & T Lawn Care Service, Steimle's Lawn and Landscape and Randy's Lawn Care, Inc. The low bidder was A & T Lawn Care. The Board directed Pam to double check with A & T to make sure they understood that this would be a weekly mow for approximately 19 times during the season. They also must provide proof of insurance and would receive payment on a monthly basis.

Jon Kavanaugh made a motion, seconded by Gary Hanna, to approve the hiring of A & T Lawn Care Service for \$3,000 for the '09 mowing of the Cordova Cemetery upon verification by the Cemetery Manager that it is understood that this amount is for weekly mowing for which they provide proof of insurance and receive monthly payment. Otherwise, Steimle's Lawn and Landscape will be offered the contract. Ayes: Boone, Burns, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

Lock Box: The Cemetery lock box at the Port Byron bank has been renewed for another year. The key for the Township lock box has not yet been located. It is the future goal to just have one lock box for all Township business.

Pandemic/Disaster Preparedness Agreement: Bill Burns, Jr., made a motion, seconded by Morris McLaughlin, to adopt the Pandemic/Disaster Preparedness Agreement recommended by the Illinois Cemeterians' Association. Ayes: Boone, Burns, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried. Future discussion will be needed for reserving cemetery ground for a possible pandemic area.

Pam distributed a compilation of existing rules of the Cordova Cemetery as well as additional rules obtained from other cemeteries. Jon asked the Board to review these for next

month's meeting. Pam will be working on getting these rules into a more useable, organized format and will email these to the Board. After the rules have been tailored to fit the needs of our community, they will be given out with each new grave deed, published in the newsletter and posted on Cemetery grounds.

Troy Larson, Cemetery groundskeeper, will start back to work on April 2 and will work approximately 8 hours per week in the beginning weeks. Pam was authorized to continue to operate as "last year" until we see the affect of the State Unemployment Insurance claim.

Civic Center Report: Pam Bruner, Civic Center Manager, submitted a written report for the Board. Morris McLaughlin suggested that it was time for another Civic Center "walk through" in order to evaluate the current needs of the building; Jon Kavanaugh agreed. Pam was authorized to obtain three bids for the new furnace for the Civic Center.

Gary Hanna made a motion, seconded by Morris McLaughlin, to accept the bid for \$325 from Bill McWilliams to replace the metal moldings that separate the carpet and laminate in the Civic Center. Ayes: Boone, Burns, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

Pam stated that the 150-cup coffee pot no longer works. After discussion, Pam will purchase two 45-cup coffee pots. Also, Pam should be contacted whenever people stop by to look at the Civic Center. This will avoid conflicts in duplicate showings and in Pam's schedule.

Police Report: This is the third month that no police report has been submitted.

Road Commissioner's Report: Road Commissioner Filbert had submitted a written report to the Board. She also mentioned that Cordova Energy had given a \$2,000 donation towards the cost of the renovation of the sand volleyball court. Also, in the works is a donation from Riverstone for 700 ton of sand for the same project. Chris also announced that as soon as the frost is out of the ground, ditch clean up and excavation will begin. She will need to know where to place extra dirt at the Cemetery.

Youth Committee: No report.

Senior Committee: No report.

Tennis and Sand Volleyball Lessons: The tennis lesson schedule was submitted to the Board. Eight lessons (four for youth and four for adults) will be offered on June 22, 25, 29 and July 2 at 5 and 6 p.m. These lessons are being offered for free; the instructor will be Laura Jackson.

The sand volleyball lesson schedule was also given to the Board. The instructor will be Lisa Black for a cost of \$300 for 12 lessons (six for youth and six for adults) to be offered on June 15, 22, 29, July 6, 13, and 20 at 6 and 7 p.m. Pam was asked to contact the instructor again to clarify that the instructor will not be charging a separate lesson fee.

Cordova Township Park District: Supervisor Kavanaugh distributed the petition that he received from the attorney for the proposed park district formation. It will need at least 100 signatures. He suggested having some type of signature drive where people could come to a

specific location to sign. Then if more signatures were needed, we could go door to door to obtain the remaining signatures.

Candidates' Night—April 2: Supervisor Kavanaugh asked if everyone had received an invitation to Candidates' night and encouraged their attendance.

New Business:

Agenda for Annual Town Meeting—Tuesday, April 14: The agenda for the annual town meeting was sent out in the Board packets. Two additional resolutions were added—one for the care of US Armed Service graves and the other, for the care of old, neglected graves in the Cordova Cemetery. Jon Kavanaugh, made a motion, seconded by Gary Hanna, to accept the agenda for the annual town meeting to be held on Tuesday, April 14. Ayes: Boone, Burns, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried. Supervisor Kavanaugh will not be able to be in attendance at this year's town meeting. He will have his reports ready for the Clerk to read at the meeting.

Budgets: Supervisor Kavanaugh submitted the tentative budget to the Board members. Each line item was gone over and discussed. He reminded the Board that these line items are starting figures subject to change. The Board was asked to think about the proposed budget and indicate at next month's meeting the priorities and where cuts could be made. Jon reported that IMRF reported a loss of 6.1 million dollars last year. Also, Jon learned that the Township's share of the '09-'10 Personal Property Tax is about \$59,000 which is only a little down from last year. Jon estimated in the budget that the Township might receive \$50,000. He is very unsure of the State's estimate as well as the amount he has estimated. He truly feels it could be much less and that will mean we will have to make cuts.

Supervisor's Comments: Supervisor Kavanaugh has a schedule conflict for the next regularly scheduled Township meeting and asked the Board to change the meeting from Monday, April 20, to Monday, April 13. Jon Kavanaugh made a motion, seconded by Gary Hanna, to change the April Cordova Township Board meeting to Monday, April 13, at 7 p.m. Ayes: Boone, Burns, Hanna, McLaughlin and Kavanaugh. No's: none. Motion carried.

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

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

Meeting adjourned at 8:53 p.m.

Respectfully submitted

Sandra Gustafson, Cordova Township Clerk