

MINUTES OF CORDOVA TOWNSHIP REGULAR MONTHLY MEETING
August 16, 2021 – 7:00 pm.
Cordova Township Office

Approved September 20, 2021

Supervisor Holly Rogers called the regular monthly meeting of the Cordova Township Board of Trustees to order at 7:00 p.m. in the Cordova Township Office on August 16, 2021.

Roll Call: Supervisor Holly Rogers, Bruner, Neumiller, L. Neumiller, and Zwicker-Johnston, Trustees. All present.

Also, present: Pam Bruner, Clerk, Kimberly Karstens, Civic Center Manager, Kristie Guardia, Cemetery Manager, Bryan Minor of Rivercrest Landscape, and Jim Stratton, Highway Commissioner.

The Pledge of Allegiance was led by Supervisor Holly Rogers.

Amy Zwicker-Johnston made a motion, seconded by Celine Neumiller, to approve the July 19, 2021, Cordova Regular Meeting Minutes. Ayes: Bruner, C. Neumiller, L. Neumiller, Rogers, and Zwicker-Johnston. No's: none. Motion carried.

Communications:

Citizens Wishing to Address Board: None.

Approval of Bills/Financial Reports:

The Road District statements of revenue and expenses for August 2021, were reviewed. Dean Bruner made a motion, seconded by Amy Zwicker-Johnston, to approve for payment the August 2021, Road District bills. Ayes: Bruner, C. Neumiller, L. Neumiller, Rogers, and Zwicker-Johnston. No's: none. Motion carried.

The Town Fund statements of revenue and expenses for August 2021, were reviewed. Dean Bruner made a motion, seconded by Amy Zwicker-Johnston, to approve for payment the August 2021, Town Fund bills. Ayes: Bruner, C. Neumiller, L. Neumiller, Rogers, and Zwicker-Johnston. No's: none. Motion carried.

The General Assistance statements of revenue for August 2021, were reviewed. Holly Rogers made a motion, seconded by Lauren Neumiller, to approve the General Assistance bills for August 2021. Ayes: Bruner, C. Neumiller, L. Neumiller, Rogers, and Zwicker-Johnston. No's: none. Motion carried.

The Civic Center statements of revenue and expenses for August 2021 were reviewed. Celine Neumiller, made a motion, seconded by Dean Bruner, to approve for payment the Civic Center bills as presented for August 2021. Ayes: Bruner, C. Neumiller, L. Neumiller, Rogers, and Zwicker-Johnston. No's: none. Motion carried.

The Cordova Cemetery statements of revenue and expenses for August 2021, were reviewed. Holly Rogers made a motion, seconded by Dean Bruner, to approve the Cemetery statements of revenue and expenses for August 2021. Ayes: Bruner, C. Neumiller, L. Neumiller, Rogers, and Zwicker-Johnston. No's: none. Motion carried.

Old Business, Discussion and Approval Motions:

Cemetery Report: Kristie Guardia, Cemetery Manager, submitted a report.

Kristie stated that she has a quote from Jesse LeMaster Tree Master for \$6,950 to remove 5 Ash trees, remove 2 leads on Birch trees, uplift 2 Birch trees near road, and uplift 9 Crab Apple trees over drive. Celine made a motion, seconded by Amy Zwicker-Johnston, to approve the quote for \$6,950 to do the previously mentioned work. Ayes: Bruner, C. Neumiller, L. Neumiller, Rogers, and Zwicker-Johnston. No's: none. Motion carried. In addition to the tree removal discussion, it was mentioned that before the work is done that Kristie Guardia must contact the Smalley family and let them know of the plans to remove the tree near their sons grave.

Also discussed was adding an additional clean-up date of July 15th – 30th. The hope is that adding an additional date will keep from having so many items placed at the grave sites. Celine Neumiller made a motion, seconded by Amy Zwicker-Johnston, to approve the additional clean-up date of July 15th – 30th. Ayes: Bruner, C. Neumiller, L. Neumiller, Rogers, and Zwicker-Johnston. No's: none. Motion carried.

Grave opening protocol was discussed and was determined that due to liability issues we do not want graves opened any earlier than 48 hours before the service.

The condition of the planter under the sign was discussed and determined that it is an eye sore and needs to have all vegetation removed from the planter and filled in with river rock. The shed was also discussed and was determined that it needs to be cleaned out to accommodate a pallet of good topsoil.

Civic Center Report:

Roof quotes and a plan of action was discussed. Beckwith Roofing will be contacted about their gutter cleaning and repair program and consulted about heat tracing the valleys of the roof. Dean Bruner volunteered to make the necessary contacts and report back to the Board.

Highway Commissioner's Report: Highway Commissioner Stratton had submitted a written report to the Board.

Commissioner Stratton told the Board that there would be no oil and chipping this year due to the bid winner selling their business. Projects will be rebid for next year. Dumpster day will be October 16 and 17 until dumpsters are full.

Youth Committee: No Activity - Covid

Senior Committee: No Activity- Covid

Executive Session: Not needed.

New Business:

Annual Treasures Report: Annual Treasures report were reviewed. Holly Rogers made a motion, seconded by Dean Bruner, to approve the reports for Town Fund and Road and Bridge. Ayes: Bruner, C. Neumiller, L. Neumiller, Rogers, and Zwicker-Johnston. No's: none. Motion carried.

State Annual Financial Report: Dean Bruner made a motion, seconded by Amy Zwicker-Johnston, to approve the reports for Town Fund and Road and Bridge. Ayes: Bruner, C. Neumiller, L. Neumiller, Rogers, and Zwicker-Johnston. No's: none. Motion carried.

Policies and Procedures: No action taken. Need to change some items.

Office Upgrades: The Board discussed updating the office to prepare for virtual training and conference call capabilities. The cost would be \$1,717.83. Celine Neumiller made a motion, seconded by Amy Zwicker-Johnston, to approve \$1,717.83 to purchase a tv and owl system. Ayes: Bruner, C. Neumiller, L. Neumiller, Rogers, and Zwicker-Johnston. No's: none. Motion carried.

Supervisor's Comments: None

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

Adjournment:

Dean Bruner made a motion, seconded by Holly Rogers, to adjourn this meeting. Ayes: Bruner, C. Neumiller, L. Neumiller, Rogers, and Zwicker-Johnston. No's: none. Motion carried.

Meeting adjourned at 8:47 p.m.

Respectfully submitted,

Pam Bruner, Cordova Township Clerk