

MINUTES OF CORDOVA TOWNSHIP REGULAR MONTHLY MEETING  
December 16, 2019– 7:00 p.m.  
Cordova Township Office

Approved January 20, 2020

Supervisor Morris McLaughlin called the regular monthly meeting of the Cordova Township Board of Trustees to order at 7:02p.m. in the Cordova Township Office on December 16, 2019.

Roll Call: Supervisor Morris McLaughlin - present, Robert Coers - present, Sandra Gustafson- present, Bonnie Hanna - present, and Celine Neumiller- absent. Trustees.

Also, present: Pam Bruner, Clerk, Jim Stratton, Highway Commissioner, Kristie Guardia, Cemetery Manager and Holly Rogers, Civic Center Manager.

The Pledge of Allegiance was led by Supervisor Morris McLaughlin.

Sandra Gustafson made a motion, seconded by Bonnie Hanna, to approve the November 18, 2019, Cordova Township Regular Meeting Minutes. Ayes: Coers, Gustafson, Hanna, and McLaughlin. No's: none. Motion carried.

**Communications:**

**Hoffman & Tranel, PC Audit Contract for Fiscal Year Ending March 2020**

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

**Approval of Bills/Financial Reports:**

The Road District statements of revenue and expenses for December 2019, were reviewed. Robert Coers made a motion, seconded by Bonnie Hanna, to approve for payment the December 2019, Road District bills. Ayes: Coers, Gustafson, Hanna, and McLaughlin. No's: none. Motion carried.

The Town Fund statements of revenue and expenses for December 2019, were reviewed. Robert Coers made a motion, seconded by Sandra Gustafson, to approve for payment the December 2019, Town Fund bills. Ayes: Coers, Gustafson, Hanna, and McLaughlin. No's: none. Motion carried.

The General Assistance statements of revenue for December 2019, were reviewed. Robert Coers made a motion, seconded by Sandra Gustafson, to approve the General Assistance bills for December 2019. Ayes: Coers, Gustafson, Hanna, and McLaughlin. No's: none. Motion carried.

The Civic Center statements of revenue and expenses for December 2019 were reviewed. Bonnie Hanna, made a motion, seconded by Robert Coers, to approve for payment the Civic

Center bills as presented for December 2019. Ayes: Coers, Gustafson, Hanna, and McLaughlin. No's: none. Motion carried.

The Cordova Cemetery statements of revenue and expenses for December 2019, were reviewed. Bonnie Hanna made a motion, seconded by Robert Coers, to approve the Cemetery statements of revenue and expenses for December 2019. Ayes: Coers, Gustafson, Hanna, and McLaughlin. No's: none. Motion carried.

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

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

Kristie stated that we had someone illegally dump electronics in the Cemetery. Items were removed and seems to be an isolated incident.

**Civic Center Report:** Holly Rogers, Civic Center Manager, had submitted a written report to the Board.

Holly stated that the remodeling project is moving along, but we should investigate replacing the flooring. The Board agreed that it was time to get some flooring bids to see what the cost would be. Holly is still waiting on required paperwork from some of the contractors.

**Highway Commissioner's Report:** Highway Commissioner Stratton had submitted a written report to the Board. Jim stated that the trucks are ready for the snow. He also stated he hoped to have final drawings in January so bid information can be advertised.

**Youth Committee:** The Village and Township co-sponsored a youth event for Christmas. Breakfast with Santa was held at the Village office, December 14, from 9 – 11 a.m. We had 20 children and 30 adults at the event.

**Senior Committee:** On hold until Civic Center schedule is open.

**Executive Session:** Not needed.

### **New Business:**

**Hoffman & Tranel Fiscal Year Ending 2020 Audit Contract:** The Board was supplied with a copy of the contract to have Hoffman & Tranel audit for the fiscal year ending March of 2020. Sandra Gustafson made a motion, seconded by Bonnie Hanna to approve the 2020 Fiscal year audit contract. Ayes: Coers, Gustafson, Hanna, and McLaughlin. No's: none. Motion carried.

**Township Web Page:** Discussion ensued over the Township website and that it needs to be more user friendly and more informative. Discussion concluded with everyone bringing to the January meeting information that they believe we need to include on the website. Also discussed was the option of moving away from the TOI website and creating one of our own.

**Supervisor's Comments:** Morris stated that he would be working up 2020/2021 budget. Morris also stated that we need to be thinking about April pay increases for eligible staff. Also discussed was an issue with a camera being placed in the attic area of the building. The Board agreed that Morris should talk to Charlie about the camera.

**Any other business to come before the Board that will be added on next month's agenda: Budget for 2020 / 2021, Pay Increases for eligible staff.**

**Adjournment:**

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

Meeting adjourned at 8:37 p.m.

Respectfully submitted,

Pam Bruner, Cordova Township Clerk