

MINUTES OF CORDOVA TOWNSHIP REGULAR MONTHLY MEETING

February 15, 2016 – 7 p.m.

Cordova Township Office

Approved March 21, 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 February 15, 2016.

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

Also present: Pam Bruner, Clerk, Holly Rogers, Civic Center Manager, Kristie Guardia, Cemetery Manager, Chris Filbert, Road Commissioner.

Supervisor Kavanaugh led The Pledge of Allegiance.

Morris McLaughlin made a motion, seconded by Robert Coers, to approve the January 18, 2016, Cordova Township Regular Monthly Minutes as presented. Ayes: Boone, Coers, , McLaughlin and Kavanaugh. No's: none. Motion carried.

**Communications:**

None

**Citizens Wishing to Address the Board:**

None

**Approval of Bills/Financial Reports:**

The Road District statements of revenue and expenses for January, 2016, were reviewed. Morris McLaughlin made a motion, seconded by Robert Coers, to approve for payment the February, 2016, Road District bills. Ayes: Boone, Coers, McLaughlin and Kavanaugh. No's: none. Motion carried.

The Town Fund statements of revenue and expenses for January, 2016, were reviewed. Jon Kavanaugh made a motion, seconded by JoAnne Boone, to approve for payment the February, 2016, Town Fund bills. Ayes: Boone, Coers, McLaughlin and Kavanaugh. No's: none. Motion carried.

The General Assistance statements of revenue for January, 2016, were reviewed. Robert Coers made a motion, seconded by Morris McLaughlin, to approve the General Assistance financials for February, 2016. Ayes: Boone, Coers, McLaughlin and Kavanaugh. No's: none. Motion carried.

The Civic Center statements of revenue and expenses for January, 2016, were reviewed. JoAnne Boone, made a motion, seconded by Jon Kavanaugh, to approve for payment the Civic Center bills as presented for February, 2016. Ayes: Boone, Coers, McLaughlin and Kavanaugh. No's: none. Motion carried.

The Cordova Cemetery statements of revenue and expenses for January, 2016, were reviewed. Morris McLaughlin made a motion, seconded by Robert Coers, to approve the Cemetery statements of revenue and expenses for February, 2016. Ayes: Boone, Coers, 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. Kristie reported that she has no bids or lawn care and will run another ad.

**Rules and Regulations:** Discussion of the Cemetery Rules and Regulations will continue at future meetings.

**Bid Notice for 2016 Cemetery Lawn Care/Maintenance Contract:** A bid was received before the meeting for \$640.00 per mowing and \$100.00 per week for the caretaking responsibilities from Kenny McCool. The bid was opened before the meeting with the Township clerk present. After board discussion Morris McLaughlin made a motion to accept the bid from Kenny McCool, seconded by Robert Coers, to accept the bid of \$640.00 per mowing and \$100.00 per week for the caretaking responsibilities for the 2016 lawn care season. Ayes: Boone, Coers, McLaughlin and Kavanaugh. No's: none. Motion carried

**Civic Center Report:** Holly Rogers, Civic Center Manager, had submitted a written report to the Board. Holly Rogers reported that she would like approval to replace the vacuum cleaner as well as approval for a chair dolly that would be better suited to move the stacks of chairs.

**Convert Bay/Work Area in Garage for Storage and Possible Office:** Discussion about a completion date. Holly has events in the schedule and the construction has a impact on the cleaning schedule. It was stated that she will need to let them know when events are and coordinate with them on when work needs to cease to accommodate the event schedule.

**Approval of funds for a New Vacuum and Chair Dolly:** Jon Kavanaugh made a motion to spend no more than \$300.00 on a new vacuum, seconded by Robert Coers. Ayes: Boone, Coers, McLaughlin and Kavanaugh. No's: none. Motion carried. Robert Coers made a motion to spend no more than \$225.00 on a new chair dolly, seconded by JoAnne Boone. Ayes: Boone, Coers, McLaughlin and Kavanaugh. No's: none. Motion carried.

**Parking Lot Lighting:** It was discussed that the lighting in the parking lot needs to be updated. Jon Kavanaugh requested that Holly contact Dave Jasper to get a contact to call for lighting quote.

**Road Commissioner's Report:** Road Commissioner Filbert had submitted a written report to the Board.

**Youth Committee:** There was discussion about the offering of youth programs for the Summer months. The library is waiting for group rates to put information together. More information will be presented at future meetings for funding approval.

**Senior Committee:** No report.

**Executive Session:** Not needed.

**New Business:**

**Annual Town Meeting Agenda:** Discussion on the agenda concluded with following the same agenda as the 2015 Annual Town Meeting. There was a lot of discussion on the Annual Town Meeting and whether it should be added to the agenda for the transfer of the Township Park to the Park District. The lawyer has advised that it would be the appropriate time to make that transfer. If a special meeting is held you must give at least 15 days notice to the public and no more than 45 days, which creates issues with the timing of notice. It was stated that this was the goal when the Park District was created in 2010 to transfer park ownership so the tax dollars are appropriately aligned with the purpose. It was determined that the Annual Town meeting would be the best way for public notification.

**Payroll for 2016 Civic Center and Cemetery Staff:** It was determined that since both Civic Center employees are new hires that a raise would not be warranted at this time. However the Cemetery manager should be awarded a 3% raise. Jon Kavanaugh made a motion, seconded by Joanne Boone, to give a 3% raise to Kristie Guardia to be effective April 1, 2016. Ayes: Boone, Coers, McLaughlin and Kavanaugh. No's: none. Motion carried.

**2016 Park Intergovernmental Agreement:** A motion was made by Jon Kavanaugh, seconded by Robert Coers, to accept the 2016 Park District Intergovernmental Agreement. Ayes: Boone, Coers, McLaughlin and Kavanaugh. No's: none. Motion carried.

**Tentative Land Area for Cordova Township Park District:** A map was presented to the board for the tentative Park District land area. It was discussed that the area off to the side of the Township office be left as green space for possible future expansion if needed. It was stated that any restrictions would need to be conveyed to the lawyer. We will incur survey costs and lawyer costs for this transfer.

**Bid from Travis Corson for doors for file cabinet security:** The bid for the doors to secure the file cabinets came in at about the same amount as it would be to replace the file cabinets. After discussion of what would work best it was determined that it would be better to replace the current file cabinets.

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

**Any other business to come before the Board that will be added on next month's agenda:** Tentative land area for Cordova Township Park District, Annual Town Meeting Agenda.

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

Meeting adjourned at 7:55 p.m.

Respectfully submitted

Pam Bruner, Cordova Township Clerk