

MINUTES OF CORDOVA TOWNSHIP REGULAR MONTHLY MEETING
January 21, 2019– 7:00 p.m.
Cordova Township Office

Approved February 18, 2019

Supervisor Morris McLaughlin called the regular monthly meeting of the Cordova Township Board of Trustees to order at 7p.m. in the Cordova Township Office on January 21, 2019.

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

Also present: Pam Bruner, Clerk, Jim Stratton, Highway Commissioner, Kristie Guardia, Cemetery Manager and Holly Rogers, Civic Center Manager. Citizen Bryan Minor of Rivercrest Lawn and Landscape was present for Lawn Care Bids.

The Pledge of Allegiance was led by Supervisor Morris McLaughlin.

Bonnie Hanna made a motion, seconded by Sandra Gustafson, to approve the December 17, 2018, Cordova Township Regular Meeting Minutes. Ayes: Coers, Gustafson, Hanna, McLaughlin and Neumiller. No's: none. Motion carried.

Communications:

Hoffman & Tranel PC - Audit Agreement
Erie Community School After Prom – Donation
First Baptist Church – Food Basket Results
Payroll Increase Chart

Citizens Wishing to Address Board: None.

Approval of Bills/Financial Reports:

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

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

The General Assistance statements of revenue for January 2019, were reviewed. Bonnie Hanna made a motion, seconded by Robert Coers, to approve the General Assistance bills for

January 2019. Ayes: Coers, Gustafson, Hanna, McLaughlin and Neumiller. No's: none. Motion carried.

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

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

Old Business, Discussion and Approval Motions:

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

Bids were opened at meeting for the 2019 Lawn Care Season. Bids received are as follows:

Rivercrest Lawn and Landscape: \$630 per mowing, \$100 per week caretaking.
Freelance Landscape: \$655 per mowing, \$90 per week caretaking.
McCool Investments: \$675.00 per mowing, \$125 per week caretaking.

Discussion ensued over the bids. Sandra Gustafson made a motion, seconded by Celine Neumiller, to approve the Bid for \$630 per mowing and \$100 per week caretaking for Rivercrest Lawn and Landscape. Ayes: Coers, Gustafson, Hanna, McLaughlin and Neumiller. No's: none. Motion carried.

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

Sandra Gustafson has received new bids for the electrical and painting. Trustee Gustafson would like a Special meeting called to approve the new quotes. Celine Neumiller made a motion, seconded by Sandra Gustafson to call a Special meeting on Tuesday, January 29 at 4:00 p.m. to discuss and approval of the bids. Ayes: Coers, Gustafson, Hanna, McLaughlin and Neumiller. No's: none. Motion carried.

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

Youth Committee: Nothing

Senior Committee: Pam and Holly will be meeting with the library staff Tuesday the 22nd of January to discuss the Senior Lunch dates for the year.

Executive Session: Not needed.

New Business:

Pay Increases: Pay increases for Cemetery and Civic Center staff were discussed. A chart was presented to the Board reflecting a 3% pay increase. Robert Coers made a motion, seconded by Bonnie Hanna to approve the 3% increase as presented. Ayes: Coers, Gustafson, Hanna, McLaughlin, and Neumiller. No's: none. Motion carried.

Hoffman and Tranel Audit Agreement: Hoffman and Tranel submitted for review an agreement for performing the audit for fiscal year 2018/2019 with would begin in May of 2019. Robert Coers made a motion, seconded by Bonnie Hanna to accept the audit proposal. Ayes: Coers, Gustafson, Hanna, McLaughlin, and Neumiller. No's: none. Motion carried.

Erie After Prom Donation: A donation of \$100 has been the amount given in the past. The Board discussed that rather than giving money we should give product to be used for the event. Celine Neumiller said she would contact the school to see what they would like us to donate. Item will be added to the February agenda for a vote.

Supervisor's Comments: Morris stated that he would be working on 2019/2020 budget. Training for TOI will be in March.

Any other business to come before the Board that will be added on next month's agenda: TOI Training, Erie After Prom Donation

Adjournment:

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

Meeting adjourned at 8:55 p.m.

Respectfully submitted,

Pam Bruner, Cordova Township Clerk