

MINUTES OF CORDOVA TOWNSHIP REGULAR MONTHLY MEETING

July 18, 2022 – 7:00 pm.  
Cordova Township Office

Approved August 15, 2022

Supervisor Holly Rogers called the regular monthly meeting of the Cordova Township Board of Trustees to order at 7:01 p.m. in the Cordova Township Office on July 18, 2022.

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

Also, present: Pam Bruner, Clerk, Crystal Beale, Civic Center Manager, Kristie Guardia, Cemetery Manager, Kim Hoffman of Hoffman and Tranel, and Jim Stratton, Highway Commissioner.

Supervisor Holly Rogers led the Pledge of Allegiance.

Holly Rogers made a motion, seconded by Dean Bruner, to approve the June 20, 2022, Cordova Regular Meeting Minutes. Ayes: Bruner, C. Neumiller, Rogers, and Zwicker-Johnston. No's: none. Motion carried.

**Communications:**

**Citizens Wishing to Address Board:**

Hoffman & Tranel – Presented Annual Audit Report

**Approval of Bills/Financial Reports:**

The Road District statements of revenue and expenses for July 2022, were reviewed. Dean Bruner made a motion, seconded by Amy Zwicker-Johnston, to approve for payment the July 2022, Road District bills. Ayes: Bruner, C. Neumiller, Rogers, and Zwicker-Johnston. No's: none. Motion carried.

The Town Fund statements of revenue and expenses for July 2022, were reviewed. Holly Rogers made a motion, seconded by Celine Neumiller, to approve for payment the July 2022, Town Fund bills. Ayes: Bruner, C. Neumiller, Rogers, and Zwicker-Johnston. No's: none. Motion carried.

The General Assistance statements of revenue for July 2022, were reviewed. Amy Zwicker-Johnston made a motion, seconded by Holly Rogers, to approve the General Assistance bills for July 2022. Ayes: Bruner, C. Neumiller, Rogers, and Zwicker-Johnston. No's: none. Motion carried.

The Civic Center statements of revenue and expenses for July 2022 were reviewed. Holly Rogers, made a motion, seconded by Dean Bruner, to approve for payment the Civic Center bills as presented for July 2022. Ayes: Bruner, C. Neumiller, Rogers, and Zwicker-Johnston. No's: none. Motion carried.

The Cordova Cemetery statements of revenue and expenses for July 2022, were reviewed. Dean Bruner made a motion, seconded by Celine Neumiller, to approve the Cemetery statements of revenue and expenses for July 2022. Ayes: Bruner, C. 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.

**Projects to address: Road repair, Columbarium, Weed control back fence, Planter, Gazebo condition and benches.**

Discussion ensued about the list of projects and the need to track them to completion. Road repair is being moved off to bid with Civic Center parking lot project. Weed control for back fence has been addressed by the Road District who recently sprayed the area. Kristie is to get bids for redoing front planter with rock and minimal maintenance plants. The Board would also like to see quotes for Gazebo repair and staining as well as plans for a Cremation Garden area with Columbarium.

Also discussed was the request from Monica Smith to place a columbarium on a standard grave space, which the Board rejected as they want columbaria to go in cremation area as well as meet the current guidelines for monument size, which her request does not meet.

**Civic Center Report:** Crystal Beale, Civic Center Manager, submitted a report.

**Projects to address: Gutters, Washing of Building, Window Washing, Carpet Cleaning, Fireplace Cleaning and Pest Control.**

Discussion ensued about the list of projects that need to be done. Crystal was given direction from the Board to get a quote for a new vacuum, pest control, building washing, carpet cleaning, and way to repair current sign until a new sign can be addressed. Trustee Bruner will get a gutter bid and Supervisor Rogers will get an updated bid that was previously given to her.

In addition to the projects also discussed was the need to raise the security deposit and revise the list of rules to exclude the use of open flames and candles as we continue to have wax spills.

**Highway Commissioner's Report:** Highway Commissioner Stratton had submitted a written report to the Board. Jim stated that the chips are being spread on the roads and that the road behind 3M should be back open in the next month. Also stated was that Strada continues to lay fiber optic cable in the area

**Youth Committee:** No Activity - Covid

**Senior Committee:** Senior Lunch will be August 5, 2022.

**Executive Session:** Not needed.

**New Business:**

**Parking Lot Update:** Changes to plans have been made to grade to current ditch area in the park. Precision Builders will be back in about a month to regroup. We are looking at a bid release of February 2023

**Approval of Annual Treasure and Annual Financial Reports:** Celine Neumiller made a motion, seconded by Amy Zwicker-Johnston, to approve the Annual Treasure and Annual Financial Reports compiled by Hoffman and Tranel without changes. Ayes: Bruner, C. Neumiller, Rogers, and Zwicker-Johnston. No's: none. Motion carried.

**Cordova Fest Recap:** The weather was great for the event, but they could have used more volunteers for the event. The vendor fair was not supported by the community and the food vendor was out of food too early.

**Annual Sexual Harassment Training:** This mandatory training will be held before the September meeting on September 19<sup>th</sup> at 6:00. Training will be at the Civic Center and food will be provided.

**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 Amy Zwicker-Johnston, to adjourn this meeting. Ayes: Bruner, C. Neumiller, Rogers, and Zwicker-Johnston. No's: none. Motion carried.

Meeting adjourned at 9:01 p.m.

Respectfully submitted,

Pam Bruner, Cordova Township Clerk