

MINUTES OF CORDOVA TOWNSHIP REGULAR MONTHLY MEETING

March 21, 2016 – 7 p.m.  
Cordova Township Office  
Approved April 18, 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 March 21, 2016.

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

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.

Robert Coers made a motion, seconded by Jo Anne Boone, to approve the February 15, 2016, Cordova Township Regular Monthly Minutes as presented. Ayes: Boone, Coers, , McLaughlin and Kavanaugh. No's: none. Abstain: Bonnie Hanna. Motion carried.

**Communications:**

Jo Anne Boone made a motion, seconded by Robert Coers, to approve a donation of \$100.00 to go to the Erie After-Prom Parents Association. Ayes: Boone, Coers, Hanna, McLaughlin, Kavanaugh. No's: none. Motion carried.

**Citizens Wishing to Address the Board:**

None

**Approval of Bills/Financial Reports:**

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

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

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

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

The Cordova Cemetery statements of revenue and expenses for February, 2016, were reviewed. Jon Kavanaugh made a motion, seconded by Robert Coers, to approve the Cemetery statements of revenue and expenses for March, 2016. Ayes: Boone, Coers, Boone, 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 the Kline's have picked out plots to replace the previously owned plots. A bid was received for \$2,462.00 to replace flag pole with a 30' flag pole. We have a donation of \$4,000.00 to use towards this project. The board would like to see it replaced with a 45' of 50' flag pole. Kristie will also ask for a bid from J&R for a computer for the Cemetery.

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

**Civic Center Report:** Holly Rogers, Civic Center Manager, had submitted a written report to the Board. Holly stated that the Cordova Booster's used the building for the Easter Egg Hunt due to the weather. Robert Coers made a motion to waive the \$40.00 cleaning fee for the Cordova Boosters, seconded by Bonnie Hanna. Ayes: Boone, Coers, Hanna, McLaughlin, Kavanaugh. No's: none. Motion carried.

**Chair Dolly:** Discussion about having current dolly fabricated to accommodate stacks of chairs. It was determined to buy a prefabricated dolly made specifically for moving chairs.

**Carpet Bid for Stage, Office, and Coat Room:** Morris McLaughlin made a motion to accept the McWilliams bid of \$1,438.00, seconded by Jo Anne Boone. Ayes: Boone, Coers, Hanna, McLaughlin. No's: none. Abstain: Kavanaugh. Motion carried. Holly and Jo Anne Boone will look at swatches for the carpet squares and determine which is best.

**Parking Lot Lighting:** It was discussed that the lighting in the parking lot needs to be updated. Holly received an old bid from a company and said she would be requesting a current bid for review.

**Road Commissioner's Report:** Road Commissioner Filbert had submitted a written report to the Board. Chris Filbert added that the gate to the garage was damaged in a recent wind storm. Filbert also wanted to know if a vent had been discussed in the newly remodeled area as well as parking for the Assessor's office. Also it was stated the Steve Leyden's had been in a boot, but there is a possibility that corrective surgery may be needed.

**Youth Committee:** No report.

**Senior Committee:** No report.

**Executive Session:** Not needed.

**New Business:**

**Annual Town Meeting Agenda:** A motion was made by Jon Kavanaugh, seconded by Jo Anne Boone, to approve the Annual Town Meeting Agenda. Ayes: Boone, Coers, Hanna, 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. Also discussed was the option of not giving the Park District the green space area. Keeping this area would make the Township responsible for the upkeep of the area. It was asked if the deed restriction on this area could be set up as non-revocable. A motion was made by Jon Kavanaugh, seconded by Jo Anne Boone, to approve the determined land area to be on the Annual Town Meeting Agenda for transfer to the Park District. Ayes: Boone, McLaughlin and Kavanaugh. No's: Coers, Hanna. Motion carried.

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

**Any other business to come before the Board that will be added on next month's agenda:** Budget, Scholarship Awards.

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

Meeting adjourned at 8:23 p.m.

Respectfully submitted

Pam Bruner, Cordova Township Clerk