

MINUTES OF CORDOVA TOWNSHIP REGULAR MONTHLY MEETING
September 20, 2021 – 7:00 pm.
Cordova Township Office

Approved October 18, 2021

Supervisor Holly Rogers called the regular monthly meeting of the Cordova Township Board of Trustees to order at 7:03 p.m. in the Cordova Township Office on September 20, 2021.

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

Also, present: Pam Bruner, Clerk, Kristie Guardia, Cemetery Manager, Bryan Minor of Rivercrest Landscape, and Jim Stratton, Highway Commissioner.

The Pledge of Allegiance was led by Supervisor Holly Rogers.

Holly Rogers made a motion, seconded by Dean Bruner, to approve the August 16, 2021, Cordova Regular Meeting Minutes. Ayes: Bruner, C. Neumiller, L. Neumiller, and Rogers. No's: none. Motion carried.

Communications:

Citizens Wishing to Address Board: None.

Approval of Bills/Financial Reports:

The Road District statements of revenue and expenses for September 2021, were reviewed. Dean Bruner made a motion, seconded by Celine Neumiller, to approve for payment the September 2021, Road District bills. Ayes: Bruner, C. Neumiller, L. Neumiller, and Rogers. No's: none. Motion carried.

The Town Fund statements of revenue and expenses for September 2021, were reviewed. Celine Neumiller made a motion, seconded by Dean Bruner, to approve for payment the September 2021, Town Fund bills. Ayes: Bruner, C. Neumiller, L. Neumiller, and Rogers. No's: none. Motion carried.

The General Assistance statements of revenue for September 2021, were reviewed. Holly Rogers made a motion, seconded by Lauren Neumiller, to approve the General Assistance bills for September 2021. Ayes: Bruner, C. Neumiller, L. Neumiller, and Rogers. No's: none. Motion carried.

The Civic Center statements of revenue and expenses for September 2021 were reviewed. Holly Rogers, made a motion, seconded by Dean Bruner, to approve for payment the Civic Center bills as presented for September 2021. Ayes: Bruner, C. Neumiller, L. Neumiller, and Rogers. No's: none. Motion carried.

The Cordova Cemetery statements of revenue and expenses for September 2021, were reviewed. Celine Neumiller made a motion, seconded by Lauren Neumiller, to approve the Cemetery statements of revenue and expenses for September 2021. Ayes: Bruner, C. Neumiller, L. Neumiller, and Rogers. No's: none. Motion carried.

Old Business, Discussion and Approval Motions:

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

Tree Work- Tree trimming and removal should happen within week or 2

Cleaning up Sign Planter- Removing vegetation and filling with river rock. Project was discussed and due to dry conditions, it was discussed to use the weekly mowing fee as payment for this project. Any remaining balance would be submitted as a quote to finish project.

Fence Repair – Discussed blown out panels and need to get fixed. This repair is charged separately, and we will receive an invoice for repairs.

Cemetery Computer – Quote was not received for this meeting. Topic will be added to October agenda.

Civic Center Report:

The ongoing roof issue is closer to completion with the gutters being cleaned and repaired where needed. We are still waiting on quotes to run heat tape in valleys and replace tape in gutters.

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

Dumpster day will be October 16 and 17 until dumpsters are full.

Youth Committee: No Activity - Covid

Senior Committee: The Fall Senior lunch was discussed and determined that it needs to be a boxed lunch again. Since the Library contribution to the Senior lunch was the entertainment portion it was determined that the Township will take care of the boxed lunch. The Board had talked to some locals who was not even aware the Township did this. They were under the understanding that the library sponsored this event. The Board felt we should take the orders either by paying Carrie to take the orders or by having residents call the office to sign up for the lunch. It was felt that if we are covering the cost of the event, we should at the very least get the credit for sponsoring the event. The lunch will be passed out on October 29.

Celine Neumiller made a motion, seconded by Dean Bruner, to approve the October 29th Senior boxed lunch, a not to exceed amount of \$1,000 was set with lunches to be ordered from Harvest Bakery in Erie. Ayes: Bruner, C. Neumiller, L. Neumiller, and Rogers. No's: none. Motion carried.

Executive Session: Not needed.

New Business:

Policies and Procedures: No action taken. Need to change some items.

New Clerk Computer and IT Contract with Platinum: The Board discussed updating the clerk computer and renewing the IT contract with Platinum. Celine Neumiller made a motion, seconded by Dean Bruner, to approve \$2,637.05 to purchase clerk computer and IT cost of \$378 per month as well as daily backup for a fee of \$1.00 per GB to be charged monthly. Ayes: Bruner, C. Neumiller, L. Neumiller, and Rogers. No's: none. Motion carried.

New Office Copier: A bid was received from SBM for a new copier as the current contract has run out. We can upgrade to color for a nominal fee. Holly Rogers made a motion, seconded by Dean Bruner, to approve \$4,200.00 to purchase a new copier for the office. It is understood and agreed to by the Road and Bridge District that they will pay half the cost of the new copier. Ayes: Bruner, C. Neumiller, L. Neumiller, and Rogers. No's: none. Motion carried.

Supervisor's Comments: None

Any other business to come before the Board that will be added on next month's agenda: Change the December 20th meeting to December 13th, Levy, Budget Revisions.

Adjournment:

Dean Bruner made a motion, seconded by Lauren Neumiller, to adjourn this meeting. Ayes: Bruner, C. Neumiller, L. Neumiller, and Rogers. No's: none. Motion carried.

Meeting adjourned at 8:40 p.m.

Respectfully submitted,

Pam Bruner, Cordova Township Clerk