

May 17, 2021 – May 19, 2025 TERM

Jay Kohlmiller - Supervisor
Robert Helms - Highway Commissioner
Kathy Long - Clerk

Seth Joy – Trustee
Jack Mitchell - Trustee
Dennis Mueller - Trustee
Micah McKinney – Trustee

April 12, 2022 - MINUTES – 7:30 p.m. - Regular Meeting of the Township Board
3700 Tosovsky Lane, Edwardsville, IL 62025

1. The monthly meeting was called to order at 7:30 p.m. by Supervisor
2. Pledge of Allegiance was recited.
3. Roll call showed Jay, Robert, Kathy, Seth, Jack, Dennis, and Micah in attendance.
4. Randy Long and Charlene Mitchell were in attendance.
5. Minutes from March 17, 2022 were read by the clerk. *Seth made a motion to approve the March minutes. Dennis seconded the motion. The minutes were unanimously approved by the board.*
7. No public comments were heard.
8. Treasurer’s Report ending March 31st had been reviewed and approved at the Annual Town Meeting.
9. Township and Road District bills were reviewed by the trustees and approved for payment.

10. **REPORTS**

A. Supervisor’s Report – Jay Kohlmiller

- 1) Bookkeeping Update – This was the first time for QuickBooks and the completing the Supervisor Report. The taxes were not being listed in the proper place and it was a major project to get the numbers reported correctly.
- 2) Audit Report – Sheffel has not begun working on the audit for the Township and Road District. They are busy working on individual tax reports. Jay will contact other townships to get recommendations for other potential auditors.
- 3) Supervisor/Treasurer Report was presented at the Annual Town Meeting. There was an issue with the Social Security funds being reported to a different account. Town and Road District SS funds should reimburse the salary funds in each account.

B. Highway Commissioner’s Report – Robert Helms

- 1) Roads – an oil bid is not available yet, but the price has increased by about 50%. Hauling and spreading expenses will also be higher. Subdivisions are usually scheduled for every three years. Main roads every other year. Roads are also scheduled according to heavy usage and other issue.
- 2) Maintenance Shed was discussed at the Annual Town meeting.
- 3) Road District Workers – looking for responsible employees.

- 4) Oakland Hills – project is in the beginning stages.
- 5) No other items were discussed.

C. No Legal Report was given.

D. Clerk’s Report - Economic Interest Statement – due by May 1st. Report can be completed online or at the County Clerk’s office.

E. Trustee’s Report – no report.

F. Cemetery Trustee’s Report – Randy Long – Thank you to Robert for having the crew clean up the fallen tree.

G. Rental Manager’s Report – Charlene Mitchell – People are calling for rentals.

11. **OLD BUSINESS**

A. Property Maintenance / Building Use – Need to purchase a trash can for inside the building. The outside trash can was replaced. Robert recommended putting a rope on the bottom of the flag for stability. Dennis will check into ordering the flag accessory.

B. Pin Oak Township Webpage (Jack & Seth)

1. www.toi.org/township/madison-county-pin-oak
2. Discussion on domain name followed.

C. Township Tour – report was emailed to board members.

D. Township Property Signage to be discussed later. Kathy asked about Annual Town Meeting signage. Board members agreed to purchase a few signs.

E. No other Old Business was discussed.

12. **NEW BUSINESS**

A. Dennis made a motion to provide the Annual Town Meeting Moderator with a stipend of \$50.00. Micah seconded. All in favor and the motion was approved.

B. Seth made a motion to grant permission for the Supervisor to pay bills as needed before the 2022-2023 Budget is approved for the Town and Road District. Jack seconded. All in favor, the motion was approved.

C. 2022-2023 Town Budget will be revised per the discussion at the Annual Town meeting and posted for public review.

2022-2023 Road District Budget will be revised per the discussion at the Annual Town meeting and posted for public review.

D. Resolution 2022-23-3 Reimbursement for Travel and Expenses. IL State rate for travel reimbursement is .585 cents per mile. All reimbursement requests are to be submitted on the approved form and must include receipts. *Seth made a motion to approve the Resolution. Micah seconded. After signing approval on the form, the Resolution was approved.*

E. All submitted Mowing Bids for Pin Oak Property and Cemeteries were to be opened and discussed as advertised. No mowing bids were submitted for review. Discussion followed. *Seth made a motion to allow the Supervisor to negotiate the 2022-23 mowing contract with up to a 5% increase. Jack seconded. Motion approved.* Jay negotiated a contract for a 5% increase with the previous mowing company.

F. Next meeting is May 19, 2022 at 6:30 p.m.

G. No other New Business was discussed.

13. Executive Session was not needed.

14. *Robert made a motion to adjourn the meeting. Micah seconded. The meeting was unanimously approved for adjournment at 8:16 p.m.*

Respectfully submitted by Kathy L. Long, Clerk