

## 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  
Mike McKinney – Trustee

December 16, 2021 - MINUTES – 6:30 p.m. - Regular Meeting of the Township Board  
3700 Tosovsky Lane, Edwardsville, IL 62025

*Covid 19 rules are still in effect per the Governor and County. We are practicing Social Distancing at our meeting and ask that if you are experiencing a fever or illness, have been exposed to someone or have tested positive yourself for Covid 19 within 14 days, please, do not attend the meeting. Thank you for your assistance in helping to keep our community safer.*

1. The monthly meeting was called to order by the Supervisor.
2. Pledge of Allegiance was recited.
3. Roll call showed Jay, Robert, Kathy, Seth, Jack, Dennis, and Micah in attendance.
5. Charlene Mitchell was in attendance as a guest.
6. Minutes from November 18, 2021 were read by the clerk. Jack made a motion to approve the November minutes. Dennis seconded the motion. Hearing no objections, the minutes were approved by the board.
7. No public comments were heard.
8. Treasurer's Reports ending November 30<sup>th</sup> was distributed and read by the Supervisor. Seth made a motion to approve the treasurer's report. Dennis seconded. The Treasurer's Report for November 2021 was approved by the board.
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 – Quickbooks is working smoothly.
    - 2) Audit Report – Moving slow. Extension was submitted.
    - 3) Supervisor Bond – Paperwork needs to be completed and submitted for coverage.
  - B. Highway Commissioner's Report – Robert Helms
    - 1) Roads – Might do some shoulder work next week and getting equipment ready for winter. Edwardsville Township wants to work on the end of Mont Road. If they do, we might proceed with work on Maple Grove and Ridgeview, There is a 4 foot culvert to be replaced.

- 2) Maintenance Shed – Met with Boekker Co. He has worked with other townships and has provided some examples of buildings for our review. Discussion followed on building size and future location.
- 3) Road District Workers – Ryan is leaving at the end of the year to work with City of Edwardsville.
- 4) Truck Replacement – Original bid was missing a component and was revised. The additional cost was approximately \$8,000.00 more. Trustees were notified via email with a copy of the revised bid and provided their approval for the update. New cost is approximately \$148,000.00 and will be ordered, but not available for delivery until late 2022 or early 2023.
- 5) Oakland Hills – haven't heard from Juneau yet.
- 6) No other items were discussed.

C. No Legal Report was given.

D. Clerk's Report –

1. The following forms have been submitted to the County Clerk's office for Pin Oak Township:
  - a) Micah McKinney's Oath of Office for Trustee
  - b) Town Tax Levy Ordinance 2021-22-4 (0% increase)
  - c) Road District Tax Levy Ordinance 2021-22-5 (3% increase)
2. Kathy managed to upload October minutes to the website with no issues!

E. Trustee's Report – no report.

F. Cemetery Trustee's Report – Randy Long – One burial in December.

G. Rental Manager's Report – Charlene Mitchell

## 11. **OLD BUSINESS**

A. Property Maintenance / Building Use

1. Auxillary Ladies used the building today and appreciated the updated floors, bathrooms, and paint.
2. Building opening – discussion was held. Board members felt that we should hold off and address it next month. If we open the building, we need to check on CDC guidelines and current policies to cover our township. Building will not be open to the public at this time.

B. Pin Oak Township Webpage (Jack & Seth) –

1. [www.toi.org/township/madison-county-pin-oak](http://www.toi.org/township/madison-county-pin-oak)
2. Check with TOI regarding a calendar on the website.

- C. Township Separator System – Jack is working on it and will do more investigation. Robert and Jack discussed continuing to pump it out regularly.
- D. Other Old Business – Several shingles missing off the ridge cap and a piece of flashing came off. Dennis will call Schoen to check it out. Parking Lot may need to be fixed next summer.

12. **NEW BUSINESS**

- A. Signage on the Pin Oak Township property to be discussed at the next meeting.
- B. Annual Town Meeting Topics (April 12, 2022 / 6:00 p.m.)
  - 1. Meeting dates for 2023-2024
  - 2. Road District Building
  - 3. Report of Township Roads
- C. Next meeting is January 20, 2022 at 6:30 p.m.
- E. No Other New Business was discussed.

13. Executive Session was not needed.

14. Seth made a motion to adjourn the meeting. Jack seconded. The meeting was unanimously approved for adjournment at 7:20 p.m.

Respectfully submitted by Kathy L. Long, Clerk

## PIN OAK TOWNSHIP

April 1, 2022 – March 31, 2023 Meeting Schedule for Monthly Board Meetings  
(Approved at our 2021 Annual Town Meeting)

Date	Meeting Type	Time
April 12, 2022	Annual Town Meeting	6:00 p.m.
April 12, 2022	Board Meeting	To follow Annual Town meeting
April 21, 2022	Board Meeting	Rescheduled to April 12, 2022
May 19, 2022	Board Meeting	6:30 p.m.
June 16, 2022	Board Meeting	6:30 p.m.
July 21, 2022	Board Meeting	6:30 p.m.
August 18, 2022	Board Meeting	6:30 p.m.
September 15, 2022	Board Meeting	6:30 p.m.
October 20, 2022	Board Meeting	6:30 p.m.
November 17, 2022	Board Meeting	6:30 p.m.
December 15, 2022	Board Meeting	6:30 p.m.
January 19, 2023	Board Meeting	6:30 p.m.
February 16, 2023	Board Meeting	6:30 p.m.
March 16, 2023	Board Meeting	6:30 p.m.

April 1, 2023 – March 31, 2024 Meeting Schedule for Monthly Board Meetings  
(To be reviewed and approved at our 2022 Annual Town Meeting)

Date	Meeting Type	Time
April 11, 2023	Annual Town Meeting	6:00 p.m.
April 11, 2023	Board Meeting	To follow Annual Town meeting
April 20, 2023	Board Meeting	Rescheduled to April 11, 2023
May 18, 2023	Board Meeting	6:30 p.m.
June 15, 2023	Board Meeting	6:30 p.m.
July 20, 2023	Board Meeting	6:30 p.m.
August 17, 2023	Board Meeting	6:30 p.m.
September 21, 2023	Board Meeting	6:30 p.m.
October 19, 2023	Board Meeting	6:30 p.m.
November 16, 2023	Board Meeting	6:30 p.m.
December 21, 2023	Board Meeting	6:30 p.m.
January 18, 2024	Board Meeting	6:30 p.m.
February 15, 2024	Board Meeting	6:30 p.m.
March 21, 2024	Board Meeting	6:30 p.m.