

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

January 20, 2022 - 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 at 6:35 p.m. 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.
6. Minutes from December 16, 2021 were read by the clerk. Seth made a motion to approve the December minutes. Jack seconded the motion. Hearing no objections, the minutes were approved by the board.
7. No public comments were heard.
8. Treasurer’s Report ending December 31st was distributed and read by the Supervisor. Seth made a motion to approve the report. Dennis seconded. The Treasurer’s Report for December 2021 was approved by the board.
9. Township and Road District bills were reviewed by the trustees and approved for payment.
 - A. A Quadrennial bill was received from the County Tax Assessor office for approximately \$74,000.00. The bill may be paid over the next four years or all at once. It is much higher than previous bills. Jay will contact the county for clarification.
 - B. The final bill for Silver Creek Bridge was received. The township is responsible for a quarter of the total cost, approximately \$134,000.00. Funds for this expense have been in reserve in our budget.
10. **REPORTS**
 - A. Supervisor’s Report – Jay Kohlmiller
 - 1) Bookkeeping Update – Quickbooks worked smoothly for the W-2s.
 - 2) Audit Report – Auditors have been hit with covid as well. Still working on our records for the township and road district.
 - 3) Supervisor Bond – Paperwork needs to be completed and submitted for coverage. Supervisor, Clerk and Highway Commissioner will complete after the meeting.

4) W-2 Forms were distributed.

B. Highway Commissioner's Report – Robert Helms

- 1) Roads – Crew did a great job on snow removal.
- 2) Maintenance Shed – nothing new.
- 3) Road District Workers – we are looking for employees to fill positions. Contact Robert with information. We may also post the openings in the newspaper and online.
- 4) Truck – nothing new.
- 5) Oakland Hills – Robert will check back with Juneau.
- 6) 2021-2022 Material quantities and price lists are available for review.
- 7) No other items were discussed.

C. No Legal Report was given.

D. Clerk's Report

1. Economic Interest Filer List has been submitted to Madison County Clerk's website. Notification should be sent to email accounts late March or April. Form completion due by May 1st for new year.
2. New representative from Shred-it is Maddie Rubino (Madeline.Rubino@stericycle.com) Office-847-943-6548. Board will not pursue a shred day this year.
3. New Rental Agreement has been uploaded to our website. Copies are distributed for your information and available in our office.

E. Trustee's Report – no report.

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

G. Rental Manager's Report – Charlene Mitchell – calls have been coming in for building usage information.

11. **OLD BUSINESS**

A. Property Maintenance / Building Use

1. Kitchen is finished and looks great.
2. Roof has been repaired at no cost to the township.
3. Building Opening - Discussion followed by the board. Seth read a draft addendum to be included with our rental agreement and other social gatherings. (*copy included for review*). The board agreed to keep the building closed until our next meeting in February.

- B. Pin Oak Township Webpage (Jack & Seth) –
 - 1. www.toi.org/township/madison-county-pin-oak
 - 2. Seth is trying to gain access to the old website to see about having it forward to our new website or kill the old website.
 - 3. Website Calendar – No actual calendar, but list or grid option is available. List option is easier to read so no change to be made at this time.
- C. Township Separator System – project will be handled by Robert and Jack.
- D. No other Old Business was discussed.

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
 - 4. Status of building opening
- C. Next meeting is February 17, 2022 at 6:30 p.m.
- E. Township Tour for the Board will be scheduled for March 5th or 12th per discussion.
- F. No other New Business was discussed.

13. Executive Session was not needed.

14. Dennis made a motion to adjourn the meeting. Micah seconded. The meeting was unanimously approved for adjournment at 7:12 p.m.

Respectfully submitted by Kathy L. Long, Clerk

PIN OAK TOWNSHIP

Building Rental / Building Usage

Addendum - DRAFT

The Lessee of the Pin Oak Township building agrees that all occupants will abide by all regulations set forth by the Center for Disease Control (CDC), the US Government, the State of IL, and Madison County with regards to COVID (or any other health pandemic). Signs will be posted and updated at our facility.

Additionally, the Lessee and the families of all occupants will indemnify (not hold legally responsible in any way) Pin Oak Township and its Employees and Elected officials with any COVID or other health pandemic outbreaks, illnesses, or deaths that may have come from a meeting or gathering on these premises.

Agreed upon on this date: _____

Lessee or Group Representative: _____

Contact Information: _____

Pin Oak Township Representative: _____

Contact Information: _____
