

## 2009 – 2013 TERM

Eugene Kohlmeier - Supervisor  
Robert Helms - Highway Commissioner  
Jackie Provaznik - Assessor  
Kathy Long - Clerk

Arnold Buescher - Trustee  
Dennis Mueller - Trustee  
Jack Mitchell - Trustee  
Seth Joy - Trustee

### October 18, 2012 - 7:30 p.m. – Minutes - Regular Meeting of the Township Board 3700 Tosovsky Lane, Edwardsville, IL 62025

1. Meeting was called to Order by the Supervisor.
2. The Pledge of Allegiance was recited.
3. Roll Call showed all board members were present.  
Guests – Fred Decker, Frank Provaznik, and Tim Tosovsky
4. The Minutes from September 20, 2012 were read by the Clerk. Jackie stated that cleaning frequency should be bi-monthly, not bi-weekly. Dennis made motion to accept minutes as read with correction. Arnold seconded. Hearing no opposition, September minutes were approved.
5. Public Comments – Fred D. offered his assistance to the township in obtaining a new flag pole to be placed by the front of the building. Discussion followed regarding our options with the flag pole at Bartlett Cemetery, a resident's donation of a used pole, and purchasing a new one. Arnold will check with Bob Rohrkaste regarding the pole at Bartlett and Fred will get a quote on a new one. Discussion to be continued at our November meeting.
6. Treasurer's Report was read by Supervisor. Dennis made a motion to accept report as read. Jack seconded. Hearing no opposition, treasurer's report was approved.
7. Township and Road District Bills were reviewed and approved by Trustees.
8. Reports
  - A. Supervisor's Report
    - Madison County Township Officials Quarterly Meeting – October 25, 2012 – 7:30 p.m. – Pin Oak Township Building. Program: Matt Rice, Recorder of Deeds, Madison Co.
    - Inform Treasurer Delmar Korsmeyer of any deaths on your township board. Madison Co. Township Officials will send memorial gifts for township board members.
    - Gene mentioned applications are available for utility pay assistance. See him for more information.
  - B. Highway Commissioner's Report
    - Been patching roads.
    - IDOT is handing out some money for Jobs Now. Our portion is \$8,961.00.
  - C. Assessor's Report
    - Purchased a new copier for the office to replace the one that broke.
  - D. Clerk's Report
    - Open Meeting Act online training to be completed by December 31, 2012. Certificate of Completion must be filed with Township Clerk. .
    - Petition Packets for April Election Candidates are available. (Petitions may be circulated beginning on 9/25/12 and the filing period for those petitions is December 17 – 24, 2012 with the Township Clerk.
  - E. Trustee's Report – nothing at this time.
9. Old Business

- A. Property / Building Repair / Updates – Dan Boner repaired the faucet in the janitor’s closet per Gene.
- B. Building Cleaning (Jackie & Seth) – Application was sent to two interested parties. Seth/Jackie will provide a report at our next meeting to allow time for submissions and review of applications. Gene asked about a rental contract and possible changes needed.
- C. Salt Shed (Bob) – nothing at this time.
- D. Webpage for Pin Oak Township (Jack) –

Kathy, Seth and Jack met and worked on the webpage for Pin Oak. Seth provided a look at the website. Officials’ page shows board members names and contact information. Calendar page will state monthly meetings. Information section would be for past approved minutes. How many months should we post? Twelve months approved minutes-suggested. An email address has been created for Trustees as a group. We will add Arnold and Gene’s home and cell phone numbers to the webpage per their request.

Seth discussed the need to create a Webpage Administrator position. He suggested the position be compensated for their work. He suggested Kathy perform the duties at this time because of the information she has to provide for the website. Discussion followed. Seth made a motion to pay \$15.00 per hour for the next month with a description of webpage duties performed for the month. Dennis seconded. Hearing no objection, motion approved.

- E. Clerk and Assessor Wages beginning next term.
  - Clerk’s current annual wage is \$6,000.00. Seth made motion to change the Clerk’s annual wage to \$7200.00 annually. Dennis seconded. Hearing no opposition, the Clerk wages will be \$7,200.00 annually for next term.
  - Assessor current annual wage is \$9,000.00. Gene stated that the township needs to assume that an assessor will be elected in the next election.

Seth discussed the possibility of sharing an Assessor’s position with another Township. He suggested no more than one other township. Discussion followed.

Jackie suggested reviewing the position and possibly instituting a step-up program in the future. Discussion followed including the ability to appoint an assessor during the next four years. Dennis made a motion to keep the assessor’s annual salary at \$9,000.00 for the 2014-2017 term. Arnold seconded. Hearing no opposition, Assessor salary for 1/1/14-12/31/17 is \$9,000.00 annually.

## 10. New Business

- A. Tax Levies – discussion (Levies to be set in Nov., adopted and filed in December 2012)
  - Town District Tax Levy to remain the same as last year per discussion. Dennis made motion to prepare levy the same. Arnold seconded.
  - Road District Tax Levy to be raised by 5% per Robert Helms. Arnold made motion to prepare levy with 5% increase. Jack seconded.
  - Clerk to prepare forms for tax levies for Town and Road.
- B. Next Township meetings are scheduled to be held November 15, 2012, December 20, 2012 – January 17, 2013 – February 21, 2013 and March 21, 2013.

11. Executive Session – not required.

12. Seth made a motion to adjourn the meeting at 8:55 p.m. Dennis seconded. Hearing no objections, meeting adjourned.

Respectfully submitted by Kathy L. Long, Clerk