

May 15, 2017 – May 16, 2021 TERM

- Supervisor
Robert Helms - Highway Commissioner
Kathy Long - Clerk

Seth Joy – Trustee
Jack Mitchell - Trustee
Dennis Mueller - Trustee
Tim Tosovsky – Trustee

January 18, 2018 - MINUTES - Regular Meeting of the Township Board – 6:30 p.m.
3700 Tosovsky Lane, Edwardsville, IL 62025

1. Meeting was called to order by the Clerk.
2. Pledge of Allegiance was recited.
3. A moment of silence was observed in Honor of Eugene Kohlmiller
4. Roll call showed Robert, Kathy, Seth, Jack, Dennis and Tim in attendance.
Guests attending the meeting are Charlene Mitchell, Louis Simpson, Karen Simpson, Randy Long, Jay Kohlmiller, Theresa Kohlmiller, and Ron Kohlmiller
5. Appointment for Supervisor Position was opened. Clerk discussed qualifications and procedures. Clarification was also given in regards to input from County Clerk's office. *Anyone appointed to the position of Supervisor or any other position on the Township Board will be able to complete the full remainder of the current term. TOI has verified that no such ruling is in place for Township Offices filled to only serve 36 months.* Board members were asked if anyone wanted to resign their position to be considered for the supervisor position. No resignations were heard. Board opened the floor to accept names of registered voters in Pin Oak Township. Mr. Jay Kohlmiller submitted his name for the Supervisor position. Jay discussed his qualifications and personal interest in the township position. Questions were presented by the Board for the candidate and answered. Trustees met privately in the office to discuss the candidate and options. Trustees asked the Road Commissioner and then the Clerk for individual brief meetings to clarify some issues. Upon the Trustees return to the meeting, the Clerk asked if the Board would like to proceed with the process of appointing a Supervisor this evening. A vote was taken by ballot. The trustee votes showed in favor of postponing the appointment until our February meeting. Mr. Kohlmiller was invited to return to the February meeting.
6. Minutes from the regular meeting held on December 21, 2017 and the special meeting held on December 26, 2017 were read by the Clerk.
 - * Tim made a motion to accept the minutes from December 21st. Dennis seconded. Regular meeting minutes were unanimously approved by the board.
 - * Seth made a motion to approve the minutes from December 26th. Jack seconded. Special meeting minutes were unanimously approved by the board.
7. Public Comments – Jay Kohlmiller thanked the board members for the opportunity to submit his name in consideration of the supervisor position. He also stated that he would attend the February meeting.
8. Treasurer's Report was read by the Clerk in lieu of a Supervisor/Treasurer at this time. Dennis made a motion to approve the Treasurer's report. Jack seconded. The report was unanimously 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 (by clerk)
 1. A Thank You card was received from the Eugene Kohlmiller Family in appreciation of the donation made by the individual board members to the Wounded Warriors Project.
 2. Notice from Madison County regarding items being considered in the County. None of the items were within Pin Oak Township or required our action.
 3. Quarterly meeting of Madison County Township Officials to be held on January 25th at our facility. Information provided to all board members.

4. Township Officials of IL (TOI) is providing educational classes for township board members. Please inform clerk if you would like to attend so reservations can be made.
- B. Highway Commissioner's Report
 1. Mick Road Project is completed except for oiling in the spring.
 2. Road worker benefits – Robert is working with Sheffel/Boyle, other townships and the county to develop a reasonable plan for presentation at a later date.
 3. Robert is working on plans for the Maple Grove Road box culvert project. Presentation at a later date.
 4. Request to place truck replacement on the February agenda. One of the trucks has broken down each time it was needed to plow snow this year.
- C. No Legal Report at this time.
- D. Clerk's Report
 - * After approval by the board, the Clerk has assumed the Fiscal Officer duties for the Township and Road District.
 - * Paperwork is being sorted, organized, and filed in the office.
 - * Mailing addresses have been changed to the office on several accounts.
 - * Checks were sent out to vendors. Road District pay checks have been issued as needed at the request of the Road Commissioner.
 - * 10 Bank accounts and transactions for all were entered into Excel spreadsheets and have been reconciled from April 1, 2017 through December 31, 2017.
 - * Elected Official and Employee wages and deductions for 2017 have been entered into spreadsheets as well. A copy was presented to individuals with their W-2 forms.
 - * After consultation with Sheffel/Boyle, monthly, quarterly, and annual tax payments and paperwork have been completed and filed electronically, by mail, or over the phone system to the appropriate Federal or State tax agency.
 - * When necessary, the Clerk has contacted at least one trustee for approval or guidance. In some cases, more than one trustee was contacted when available.
- E. Trustee's Report
 - * Thank you to Kathy Long for stepping up and assuming the duties of Supervisor in addition to her own. We believe she has taken on a tremendous task and has exceeded our expectations.
- F. Charlene Mitchell presented the Rental Manager's Report. Future rentals include Jan.21st, January 25th, one in February, and voting in March will also be held here.
9. Old Business
 - A. Building/Property Maintenance
 - 1) Front Door/sill replacement/repair – Dennis reported he has someone working up an estimate for the project.
 - 2) Back Door/frame in furnace room/replacement – Dennis reported the doors are ordered at RP. They should be available in two to three weeks.
 - 3) Broken window in main hall – The window has been repaired at a cost of around \$100.00.
 - 4) Three flags and a new rope have been ordered for outside. A new flag pole and base were ordered for inside.
 - B. Pin Oak Township Webpage – Seth reported the excessive spam issue may be under control.
 - C. IL State Board of Education requesting assistance with childhood hunger - "Summer Meals in Your Community" – need to find out more information.
 - D. No other Old Business was heard.
10. New Business
 - A. Adoption of Sexual Harassment Policy by Ordinance or Resolution – Jack and Kathy attended a webinar to explain the Sexual Harassment Policy adoption required of all Townships. An explanation of the policy presentation was given. A sample Joint Resolution had been provided by a lawyer from Decatur Township in Macon County. It covered all of the

positions within the Township, Road District, Assessor Office, and Cemetery Board in one document. Jack and Kathy recommended the Joint Resolution to the board. Discussion followed. Dennis made a motion adopt the joint resolution on Sexual Harassment. Seth seconded. The board unanimously approved. Motion passed.

- B. An audit was suggested by Sheffel/Boyle. Seth presented his conversation with Sheffel/Boyle. Discussion followed. The Board asked Kathy to contact Steve Langendorf of Sheffel/Boyle for guidance.
 - 1. Is an immediate audit required or can we wait until the end of our fiscal year (3/31/18)?
 - 2. What records are needed to complete the audit?
 - 3. How are the records accessed? (In our office or delivered to their office?)
 - C. Next monthly meeting will be February 15, 2018
 - D. Board would like to discuss extra duties performed by Kathy and the compensation there of. Discussion followed. The Trustees met privately in the office for discussion. Upon their return to the meeting, Seth made a motion to pay the full amount of the Supervisor's pay for January and potentially February to Kathy. The Board will address the issue of additional hours as incurred at a later date as necessary. Tim seconded. Hearing no objections, the motion was unanimously approved.
- 11. Executive Session – was not needed.
 - 12. Seth made a motion to adjourn the meeting. Tim seconded. All in favor, meeting was unanimously adjourned at 8:19 p.m.

Respectfully submitted,
Kathy L. Long, Clerk