

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

September 20, 2012 - 7:30 p.m. – MINUTES - Regular Meeting of the Township Board 3700 Tovosky Lane, Edwardville, IL 62025

1. Meeting was called to Order by Supervisor.
2. Pledge of Allegiance was recited.
3. Roll Call showed all board members present except Bob Helms.
Introduction of Guests: Fred Decker and Frank Provaznik
4. Minutes from August 16, 2012 were read by Clerk. Seth made a motion to approve the minutes as read. Arnold seconded. Hearing no opposition, minutes were approved.
5. Public Comments: Fred D. requested the Township find the funds to fly a flag 24/7. He had made the request and the board approved placement of the flag over a year ago. Gene reported a resident is willing to donate a 30' flag pole to the township. Discussion followed regarding lights and flag replacement. Positive comments were stated and we should look for a flag pole in the near future.
6. Treasurer's Report was read by Supervisor. Dennis made motion to accept financial report as read. Jack seconded. Hearing no opposition, financial report was approved.
7. Township and Road District Bills were reviewed and approved by Trustees. Seth questioned the split audit payments in the township fund. Gene stated the audit account did not have enough funds to cover the bill, so he split it between the audit fund and the general fund.
8. Reports
 - A. Supervisor's Report
 - An Audit report from Edward Small was distributed to board members for their information and review.
 - A state audit was also completed by E. Small. A copy was provided to the clerk.
 - Mel, our custodian, reported the hot water faucet does not work in the janitor's closet. Gene will seek a plumber to make the repair.
 - \$43.00 in fees was received from the Circuit Clerk's office for ticket(s) issued in Pin Oak.
 - 2013 Legislative Survey was distributed to board members for their completion and submission by October 31st. Survey may also be completed online at TOI.org. Discussion followed.
 - B. Highway Commissioner's Report – no report.
 - C. Assessor's Report
 - The County's new computer system will not be ready until October. System will allow all Assessor's access to more information. Input of data by our office can not begin until system is up and running. Our office was going to do input and let the county field men do the measurements with their staff to save the Township money on each parcel. The county has begun working on the same three sections that we began with and I am anxious to see if their findings match ours. Discussion followed. When things are not on the records correctly, other residents pay the price. Our office can often work more closely with residents to help with their issues.

- Discussion about property values going down and taxes not changing followed. Jackie explained the appeal process.
- Arnold stated he has been receiving calls from residents (farmers) who are questioning that the Pin Oak Assessor's office is being too efficient. They don't like the fact that other townships are not looking as closely as Pin Oak. Jackie stated that unless buildings have been put up or torn down, their taxes should be the same. She also suggested having them check the tax rate, education rate, and other tax rates that have changed. The Tax Assessor's office does not control the tax rate.
- Arnold questioned the Pension amount that is listed on tax bills. Jackie asked him to go to the county and ask that question. She has been questioning that for quite a while and has been told it is a fund that covers more than just pension. Discussion followed regarding prior issues. Jackie discussed her position on assessments, pensions, and future township practice suggestions. She compared salaries of other assessors in the area and suggested the board consider making the position full-time. Dennis commented that the county can perform the same functions as the assessor's office. Jackie agreed, the county can do the work, but may not have the vested interest in the township. She asked that if anyone receives a complaint from someone, have them contact her office. More discussion followed.

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.
- Certificates on file to date: G. Kohlmiller, D. Mueller, S. Joy, K. Long.
- 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. Clerk Office hours will be Dec. 17 (8:00 am to 5:00 pm) and Dec. 24 (8:00 am to 12:00 pm). Submissions may also be made by contacting the clerk at 618-791-2040.

E. Trustee's Report

- Seth and Dennis attended the educational seminar in O'Fallon. Presenters discussed Open Meeting Act, possible rule changes, and more useful information.

9. Old Business

A. Property / Building Repair / Updates – no report.

B. Building Cleaning (Jackie & Seth) – contract review and discussion.

- Seth discussed a proposed draft contract. He would like to move forward with plans to seek a company or individual to do biweekly cleaning.
- Discussion followed regarding a rental fee charged, what portion should go to cleaning, what should happen when items are left in disarray.
- Assistance with light building maintenance needs to be included.

Arnold made motion to send out applications to interested parties regarding building cleaning/maintenance. Dennis seconded. Hearing no opposition, motion approved.

C. Salt Shed (Bob) – no report.

D. Webpage for Pin Oak Township (Jack) – application and fee were sent to TOI. We're waiting on approval and a password.

E. Wages for Board Members beginning next term. Salaries to be set and approved by November 2012. Supervisor - Road Commissioner – Assessor – Clerk - Trustees

- Trustee Wage - Current annual wage is \$900.00. Additional topic covered was consequences resulting from consecutive absenteeism by a trustee. Discussion determined any incidence to be dealt with individually. Seth made a motion to keep

the rate for Trustees at \$900.00 per year. Arnold seconded. Hearing no opposition, Trustee Wages will be \$900.00 per year.

- Road Commissioner Wage – Current annual wage is \$28,800.00 Discussion followed. Seth made a motion to keep the wage at \$28,800.00. Jack seconded. Hearing no objections, road commissioner wage approved at \$28,800.00 annually.
- Supervisor Wage – Current annual wage was discussed. Dennis made a motion to keep the wage at \$9,000.00 for Township Supervisor/Treasurer and \$1,000.00 for Road District Treasurer and \$300.00 for mileage and other office expenses incurred by the Supervisor. Jack seconded. Hearing no opposition, supervisor wages were approved for a total of \$9000.00 Town - \$1,000.00 Road - \$300.00 Expense Allowance Annually.
- Clerk Wage – Discussion regarding required clerk duties and additional responsibilities performed for other board members was held. Clerk Wage discussion to be tabled until next month to allow for some investigation regarding questions.
- Assessor Wage – Jack commented that the wage should be increased to seek a reliable and qualified candidate. Arnold stated that the County fee would be \$5,000.00 per year to perform assessor duties. He also commented that Jackie does a thorough job and is easy to find in the township. He agrees the assessor needs to be compensated, but how far do we go? Seth commented on the state of the township and how much Jackie has had to do with that. Discussion followed regarding duties, time involved and staff assistance needed to allow the office to function. Assessor Wage discussion tabled until next month.

10. New Business

- A. CPA audit – Supervisor stated it was filed with State Comptroller’s office and County Clerk.
- B. Tax Levies – discussion to be tabled until next month. (Levies to be set in November, adopted and filed in December 2012.)
- C. Next Township meetings to be held October 18 – November 15 – December 20, 2012.

11. Executive Session – not required.

12. Jack made motion to adjourn meeting. Seth seconded. Hearing no opposition, meeting adjourned at 10:11 p.m.

Respectfully submitted by Kathy Long, Clerk.