

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

November 15, 2012 - 7:30 p.m. – AGENDA - Regular Meeting of the Township Board 3700 Tosovsky Lane, Edwardville, IL 62025

1. Meeting was called to order by supervisor at 7:30 p.m.
2. Pledge of Allegiance was recited.
3. Roll Call showed all board members present.
Introduction of Guests: Amy Helms and Frank Provaznik
4. Minutes from October 18, 2012 were read by clerk. Jack made a motion to accept minutes as read. Dennis seconded. Hearing no objections, October minutes were approved.
5. Public Comments – none at this time.
6. Treasurer's Report was distributed and read by Supervisor. Dennis made a motion to accept the report. Seth seconded. Hearing no opposition, treasurer's report approved.
7. Township and Road District Bills were reviewed and approved by Trustees.
8. Reports
 - A. Supervisor's Report –
 - Township and Road District Tax Levies need to be submitted to County Clerk's office by December 21st
 - Cemetery report is to be completed and submitted by supervisor. Discussion followed on cemeteries within Pin Oak Township that might be the township's responsibility.
 - B. Highway Commissioner's Report
 - We are trimming trees.
 - Patching Kelsey Drive.
 - We are short on shed space at this time. Bob offering frees storage of the road district grader in his shed if the board approves. He has insurance on the shed. This would free up some room in the township shed. Trustees approved.
 - C. Assessor's Report
 - People from the County Assessor's office are out measuring and taking pictures. They were in section 18 and 19 by the new YMCA. Our office does not have access to the information they are recording to see if it matches our information, at this time.
 - Training for the new computer system has not taken place as of yet.
 - Beginning November 5th, Assessor's Assistant received \$1.00 per hour raise.
 - 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 and the filing period for those petitions is December 17 – 24, 2012 with the Township Clerk.
 - Breffield floor company has offered a "special" on floor buffing through the end of the year.
 - E. Trustee's Report – none at this time.

9. Old Business

A. Property / Building Repair / Updates –

- Arnold made contact with Tom Nelson, Jr. He was executor for his father’s estate and they had donated the flag pole at Bartlett Cemetery. Arnold will continue to try to get in contact with him again.
- Floor tiles by the door needs to be replaced.

B. Building Cleaning (Jackie & Seth) –

- Seth met with two individuals who have expressed an interest in cleaning the township building. They walked through the building and reviewed what we would need/like to have done and bids were submitted for review.
- Jean (dba-Dustbusters) is available for day time cleaning. Bid was for \$80.00 @ two weeks. \$140.00 first cleaning to get building cleaned. Bid included cleaning materials.
- Rebecca – references from Madison County Title and Edw. School District. Bid was for \$50.00 @ two weeks. \$150.00 first cleaning to get building cleaned. Expenses for cleaning supplies used will be submitted. Available to clean after regular business hours.
- Both Parties were also willing to clean the building as needed after rentals.
- Discussion followed. One applicant is a Pin Oak resident. Both applicants were comparable in services offered.
- Jack made a motion to contract Jean Smith for custodial services. Arnold seconded. Seth will complete a contract with Jean. List of duties to be submitted with contract. Payment will be made monthly after approval by the trustees. Hearing no opposition, motion approved.

C. Salt Shed (Bob) – remove topic until spring.

D. Pin Oak Township Webpage – Jack reviewed the webpage. He requested that the monthly minute titles be clarified. Request, to add board member pictures, was tabled until December.

E. Town Tax Levy – Dollar amounts to remain the same. Review and approval was given by Trustees and Supervisor. Documents signed.

F. Road District Tax Levy – Dollar amounts increased by 5% per Road Commissioner. His justification was to accommodate rising costs of fuel and materials. Documents signed.

10. New Business

A. Assessor’s budget to be submitted to township Board in January.

B. Next Township meetings to be held December 20, 2012, January 17, 2013, February 21, and March 21.

11. Executive Session – not needed.

12. Adjourn Meeting – Seth made motion to adjourn meeting at 8:46. Dennis seconded. Hearing no objections, meeting was adjourned.

Respectfully submitted,

Kathy L. Long, Clerk