

May 15, 2017 – May 16, 2021 TERM

Jay Kohlmiller - Supervisor
Robert Helms - Highway Commissioner
Kathy Long - Clerk

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

March 15, 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 Supervisor at 6:41 p.m.
2. The Pledge of Allegiance was recited.
3. Roll call showed Jay, Robert, Kathy, Seth, Jack and Dennis in attendance. Tim was absent.
4. Guest present was Charlene Mitchell.
5. Minutes from February 15, 2018 were read by the clerk. Dennis made a motion to accept the minutes. Jack seconded. February minutes were unanimously approved.
6. No public comments were heard.
7. Treasurer's Report was read by the Supervisor. Seth made a motion to approve the report. Dennis seconded. The Treasurer's Report was unanimously approved.
8. Township and Road District bills were reviewed by the trustees and approved for payment.
9. Reports
 - A. Supervisor's Report
 1. Update on bank accounts and recordkeeping. Jay K. has been added to all of the Town and Road accounts. Accounting software has been loaded up and we are able to print out electronic checks for General Town and General Road accounts. Jay would like to change the Treasurer Reports to balance with each previous month's bank statements. The Board agreed it was a good decision.
 - B. Highway Commissioner's Report
 1. Road worker benefits – Robert attended a Highway Commissioner's meeting. Salaries and benefits are all across the board across the County. Discussion followed. More research to be reviewed by Robert.
 2. Equipment Insurance – Robert talked with TOIRMA and together they changed our report to reflect replacement value of equipment.
 3. Darrel Giesecking's right of way to his field property was discussed. Robert has agreed to have the ROW staked and not proceed with any other improvements at this time.
 4. Maple Grove Road project. Gene Klenke has approximately ½ acre of property. Discussion followed. Ryan Williams is the other land owner in the area. It's a smaller area 817 sq. ft.
 5. Box culvert quote was around \$62,000.00 including assembly.
 6. Seth made a motion to have Robert negotiate on behalf of the township to acquire the acreage for Maple Grove Road box culvert. Dennis seconded. The motion was unanimously approved.
 7. Juno will prepare the title work for us. Robert will take care of filing it with the county.
 8. Mick Road is wash boarding. Robert is looking to get some asphalt and do some repairs when weather permits.
 - C. No Legal report was heard.
 - D. Clerk's Report
 - 1) Wednesday, April 25, 2018 – 36th Annual Township Topics Day in Springfield
 - 2) Records Retention and Disposal – Kathy met with rep from the state last Thursday. Records in the Supervisor/Clerk office were reviewed. An application will be completed from the notes and submitted to the committee on the first Tuesday of April. Procedures must be followed and approval granted before any records may be disposed. Assessor records were also reviewed and submitted for review by the committee. The most current Assessor records are at the County office.

- E. Trustee's Report
 - 1) General Assistance Workshop was attended by Jack and Dennis. In short, Jack and Dennis stated, we are the last resort for anyone. Send them to a County, Federal, Church, etc. office. A four page application must be completed by requestor first. If anything is left blank, give it back and deny the request. Their application must be researched and an interview must be held within thirty days. More discussion followed.
 - 2) Jack requested to have the Emergency Assistance book ordered from TOI. The recommendation to not provide Emergency Assistance was stated at workshop. Jack and Dennis would like to review the handbook for guidance.
- F. Rental Manager's Report – Charlene Mitchell stated there are rentals on 4/7, 4/8, and 4/21. Bids to have the floors stripped and putting 5 coats of wax down are being sought.
- 10. Old Business
 - A. Building/Property Maintenance
 - 1) Front door/sill replacement/repair – Dennis reported that the carpenter stabilized the sill on the front door.
 - 2) Back door and frame in furnace room and extra office have been replaced. The deadbolt assembly needs to be reordered to fit correctly.
 - B. Pin Oak Township Webpage (Jack & Seth) – new copy of rental agreement to be posted on website. Officials to be updated as well.
 - C. Truck replacement for Road District - Robert stated nothing new at this time.
 - D. Janitorial contract, Seth is prepping it.
 - E. Annual Town Meeting Topics were discussed and approved.
 - F. No other Old Business was discussed.
- 11. New Business
 - A. The Pin Oak Township Board Members sheet was reviewed and updated.
 - B. The Board discussed the need to continue to conduct financial business until a budget is approved. Dennis made a motion to allow our Supervisor to conduct financial business as necessary. Jack seconded. Board unanimously approved.
 - C. Board discussed granting the Supervisor/Treasurer permission to pay recurring monthly bills such as water, electric, phone, tax deposits, and labor payroll, upon receipt of the bills and prior to approval by the board at monthly meetings. Dennis made a motion to approve payment of recurring monthly bills by the Supervisor/Treasurer. Jack seconded. The Motion was approved.
 - D. Jack made a motion to pay \$35.00 to the Annual Town Meeting Moderator. Dennis seconded. The Motion was approved.
 - E. Fiscal Year 2018-2019 meeting dates were reviewed – 4/1/18 begins the new fiscal year. Board approved the calendar and again suggested to hold April's monthly meeting immediately following the Annual Town Meeting in 2019.
- 12. An Executive Session was not needed.
- 13. Seth made a motion to adjourn the meeting. Jack seconded. Meeting was adjourned at 8:30 p.m.

Respectfully submitted,
Kathy L. Long, Clerk

Annual Town Meeting Topics – approved by Board 3/15/18

- 1) Introduction of new Township Supervisor, Jay Kohlmler
- 2) Township Budget
- 3) Road District Budget
- 4) Supervisor/Treasurer’s Report
- 5) Transfer Road or Town Funds
- 6) Road Projects and Safety Hazards (over use of roads and road closures)
- 7) 2018-2019 Monthly meeting date schedule

April 10, 2018	Following the Annual Town Meeting
April 19 th	No meeting
May 17 th	6:30 p.m.
June 21 st	6:30 p.m.
July 19 th	6:30 p.m.
August 16 th	6:30 p.m.
September 20 th	6:30 p.m.
October 18 th	6:30 p.m.
November 15 th	6:30 p.m.
December 20 th	6:30 p.m.
January 17, 2019	6:30 p.m.
February 21, 2019	6:30 p.m.
March 21, 2019	6:30 p.m. – end of fiscal year 3/31/19
- 8) 2019-2020 Monthly meeting date schedule

April 9 th	Annual Town Meeting – 6:00 p.m.
April 9 th	Following the Annual Town Meeting
April 18 th	No Meeting
May 16 th	6:30 p.m.
June 20 th	6:30 p.m.
July 18 th	6:30 p.m.
August 15 th	6:30 p.m.
September 19 th	6:30 p.m.
October 17 th	6:30 p.m.
November 21 st	6:30 p.m.
December 19 th	6:30 p.m.
January 16, 2020	6:30 p.m.
February 20, 2020	6:30 p.m.
March 19, 2020	6:30 p.m. – End of the Fiscal Year