

May 17, 2021 – May 19, 2025 TERM

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

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

August 19, 2021 - MINUTES – 6:30 p.m. - Regular Meeting of the Township Board
3700 Tosovsky Lane, Edwardsville, IL 62025

Covid 19 rules are still in effect per the Governor and County. We are practicing Social Distancing at our meeting and ask that if you are experiencing a fever or illness, have been exposed to someone or have tested positive yourself for Covid 19 within 14 days, please, do not attend the meeting. Thank you for your assistance in helping to keep our community safer.

1. Meeting was called to order by the Supervisor.
2. Pledge of Allegiance was recited.
3. Roll call showed Jay, Robert, Kathy, Seth, Jack, and Dennis were present. Tim was absent.
4. No guests were in attendance.
5. Minutes from July 15, 2021 were read by the clerk. Seth made a motion to approve the July minutes. Dennis seconded the motion. Hearing no objections, the July minutes were approved by the board.
6. No Public comments were heard.
7. Treasurer’s Report was read by the Supervisor. Some of the accounts need to have journal entries made to correct deposits made for previous months. Dennis made a motion to approve the current Treasurer’s Report with corrections to be approved next month. Jack seconded. Hearing no objections, the report was approved with corrections to be made. Jack asked if there was a report that would be easier for the trustees to read. Jay will check in to the various reports available.
8. Township and Road District bills were reviewed by the trustees and approved for payment.
9. **REPORTS**
 - A. Supervisor’s Report
 - 1) Bookkeeping Update – Jay worked with Sheffel and fixed the deposit entries with a single Journal Correction Entry in last month’s records. Accounts in QuickBooks are balanced at this time. Seth suggested working with Sheffel to gain a better understanding of record keeping entries.
 - 2) Audit Plans – Sheffel is reviewing the records.
 - 3) Supervisor Bond – Jay will call TOI for an update.
 - 4) No other items to be discussed.
 - B. Highway Commissioner’s Report
 - 1) Roads – Robert reported:
 - a. The crew finished up oiling last Thursday for this season. Also, finished up planned road improvements for the year.
 - b. We will be working on trees in the next few weeks. There is mulch and wood available for township residents.

- c. Per our agreement, the City of Edwardsville is taking over the maintenance of Goshen Road. They don't have anyone contracted for the mowing, at this time. Pin Oak did it once for the city so they would have time to find someone to continue with the mowing. If residents want to discuss having the ditches on Goshen Road mowed, call the City of Edwardsville.
 - 2) Maintenance Shed – nothing new.
 - 3) Road District Workers – Ryan needs to have his vacation/sick leave put on his paycheck stub like the other workers. Comp time needs to be added to paycheck stubs also, as needed.
 - 4) Oakland Hills Subdivision – We are finishing up and the work is going well. There are some little projects that need to be finished up.
 - 5) One of our trucks is having issues and may need to be replaced. Robert suggested replacing the oldest truck (1998) before it breaks down completely. Robert discussed looking into trucks this fall.
 - C. No Legal Report was given.
 - D. Clerk's Report – nothing new.
 - E. No Trustee's Report was heard.
 - F. Cemetery Trustee's Report – Randy Long – Funds need to be transferred to the township for maintenance use. Discussion followed.
 - G. Rental Manager's Report – Charlene Mitchell – no report.
10. **OLD BUSINESS**
- A. Property Maintenance / Building Use
 - 1) Kitchen plumbing and electrical project are in process. The triple sink is in-house and the faucet is included. Both drains are working well in the kitchen area..
 - 2) Painting project has been completed.
 - 3) Cabinets are cut and waiting on laminate. May have the cabinets installed in the next few weeks.
 - 4) Building opening will hold off until the remodeling is complete.
 - 5) We will purchase a new refrigerator for the kitchen and the road district is going to take our current refrigerator.
 - 6) Fire Extinguishers were inspected in the Township and Road District buildings.
 - B. Pin Oak Township Webpage (Jack & Seth) – There was a mix-up with the domain and our website is not functioning for the administrative side. Minutes, notices, calendars can not be added or updated. Seth has worked with Township Officials of IL (TOI) to set up a new site. Using TOI will be a better choice for future board use.
 - C. No other Old Business was discussed.
11. **NEW BUSINESS**
- A. Township Septic System – Robert cleaned the ditch out and it has a sewer smell. He's going to dig it out again to allow for better drainage.
 - B. Next meeting is September 16, 2021 at 6:30 p.m.
 - C. No other New Business to be discussed.
12. Executive Session was not needed.
13. Jack made a motion to adjourn the meeting. Seth seconded. The meeting was unanimously approved for adjournment at 7:45 p.m.

Respectfully submitted by Kathy L. Long, Clerk