

**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

February 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 Clerk.
2. The Pledge of Allegiance was recited.
3. Roll call showed Robert, Kathy, Seth, Jack, Dennis and Tim present.
4. Guests in attendance – Jay Kohlmiller, Charlene Mitchell, Bill Markowitz, and Lisa Markowitz
5. Appointment for Supervisor Position  
Board accepted names of registered voters in Pin Oak Township for appointment to the Supervisor position. Jay Kohlmiller provided his name and announced his continued interest in the position. Hearing no further names for candidacy, the Trustees held a discussion in private. Upon their return to the meeting, Seth made a motion to vote on Jay Kohlmiller as Supervisor of Pin Oak Township. Dennis seconded. Trustees unanimously voted to appoint Jay Kohlmiller as Supervisor. Jay Kohlmiller was sworn in as Supervisor by the Clerk and paperwork was completed. As Supervisor, Jay assumed control of the meeting.
6. Minutes from January 18, 2018 were read by the Clerk. Seth made a motion to accept the minutes as read. Jack seconded. The January minutes were unanimously approved.
7. Public Comments – Bill Markowitz is a lifelong member of the community and a candidate for County Board District 11. He provided us with some of his cost savings and improvement ideas for the county. He wants to represent the county residents, landowners, and such. Brad Maxwell is not running for a second term. Discussion followed.
8. Treasurer’s Report was read by the Supervisor. Dennis made a motion to accept the treasurer’s report. Tim seconded. Hearing no objections, report was approved.
9. Township and Road District bills were reviewed by the trustees and approved for payment.
10. Reports
  - A. Supervisor’s Report
    1. Request for topics from Madison County Township Officials Association was received. They are reaching out to try to improve attendance at the quarterly meetings.
    2. General Assistance Fundamental Training 2018 – Friday, 3/2/18 in Effingham, 9:00-4:30 pm. Jack and Dennis would like to attend. Registration form and payment to be submitted.
    3. State of IL, Dept. of Veterans’ Affairs – The Illinois Bicentennial “Honor 200” Event, 12/3/18. Information provided to the board.
  - B. Highway Commissioner’s Report
    1. Road worker benefits update was provided by Robert.
    2. He met with Juno on the Maple Grove Road Box culvert project. There are some issues with right of ways in the area. Robert would like to order the box culvert after specs are received.
    3. Robert asked for suggestions on legal or a real estate company to complete paperwork on Maple Grove Road project.
  - C. No Legal Report
  - D. Clerk’s Report
    1. Progress Report for the Board
    2. Attended Madison Co. Township Officials Meeting on 1/26/18. Speakers from Madison County Employment & Training provided information on their services. Located at the old Wood River Hospital. Information to be posted.

3. Madison County Township Officials Assoc. presented a \$50.00 memorial to Wounded Warriors in honor of Eugene Kohlmiller. Must be an active official for memorial from county. Memo and check was sent by our clerk on behalf of the County Township Officials.
  4. Board members received acknowledgement of personal donations to Wounded Warriors.
  5. Statement of Economic Interest filing time. List has been updated with the County Clerk. Supervisor to be added.
  6. Records Retention – March 8<sup>th</sup>, 10:30 a.m.
  7. Chief County Assessment Office – County Board passed a resolution at Jan. meeting that will increase the fees charged for work performed on behalf of Township Assessors.
  8. TOI will sponsor Annual Township Topics Day in Springfield on Wednesday, April 25<sup>th</sup>.
  - E. Trustee’s Report – none at this time.
  - F. Rental Manager’s Report – Charlene Mitchell provided rental dates added for 2/25, 4/28, and 4/8.
9. Old Business
- A. Building/Property Maintenance
    - 1) Front Door/sill replacement/repair – Dennis working on it.
    - 2) Back boor & frame in furnace room and extra office/replacements – Dennis stated the doors have been delivered and should be installed next week.
  - B. Pin Oak Township Webpage (Jack & Seth) no report.
  - C. IL State Board of Education requesting assistance with childhood hunger - “Summer Meals in Your Community” – no update
  - D. Sexual Harassment Policy – Forms with signatures were distributed. Signed acknowledgement forms were collected and will be filed in the office.
  - E. Charlene to get bids on stripping and cleaning the building floors.
  - F. No other Old Business was discussed.
10. New Business
- A. Audit procedure per Bryan Smith’s conversation with Steve Langendorf of Sheffel Boyle: an audit must be completed within six months of a new official being appointed. Steve would like to wait until after tax season to conduct the audit. Discussion followed.
  - B. Truck replacement for Road District. Robert is looking.
  - C. Annual Town Meeting Topics were suggested and discussed. Board will approve the agenda at the monthly March meeting to allow for publication and posting by the clerk.
  - D. Building Janitor/Clean Up - Charlene Mitchell mentioned that our current cleaning lady lives in Staunton and is not always available. Charlene would like to submit her name for the position. Discussion followed. The cleaning service agreement on file is not with the same person cleaning the building today. The owner turned her business over to someone new.
    - 1) Dennis made a motion to cancel the service of our current cleaning lady. Tim seconded. No further discussion followed, all in favor and motion passed.
    - 2) Dennis made a motion to accept Charlene Mitchell to provide cleaning services in the future at a rate of \$80.00 per cleaning and a minimum of two times per month. Seth seconded. Hearing no objections, motion passed. Seth will review his records and update a copy of the contract for Charlene.
  - E. Reminder, the Annual Town Meeting is scheduled for April 10<sup>th</sup> at 6:00 p.m. – Monthly meeting immediately following. There will be no monthly meeting on April 19<sup>th</sup>.
  - F. Next monthly meeting will be March 15, 2018.
11. Executive Session was held by the Trustees.
- A. The board agreed to add Jay Kohlmiller as Fiscal Officer on all of the Bank Accounts at The Bank of Edwardsville as soon as possible.
    - 1) Seth made a motion to keep Kathy Long on the accounts as a secondary signee in case of emergency, if she was willing to do so. Kathy agreed to remain on the accounts. Jack seconded. Motion was unanimously approved.

- 2) Seth made a motion to pay Kathy the Supervisor salary for February, a bonus of \$350.00, and one free building rental. Jack, Dennis and Tim seconded. All in favor, motion unanimously passed. Kathy thanked the board for their support and generosity.
12. Seth made a motion to adjourn the meeting. Dennis seconded. Hearing no opposition, meeting was adjourned at 8:30 p.m.

Respectfully submitted,  
Kathy L. Long, Clerk

*Note: A version of the minutes was printed and signed by the Trustees immediately following the meeting. The signed minutes were the approval needed for the Bank of Edwardsville to add Jay Kohlmiller to the accounts and keep Kathy Long as a secondary signee.*