

**May 15, 2017 – May 16, 2021 TERM**

Eugene Kohlmeier - Supervisor  
Robert Helms - Highway Commissioner  
Kathy Long - Clerk

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

December 21, 2017 - 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 6:30 p.m.
3. Pledge of Allegiance was recited
4. Roll Call showed – Gene, Kathy, Seth, Jack, Dennis & Tim present. Robert was absent.  
Guests – Charlene Mitchell
5. Minutes from November 16, 2017 were read by the Clerk. Jack made a motion to accept the minutes as read. Dennis seconded. November minutes were unanimously approved.
6. No public comments were heard.
7. Treasurer’s Report was read by the Supervisor. Seth made a motion to accept the report. Tim seconded. 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. Annual Financial Report and Audit Report have been filed with Madison County Clerk’s office (11/30/17)
    2. March 20, 2018 – building will be used for voting purposes.
    3. Gene asked permission to hire someone to complete the W-2 forms. Board approved.
  - B. Highway Commissioner’s – no report
    1. Mick Road Project
    2. Road worker benefits
    3. Highway Commissioner Annual meeting
  - C. No Legal report
  - D. Clerk’s Report –
    1. The following items were filed with the Madison County Clerk’s office for Pin Oak Township and Road District on 11/27/17:
      - a) Tax Levy Ordinances
      - b) Certification of Tax Levies
      - c) Certification of Truth-In-Taxation Compliance
  - E. No Trustee’s report
  - F. Rental Manager’s Report – Charlene Mitchell reviewed her past rental agreements. Average is 1 per month. Next rental is Christmas day.
9. Old Business
  - A. Building/Property Maintenance
    - 1) Front Door/sill replacement/repair – Dennis will get recommendations.
    - 2) Back Door/frame in furnace room/repair – Dennis discussed options. Seth made a motion to replace the metal door and two storm doors and installation for approximately \$1700.00. Jack seconded. Motion approved.
    - 3) Dennis reported that the building needed to be caulked outside. Seth made a motion to have the building caulked. Jack seconded. Dennis will proceed to have the repairs completed.

- 4) Hail damage/repairs - TORIMA claim# 17101F136845 – update
  - a) Pictures of the new roof were submitted via email (11/27/17) by the clerk at the request of the supervisor.
  - b) Window in main room is broken. Dennis will call Edwardsville Glass for an estimate and potential repair.
- B. Discuss future tax levies for township and road district - Seth contacted TOI office and discussed the new law regarding tax levies. He discussed the information received about moving funds at the Annual Town Meeting. Future discussion will follow after additional clarification.
- C. Pin Oak Township Webpage (Jack & Seth)
  - 1) Clerk still receiving excessive spam from webpage. Seth sent Tyler, our website moderator, a text.
10. New Business
  - A. IL State Board of Education requesting assistance with childhood hunger - “Summer Meals in Your Community”. Discussion followed. Seth will do some research.
  - B. Next monthly meetings will be January 18, 2018
  - C. Email received regarding board adoption of Sexual Harassment policy by January 15, 2018. Webinar will be attended by Kathy and Jack. Forms will be obtained for acceptance. Seth made a motion to adopt the sexual harassment policy required for townships. Tim seconded. Motion approved.
11. Executive Session was not needed.
12. Dennis made a motion to adjourn the meeting. Seth seconded. Hearing no opposition, meeting was adjourned at 7:40 p.m.

Respectfully submitted,  
Kathy L. Long, Clerk