

May 2025 – May 2029 TERM

Josh Bohnenstiehl - Supervisor
Robert Helms - Highway
Commissioner
Kathy Long - Clerk

Tanner Alexander – Trustee
Jack Mitchell - Trustee
Dennis Mueller - Trustee
Micah McKinney – Trustee

June 19, 2025 – MINUTES - Regular Meeting of the Township Board 3700 Tosovsky Lane, Edwardsville, IL 62025

1. Meeting was called to order by the Supervisor at 6:33 p.m.
2. Pledge of Allegiance was recited.
3. Roll call – Josh Bohnenstiehl, Robert Helms, Tanner Alexander, Dennis Mueller, Jack Mitchell, and Kathy Long were present. Micah McKinney was absent.
4. Guests – Randy Long, and Charlene Mitchell were in attendance.
5. Minutes from May 15, 2025, were read by the clerk. *Jack made a motion to accept the monthly minutes as corrected. Dennis seconded. The May 2025 meeting minutes were approved.*
6. No Public Comments were heard.
7. Treasurer’s Report on financial and official procedures to date was verbally presented by Josh. Discussion was held on best way to move forward. *Dennis made a motion to approve the Treasurer’s report as presented by the Supervisor. Tanner seconded the motion. Motion carried.*
8. Township and Road District Bills were reviewed by the Trustees and approved for payment. Some discussion for clarification was held on various bills.
9. **REPORTS**
 - A. Supervisor’s Report - Josh Bohnenstiehl
 - 1) Audit Update – Jack has been in contact with West and is following up on our audit status.
 - 2) IDES Update – Jay Kohlmiller is working on past reports and payments are being made.
 - 3) IRS Update – A bill has been received. Discussion followed on where the payment should be made from, Town or Road funds. More information is required.
 - 4) Comptroller’s Report Update – We are waiting for the 20-21 audit approval.
 - 5) Fuel Incident Update – Josh contacted States Attorney, no reply to date.
 - 6) TORIMA Update – New bond was completed with Josh’s information and filed with TORIMA.
 - 7) 401 payments are current for the road workers through April. Josh will contact our Edward Jones representative for clarification on making future payments.

- 8) Some general discussion was held and suggestions were made to find help on making sure QuickBooks is set up properly for future record keeping and bill payments.

B. Highway Commissioner's Report - Robert Helms

- 1) Roads – Culvert installed on Hess Road, more to be installed on Maple Grove Road. The rain has held up some of the summer work and may not allow all of the scheduled roads to get oiled this summer.
- 2) Equipment – nothing new.
- 3) Hosto Bridge – nothing new.
- 4) Timber Ridge Subdivision - nothing new.
- 5) Cale Warrer has returned to the Pin Oak Road crew.
- 6) No other items were discussed.

C. Legal Report – We need to find an attorney for our future needs.

D. Clerk's Report –

- 1) Paperwork , W-4s and I-9 for new board and road workers has been completed for current employee records.
- 2) Sexual Harrassment Training information to be pursued for the future.
- 3) Record Retention workshop was attended via zoom meeting. Kathy will proceed with filing paperwork and gaining approval from the State of IL to dispose of appropriate old paperwork.

E. Trustees Report – T. Alexander, M.McKinney, J.Mitchell, D.Mueller – no report.

F. Cemetery Trustee's Report – Randy Long – Cemetery looks well maintained.

G. Rental Manager's Report – Charlene Mitchell – nothing new on the books.

10. **OLD BUSINESS**

A. Property Maintenance / Building Use – Jack mentioned that the furnaces and air conditioners in the Senior building should probably be replaced before fall. He would also like to have cameras installed for safety purposes in and around the building and the Road building.

B. Pin Oak Township Webpage (www.pinoaktownship.org) Various posts and pages have been updated by Kathy.

C. Office Equipment, QuickBooks, Recordkeeping – Josh visited with the Township Supervisor from Marine and got some assistance in becoming familiar with QuickBooks and suggestions on bookkeeping, auto-pay entries, and such.

D. Potential Property purchase – nothing new.

E. No other Old Business was discussed.

11. **NEW BUSINESS**

- A. Trustee Vacancy – We have received notification from Vicki McKinney that Micah McKinney is resigning due to health issues. The board wishes him strength to deal with his health and thank him for his years of service to Pin Oak Township. Discussion followed on how to proceed to fill the vacancy. Dennis mentioned that Seth Joy ran for Trustee in the election, has been one of our trustees in the past, and suggested that we should ask him first to fill the vacancy. The rest of the board members agreed. We will contact Seth and ask him to join our Board as Trustee.
- B. Township Road Tour – Bob suggested taking Josh and Tanner when they are available. The township will not have to rent a van for the tour as most members have been on the tour several times. The board agreed.
- C. Next meeting date – July 17, 2025 – 6:30 p.m.
- D. *Dennis made a motion to continue to pay monthly utility bills via auto pay. Jack seconded. Motion carried.*
- E. *Tanner made a motion to allow Josh to pay bills as necessary to avoid penalties. Jack and Dennis seconded. Motion carried. All bills will continue to be reviewed and approved at the meetings as usual.*
- F. No other New Business was discussed.

12. Executive Session was not requested.

13. *Jack made a motion to adjourn the monthly meeting. Dennis and Tanner seconded. Our June meeting adjourned at 7:39 p.m.*

Respectfully submitted, Kathy L. Long, Clerk