

May 2025 – May 2029 TERM

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

Tanner Alexander – Trustee
Jack Mitchell - Trustee
Dennis Mueller - Trustee
Vacancy – Trustee

July 17, 2025 – MINUTES - Regular Meeting of the Township Board

3700 Tosovsky Lane, Edwardsville, IL 62025

1. Meeting was called to order by the Supervisor at 6:30 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.
4. Guests – Charlene Mitchell, Ron Poletti, and Seth Joy were in attendance.
5. Supervisor asked to move forward to appoint a trustee for our board. Discussion followed. ***Dennis M. nominated Seth Joy to be appointed as a trustee. Jack M. seconded the motion. All the board members were in agreement and Seth was sworn in by the Clerk.***
6. Minutes from June 19, 2025, were read by the clerk. Tanner’s name needs to be added after the item Trustees Report. ***Jack made a motion to accept the monthly minutes with correction. Dennis seconded. The June 2025 meeting minutes were approved.***
6. Public Comments - Ron Poletti submitted a plat of the through road on the property at the corner of Ridgeview Road. The property has been surveyed and markers showing the property lines were placed for our information also. Robert reviewed the plat and thanked him for the information. Robert agreed to work with Ron P., the new owner, to help maintain the property’s entrance.
7. Treasurer’s Report on financial and official procedures to date was verbally presented by Josh. ***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.
9. **REPORTS**
 - A. Supervisor’s Report - Josh Bohnenstiehl
 - 1) Audit Update – talking to the auditors daily. Moving forward with the audit.
 - 2) IDES Update – nothing new
 - 3) IRS Update – nothing new
 - 4) Comptroller’s Report – waiting on audit for final approval.
 - 5) Fuel Incident Update – contacted States Attorney with information as requested.
 - 6) TORIMA Update – we believe all reports and dues are current.***Tanner made a motion to accept the Supervisor report. Dennis seconded. Report approved.***

B. Highway Commissioner's Report - Robert Helms

- 1) Roads – N & S Peridotti, and most of Goshen and Blackburn have been oiled. August 30th, tentative date for Kuhn Station, Old Staunton (143 to Maple Grove) and E&W Hess to be oiled, subject to weather.
- 2) Equipment – nothing new.
- 3) Hosto Bridge – nothing new.
- 4) Timber Ridge Subdivision - nothing new
- 5) Township Road Tour – not scheduled yet.
- 6) ***Seth J. made a motion to approve the Commissioner's Report. Dennis M. seconded. Report approved.***

C. Legal Report – Jack asked if Seth had any information on a lawyer for the township. Josh commented that Phillip J. Lading of Edwardsville is the lawyer for Marine township. Trustees asked Josh to contact Phillip Lading to see if he would be willing to represent us as needed. Josh agreed.

D. Clerk's Report –

- 1) Freedom of Information Act Training attended by clerk via Zoom through TOI on July 16th. Information available for review. Board must appoint a FOIA officer for the township and they will have to go online for more information to complete the registration.
- 2) Sexual Harrassment Training to be attended by the clerk via a Zoom meeting on July 23rd.
- 3) Updated Fiscal Officer information with Federal Reserve, Suhre, TOI, and Susan Mendoza, State of IL.
- 4) Clerk had an extra set of keys made for Supervisor, per his request.
- 5) Ordered a replacement license plate for the Road District, per their request.

E. Cemetery Report – per Randy Long. I received an inquiry regarding the purchase of two cemetery lots for Keith Cook and his wife. We will meet with him soon to review availability.

G. Rental Manager's Report – Charlene Mitchell – two rentals this month.

10. **OLD BUSINESS**

A. Property Maintenance / Building Use – Jack discussed the need for two new furnaces and air conditioning units. He presented a quote for the two new furnaces and two ac units for \$17,490.00. He also discussed the potential need for a wall unit in the commisssioner's office. ***Dennis made a motion to proceed with the purchase of the new units. Seth seconded. Motion approved.***

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

C. Office Equipment, QuickBooks, Recordkeeping – Josh has been in touch with the auditors regarding Quick Books and it appears we are doing things correctly.

D. Potential Property purchase – nothing new.

11. **NEW BUSINESS**

A. Trustee Vacancy was filled and approved earlier so Seth Joy could participate as a board member during the meeting.

B. Resolution 2025-26-05 – Request for Reimbursement. Clerk presented the Resolution and explained reimbursement procedures. Receipts are required and should be presented with the Reimbursement Request Form. ***Seth made a motion to approve the Resolution. Jack seconded the motion. Resolution 2025-26-05 was approved by the board and will be filed with the Madison County Clerk's office.***

C. Next meeting date is August 21, 2025 at 6:30 p.m.

D. Josh presented multiple 4506-T Forms (Requesting township tax returns for March 31, 2018 through March 31, 2025) for approval by the board to give Josh Bohnenstiehl, the Supervisor of Pin Oak Township, permission to obtain and review the tax forms for the years listed on the forms. ***Jack M. made a motion to approve the submission of Forms 4506-T for the terms March 31, 2018 through March 31, 2025 to provide Josh Bohnenstiehl authority to review and proceed with actions as needed on behalf of Pin Oak Township. Dennis seconded the motion. The motion was unanimously approved. Forms to be submitted with a copy of the minutes stating approval for Josh Bohnenstiehl by the board.***

E. Seth thanked Josh for his progress with the township business to date.

F. No Other New Business was discussed.

12. Executive Session was requested by the Supervisor. Public attendees departed and board members remained for the Executive meeting.

13. After the Executive Meeting, ***Tanner made a motion to adjourn the meeting. Jack seconded. The board approved and the July meeting was adjourned at 8:10 p.m.***

Respectfully submitted, Kathy L. Long, Clerk