

May 2025 – May 2029 TERM

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

Tanner Alexander – Trustee
Seth Joy – Trustee
Jack Mitchell - Trustee
Dennis Mueller - Trustee

August 21, 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, Seth Joy, Jack Mitchell, Dennis Mueller, and Kathy Long was present.
4. No guests were in attendance.
5. Minutes from July 17, 2025, were read by the clerk. *Dennis made a motion to accept the monthly minutes. Jack seconded. The July 2025 meeting minutes were approved by the board.*
6. No Public Comments were presented.
7. Treasurer’s Report on financial and official procedures to date was verbally presented by Josh. He explained a report he provided and asked for suggestions on future reports. Seth *made a motion to approve the Treasurer’s report as presented by the Supervisor. Jack 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 with auditors everyday.
 - 2) IDES Update – Working with auditors
 - 3) IRS Update – Worki
 - 4) Comptroller’s Report – 2023-2024 Report has not been filed to date. It was completed, but is being held up by the Comptroller’s office. We have asked for an extension on the 2024-2025 Report that will be due by September 30th. Auditors are assisting with this issue.
 - 5) Fuel Incident Update – We have not heard anything more to date.

- 6) Resident Safety Concern - A letter was received from a citizen regarding the Staunton Road and Goshen Road intersection (copy attached). Discussion followed. Robert reported that there was not any major concerns to warrant changes.

Seth made a motion to accept the Supervisor report. Dennis seconded. Report was approved.

B. Highway Commissioner's Report - Robert Helms

- 1) Roads – We finished oiling for the year on Tuesday. More asphalt to be worked in necessary areas.
- 2) Equipment – We may need a new pickup truck next year.
- 3) Hosto Bridge – nothing new.
- 4) Timber Ridge Subdivision - nothing new
- 5) Township Road Tour – not scheduled yet.

Tanner made a motion to approve the Commissioner's Report. Seth seconded. Report was approved.

- C. Legal Report – Discussed representation with Philip J. Lading, Attorney. He has agreed to represent us as needed.

D. Clerk's Report –

- 1) Sexual Harassment Training was attended by the clerk via a Zoom meeting on July 23rd. Certification has been received.
- 2) A donation was made by individuals on the board to the Madison County Historical Society in memory of Joseph Helms, Robert's father.
- 3) Checked on the truck replacement plate. State shows it is still pending. Rosenthal will check it and let me know if status changes.
- 4) Visited Busey Bank to see about our Payroll check order. It has been paid for and shipped, but we have not received the checks to date. Deposit slips for General Town and Payroll were also ordered and have been received.
- 5) Request we replace the current mailboxes with a larger size to accommodate parcels as needed.

E. No Cemetery Report – Randy Long.

G. Rental Manager's Report – Charlene Mitchell –one new rental scheduled for 8/30.

F. Trustees Report

- 1) Dennis asked if the Township could take the bushes out along the road by Nancy Decker's house to allow for better sight lines at the intersection. Robert will work with Dennis to complete the request.
- 2) Jack suggested putting a box over the thermostat to prevent tampering.

10. **OLD BUSINESS**

A. Property Maintenance / Building Use –

- 1) Furnace and Air Conditioning replacement was completed by Peters Heating & Cooling August 18-20, 2025. Peters will return to check out the heating/cooling unit in the Road Commissioner's office.
- 2) Septic System needed attention. A replacement motor was installed, and a system check was performed.

B. Pin Oak Township Webpage (www.pinoaktownship.org) is current.

C. Office Equipment, QuickBooks, Recordkeeping – Josh and the auditors are working with the Quickbooks program and making progress.

D. Potential Property purchase – nothing new.

11. **NEW BUSINESS**

A. Resolution 2025-26-06 Pin Oak Township Attorney Appointment – Philip J.

Lading, Attorney has agreed to represent us. Resolution was reviewed, approved, and signed by the Board. A copy will be sent to the attorney'

B. Resolution 2025-26-07 Pin Oak Township Credit Card Approval – Resolution was reviewed by the board. Three main people listed for a two-person approval for issuing credit cards. (Josh, Bob & Kathy) Cards requested for Josh, Kathy, Bob, and Scot. Discussion was held on potential purchase limit. Seth made a motion to approve a credit limit of 2500.00 for each cardholder. Jack seconded. Motion carried and resolution was signed and approved by the board.

C. Road Tax Levy draft was distributed to the board to be reviewed and discussed.

D. Town Tax Levy draft was distributed to the board to be reviewed and discussed.

E. Next meeting date is September 18, 2025 at 6:30 p.m.

F. No Other New Business was discussed.

12. Executive Session was requested by Supervisor.

13. ***Dennis made a motion to adjourn the meeting. Tanner seconded. The board approved and the August meeting was adjourned at 7:57 p.m.***

Respectfully submitted, Kathy L. Long, Clerk