

## 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

### September 18, 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, Jack Mitchell, Dennis Mueller, and Kathy Long was present. Seth Joy was absent.
4. No Guests were in attendance.
5. Minutes from August 21, 2025, were read by the clerk. ***Dennis made a motion to accept the monthly minutes. Tanner seconded. The August 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 mentioned a better report is coming in QuickBooks. The Edward Jones payment has recently been added to the Payroll account and a payment can be made electronically. Auditors and Josh are working to get a full report on the Payroll account to the board members. ***Dennis 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, IDES Update, IRS Update – Josh is working with the auditors and we are providing data as requested for completion of reports as needed.
    - 4) Comptroller’s Report – was distributed for review by the board members. Discussion followed and all trustees in attendance signed the form for their approval of the completed report. An electronic copy of the approval report will be returned to the Auditors for filing with the Comptroller and a copy will be submitted to the Madison County Clerk’s office.

5) Fuel Incident Update – We have not heard anything more to date.

***Tanner made a motion to accept the Supervisor report. Jack seconded. Supervisor report was approved.***

B. Highway Commissioner’s Report - Robert Helms

- 1) Roads – Crew was working on Sequoia and putting in a new storm sewer. Work on the second section will be starting soon.
- 2) Equipment, Hosto Bridge, and Timber Ridge Subdivision - nothing to report
- 5) Township Road Tour – not scheduled yet.
- 6) Stone Cliff Manor signage will be the post and green signs. If they would like special signage, the subdivision would be responsible for the cost.
- 7) One of the workers hit a guy wire on 8/15, repairs were completed, and a bill was received from Southwestern Electric. The bill is submitted for approval.

***Dennis made a motion to approve the Commissioner’s Report. Tanner seconded. The report was approved by the board.***

C. Legal Report – Philip J. Lading, Attorney. A copy of our Resolution to retain his services was sent to the attorney as requested.

D. Clerk’s Report –

- 1) Checked on the truck replacement plate. State shows it is still pending. Rosenthal checked and cc’d me on an email requesting information on the status. Their contact at the State office replied that she found our paperwork and would try to get it moved to the front of the list. That department is short-handed and behind in their work.
- 4) Visited Busey Bank to see about our Payroll check order. The company showed it was delivered by UPS at the end of July and had a picture for verification (grass, sidewalk and asphalt, no package). I checked around the building again and found the checks in the commissioner’s office on the table.
- 5) THANK YOU to the road crew for purchasing and installing the larger mailboxes to accommodate parcels as needed.

E. No Cemetery Report – Randy Long

G. Rental Manager’s Report – Charlene Mitchell – no rentals scheduled, but possibilities in October.

F. No Trustees Report

10. **OLD BUSINESS**

A. Property Maintenance / Building Use –

- 1) Peters will return to check out the heating/cooling unit in the Road Commissioner's office.
- 2) Septic system probably needs to be pumped. Jack will contact a company we have used in the past. Dennis made a motion to service the septic system. Jack seconded. The board approved the septic maintenance.

B. Pin Oak Township Webpage ([www.pinoaktownship.org](http://www.pinoaktownship.org)) is current. Kathy will call and ask about additional pages on the webpage.

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

D. Potential Property purchase – nothing new.

11. **NEW BUSINESS**

A. Resolution 2025-26-00 Pin Oak Township Road Tax Levy – to be discussed more.

B. Resolution 2025-26-00 Pin Oak Township Town Tax Levy - to be discussed more

C. Next meeting date is October 16, 2025 at 6:30 p.m.

D. Phone Expense Reimbursement – discussion was held to grant the Supervisor and Clerk each a \$50.00 phone reimbursement per month. Dennis made the motion to approve the phone reimbursement. Tanner seconded. Motion was passed by the board.

E. Edwardsville Maintenance Agreement has not been upheld on Goshen Road per Robert. We believe the City of Edwardsville is not meeting their responsibility for maintenance of Goshen Road. It may be a good idea to send a letter through our lawyer asking for their cooperation. A copy of the agreement was distributed for review and discussion. The board agreed to submit a request to our lawyer for his input. Contact Robert Helms, Commissioner, for more information. A copy of the agreement was distributed for review and discussion. The board agreed to submit a request and a copy of the agreement to our lawyer for his input.

F. No Other New Business was discussed.

12. Executive Session was requested by the Supervisor.

13. ***Dennis made a motion to adjourn the meeting. Jack seconded. The board approved and the September meeting was adjourned at 7:39 p.m.***

Respectfully submitted, Kathy L. Long, Clerk