

**COLLINSVILLE TOWNSHIP BOARD**  
**REGULAR BOARD MEETING MINUTES**

**OCTOBER 8, 2019      7:00 P.M.**

**OPENING**

The regular meeting of the Board of Trustees was held on the above date at the Collinsville Senior Center, 420 East Main Street, Collinsville, Illinois. The meeting was called to order by Supervisor Terry Allan at 7:00 p.m.

**PRESENT**

Following the Pledge of Allegiance, roll call was taken with the following members present: Trustee Foley, Trustee Cox, Trustee Hopkins, Trustee Stack and Supervisor Allan. Township Attorney Jack Daugherty and Clerk Cathy Allison were also present. After the roll call, per the agenda, motion and vote to approve trustee participation by conference call. Since all board members were present, no motion was made.

Also present were April Hausman, Kathy Hoelscher, Mead Dowling, Cinda McGrew, Dana Jaenke, Jeff Jaenke, Chuck Oberkfell, Lauri Oberkfell, Vicky Jackson, Al Lickan, Mary Meadows, Scott Rayho and Al Woolen.

**APPROVAL OF PRIOR MEETING MINUTES**

Motion to approve minutes from September 10, 2019 board meeting as submitted was made by Trustee Cox and seconded by Trustee Stack. Roll call found the vote unanimous. Motion passed.

**PUBLIC COMMENTS**

**Mary Francis** – When she fell at the senior center, she was told that we have liability and medical insurance and they would pay for her glasses. She has not received any payment. She needs her money reimbursed. She gave all her bills to Office Manager Vicky Jackson on July 24, 2019. Attorney Daugherty said her claim was submitted to the township's liability carrier and that they declined to cover Ms. Francis. He said we are not going to litigate the facts of what happened in an incident on our property right now in an open meeting. He suggested she retain counsel if she feels that she has a claim. Trustee Cox asked who told her we would pay. Attorney Daugherty said we are not going to litigate this or do fact finding in an open meeting. The claim was submitted to our liability carrier and they have denied the coverage for Ms. Francis' loss. When the liability carrier denies coverage, we do not step in.

**REPORTS BY OFFICERS**

**Trustee Cox** – Asked about the yearly calendar for the trustees. It would be great to know what events are going on. He asked if the board agreed on that. Attorney Daugherty said we cannot take a vote. Trustee Cox said he was not asking for a vote. Attorney Daugherty explained when you ask for the entire board for their agreement, that is in essence calling for a vote. Regarding the PEP Grant, the information given at the last meeting by Office Manager Jackson was incorrect. She had stated that we

have \$11,759 that was applied for the grant. An email from Mr. Arnold states that we have \$15,243. We actually have a balance of \$4,245 left. Trustee Cox said the PEP Grant use to go directly to CARD. CARD was dissolved and the money is used to help communities out. It is a one-tenth of one cent sales tax county wide. If Collinsville Township does not go get it, it will go to other towns. This money is taxed county wide. Trustee Cox had mentioned at the annual meeting that the vacant lot next door to the senior center has not been taken care of and looks bad for the city. It would be a huge asset for the township to have a place to park for the seniors. He has been working with the county. The county is willing to buy that lot for the township. Trustee Hopkins asked if they were going to use Pep Grant money to buy the lot. Trustee Cox said yes. Supervisor Allan asked if they were buying it at the price it is. Trustee Cox said yes. It will be a zero interest PEP loan. The board doesn't need to act tonight. This is just an update. For five years, instead of applying to get the \$25,000 or \$28,000, that money would go straight to that project. It would be a huge asset for Collinsville, for the senior center and not cost the taxpayers. Trustee Hopkins asked if the township would be doing the improvements. Trustee Cox said yes. He has talked with Road Commissioner Larry Trucano and his workers and they seem to think it is not that big of a deal. Trustee Hopkins wasn't sure if Road and Bridge employees could do that. Trustee Cox said we will see if we can get some waivers. Supervisor Allan said we have been working on this for a long time with the county. Trustee Cox said it looks like it is moving forward. He will work with Supervisor Allan on the loan. Trustee Stack said we already know what they are asking for the lot. Trustee Cox said he is not happy with the state things have been in for seven to eight years. This is a win-win. Trustee Cox asked about the letters we receive from people about annexing property and whether or not the board does anything with these letters. Trustee Hopkins said the letters are just informational. Trustee Cox said the latest letter states they are wanting to annex a couple of miles of just roads. People will be paying for Collinsville Township taxes but the road will be maintained by the city of Troy.

Trustee Foley said the letter has a hearing date if you want to go there. He asked if the PEP Grant was originally \$28,000. Trustee Cox said we are approved for up to \$28,000. With the lot we will not have to apply. The county will put the full amount towards that. The PEP Grant is for parks and enhancement. It is not that easy to get the whole committee to suddenly give it to a senior center. We had to come up with items that would fall under. We filled out with items and the amount came to \$15,243. But we were approved for up to \$28,000. Trustee Foley asked if the property owner ever had testing done on the fill that he used. He has seen what he used and it was junk. There needs to be testing done before it can even be filled and paved over. Trustee Stack said they have to do that by law. Trustee Cox said the owner said the fill he used was fine. It has sat there all this time and not been tested. We have an opportunity for the county to give it to us for free. Trustee Foley said it is a five year loan at zero interest. What does that mean? Trustee Cox said how it works is they owe us \$28,000 in stuff. That \$28,000 will go directly towards paying off that lot. It is zero percent. They give us all the money upfront. The board would have to vote on buying the lot. Trustee Foley asked for how many years. Trustee Cox said it depends on the price divided by \$28,000. Supervisor Allan feels he got some bad news on the under ground part. Trustee Stack said we would assume a lot of liability if there is a problem.

**Trustee Hopkins** – He is for the lot and thinks it would be a great asset for the senior center for more parking. Before we enter into any agreement, the township needs to make sure we pay for some testing to be done. The remedy and remediation of that lot, if it has hazmat in it, will cost us more than the cost of the lot. If the owner wants to consume the liability for any hazmat, we can do that. Trustee Hopkins asked Kathy Hoelscher, Road and Bridge Office Manager, when they annex roads, do they ever attend those meetings. She said they don't have any say in it. Trustee Hopkins asked if it was pretty much accurate that the township doesn't have any recourse and that it is just for informational purposes that they notify us. Office Manager Hoelscher said that was correct. Trustee Hopkins said in December of last year, we approved our insurance for the township. We only had two bids because

TOI bid on it also. He would like to see three bids. It is over a \$100,000 in cost to the taxpayers. He thinks we owe it to them to have three competitive bids; our current carrier and two others. He voted no on it last year because there was only one bid solicited. We need to competitively bid this, not just sole source. Trustee Stack asked if we needed that in a form of a motion. Trustee Hopkins said no. Trustee Cox said that is why we need the calendar. Trustee Hopkins said next month we would be discussing the levy.

### **APPROVAL OF BILLS**

Motion to approve General Assistance bills for **\$12,906.85** was made by Trustee Foley and seconded by Trustee Stack. Roll call found the vote unanimous. Motion passed.

Motion to approve Road and Bridge bills for **\$76,784.48** was made by Trustee Hopkins and seconded by Trustee Cox. Roll call found the vote unanimous. Motion passed.

Motion to approve Equipment Fund bills for **\$44,900.00** was made by Trustee Foley and seconded by Trustee Hopkins. Trustee Hopkins asked what was bought. Office Manager Hoelscher said it was a new tractor. Trustee Stack asked if there was a trade-in. Office Manager Hoelscher said yes. Roll call found the vote unanimous. Motion passed.

Motion to approve Town Fund bills for **\$86,493.62** was made by Trustee Foley and seconded by Trustee Hopkins. Trustee Cox asked if it would be possible to show how much we have spent compared to what we budgeted. He asked what the \$150 to Culvers was for. Office Manager Jackson said it was for the senior center open house. He asked what the big and small reimbursement amounts to her were for. She said the big amount was for her insurance and the smaller one for travel or something else she bought. Receipts for purchases are included in each trustee's packet. Trustee Cox would like a memo to show what the purchase is for. Office Manager Jackson said this is a work in progress. She was waiting until the audit was done so she would know the exact figures. Then she could do the spreadsheet however they want it to look. Roll call found the vote unanimous. Motion passed.

Motion to approve Senior Center bills for **\$5025.11** was made by Trustee Foley and seconded by Trustee Hopkins. Roll call found the vote unanimous. Motion passed.

### **CORRESPONDENCE**

Thank you note from Twin Echo School for the donated school supplies and a thank you card from Andy Artimisi and Mindy Smick for the donation to their father's (Al Artimisi) memory.

**UNFINISHED BUSINESS** None. Trustee Cox asked if the board needed to approve having the lot next to the senior center tested. He asked because there is a timeline. If we lose it, we will have to wait a whole year. He asked if Supervisor Allan can make the decision to pay if it is under a certain dollar amount. Trustee Hopkins said he can approve up to \$20,000. Trustee Cox said he would talk to Supervisor Allan.

### **NEW BUSINESS**

**Vote on donation request for the Collinsville Chorale** – Mr. Andy Waggoner was unable to attend tonight's meeting to speak on the request. Trustee Hopkins asked what the donation amount was. Clerk Allison said \$100 to sponsor. Motion to approve a donation of \$100 to the Collinsville Chorale was made by Trustee Hopkins and seconded by Trustee Foley. Trustee Cox asked if they were a

501(c)(3). Attorney Daugherty said we need to know this before we give a donation. Trustee Hopkins withdrew his motion. Trustee Cox asked the date of the event. Clerk Allison said they put on different musicals through out the year. Trustee Cox said they could speak at the next board meeting. Trustee Foley withdrew his second.

**Vote on donation request for Law Enforcement Torch Run for Special Olympics** – Dana Jaenke, Coordinator for Southwestern Correctional Center in East St. Louis, spoke on the Law Enforcement Torch Run. It is the single largest year round fundraiser for the Special Olympics of Illinois. Their goal is to raise money and to gain awareness for the athletes who participate in the Olympics. The money is used to pay for the participants to attend all of the events. Since 1986 the Law Enforcement Torch Run has raised \$52M while increasing awareness of Special Olympics athletes. Last year the Department of Corrections was the top fundraiser raising \$169,000 for the state of Illinois Special Olympics. She will also be doing a vendor fair on November 17, 2019 at the Caseyville Community Center to help raise funds. Trustee Hopkins asked if she was collecting separate from the Collinsville Police Department. She said Collinsville does their own. She works with Caseyville and Collinsville. Everybody does work together. Trustee Hopkins noted that her facility was not in the Collinsville Township. Ms. Jaenke lives in Collinsville which is why she came here. Trustee Cox asked if all the money goes to her facility. She said if you gave to the Collinsville Police Department, it would be no different than if you gave it to her. A motion was made to donate \$250.00 in the name of Collinsville and Maryville Police Departments. Seconded by Trustee Cox. Roll call found the vote unanimous. Motion passed.

**Discuss bids for awning for the township office** – Trustee Hopkins said we received a bid from Miller & Maack Contractors for \$2940. The other bid was from Jefferson Tent & Awning Company for \$1575. Trustee Hopkins explained the awning in back of the township building needs fabric replaced. The other is an additional awning over the egress door of the assessor's office. Office Manager Jackson said she called a third company but they never showed up. Trustee Hopkins said one is a Collinsville business and the other is from St. Louis. Supervisor Allan said the Collinsville company is more money but we know they will use good product. Trustee Cox said his question to them is why their bid is double. That is a big difference. Trustee Hopkins said we have a fiduciary responsibility to spend our money wisely. Trustee Stack asked if Miller & Maack were union. Supervisor Allan said they were. Office Manager Jackson said the other company was not union. Trustee Cox asked how long the process would take. Office Manager Jackson said they have to order the materials first. Trustee Hopkins said three or four weeks. Supervisor Allan said we should probably try to find out if they are both using the same products. Trustee Foley would like to find out more information about the St. Louis company. Trustee Hopkins said he was familiar with them. They are a large company. Jefferson production schedule is eight weeks. Motion made to use Miller & Maack Contractors was made by Trustee Stack. Seconded by Trustee Hopkins. Trustee Cox asked if it would be paid out of the General Assistance Fund. Office Manager Jackson said it would be coming out of the Town Building Fund. Roll call found the vote unanimous. Motion passed.

**Closed session pursuant to 5 ILCS 120/2(c) to discuss appointments, employment and compensation of specific employees** – Motion made to move up the assessor and road commissioner's comments before going into closed session was made by Trustee Hopkins. Seconded by Trustee Cox. Trustee Cox suggested we move the closed session to the end of the agenda so we do not have to make this motion every time. Roll call found the vote unanimous. Motion passed.

**ASSESSOR POLETTI'S COMMENTS**

None

**ROAD COMMISSIONER TRUCANO'S COMMENTS**

Office Manager Kathy Hoelscher said they have finished paving California Avenue. They had an intergovernmental agreement with the city of Collinsville. She heard they are redoing part of Troy Road. Trustee Stack asked if that was the portion they are talking about annexing. She said no, it was not.

Motion pursuant to ILCS 120/2(c) to go into closed session to discuss employment, appointments and compensation of employment was made by Trustee Hopkins. Seconded by Trustee Stack. Roll call found the vote four ayes and one nay. Motion passed. Trustee Foley was the nay vote.

Motion to re-enter into regular session was made by Trustee Hopkins. Seconded by Trustee Cox. Motion passed by acclamation.

**ADJOURN**

There being no further business to come before the board, Supervisor Allan asked for a motion to adjourn. Motion made by Trustee Hopkins and seconded by Trustee Stack to adjourn the meeting. Motion passed by acclamation. Time 7:59 p.m.

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Terry Allan, Township Supervisor

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Cathy Allison, Township Clerk