

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

**MAY 12, 2020 7:00 P.M.**

**OPENING**

The regular meeting of the Board of Trustees was held on the above date by audio conferencing. The meeting was called to order by Township Supervisor Daniel Hopkins at 7:00 p.m.

**PRESENT**

Pledge of Allegiance was suspended due to format during COVID-19 pandemic. Roll call was taken with the following members participating by audio: Trustee Mike Foley, Trustee James Stack, Trustee Derrick Cox, Trustee Robert Milam and Supervisor Daniel Hopkins. Attorney Justin Mattea, Road Commissioner Larry Trucano and Clerk Cathy Allison also participated by audio.

Others participating by audio were Kathy Hoelscher, Clint Ball, Becky Loyet, Scott Rayho and Stephanie Malench.

**APPROVAL OF PRIOR MEETING MINUTES**

Motion to approve minutes from April 14, 2020 board meeting was made by Trustee Foley and Trustee Stack. Roll call found the vote unanimous. Motion passed.

**PUBLIC COMMENTS**

**Clint Ball** – At last month’s meeting on the phone, Trustee Foley made a snide comment. Several people have approached Mr. Ball and have asked him to ask Trustee Foley to apologize to him and the community for his actions. Trustee Foley had no comment.

**ACTION ITEMS**

**Board to discuss and vote on Village of Maryville’s donation request for “Movie in the Park” night** – Mayor Craig Short of the Village of Maryville is requesting a donation for the “Movie in the Park” night. Supervisor Hopkins asked if there were any thoughts or concerns regarding this. Trustee Cox asked what the amount was. Supervisor Hopkins said \$150.00. Motion to approve a \$150.00 donation to Village of Maryville’s “Movie in the Park” was made by Trustee Foley and seconded by Trustee Cox. Roll call found the vote unanimous. Motion passed.

**Board to discuss vote on memorial for former Trustee Kathleen Shimkus** – A moment of silence was held for Kathleen Shimkus. Supervisor Hopkins said that Mrs. Shimkus had served this board for many years. He thought it might be a good idea to do some sort of a memorial. She was very involved in the senior center. He suggested a Trex bench. The cost is like \$389.00. We could have a plaque put on it. It could replace one of the worn-out benches outside the senior center dedicated to her. Supervisor Hopkins asked if anyone had any other ideas. Trustee Foley suggested that the plaque read *Kathleen “Mondy” Shimkus*. A lot of people knew her by her maiden name. If a motion is approved, Supervisor Hopkins will consult with the family to see what they would like on the plaque. Trustee Cox agreed. Motion to approve the purchase of a Trex bench in memory of Kathleen “Mondy” Shimkus was made by Trustee Stack and seconded by Trustee Foley. Roll call found the vote unanimous. Motion passed.

## **REPORTS BY OFFICERS, COMMITTEES OR SPECIAL COMMITTEES**

**Trustee Cox** – This is the first time that we have had, after public comments, there was something in between there. He thought that would be kind of the time, maybe not this meeting it is really relevant, but other meetings that if the public actually had some questions that right after that then that would give the trustees time to actually and the supervisor time to answer their questions. Supervisor Hopkins said the clerk is the one that sets the agenda and the items on there. Trustees Cox said he just noticed tonight was the first time since he was on. Trustee Cox said every single business and every single person has been affected by this thing. He is curious what the township, because our senior center is closed, our office is closed. He doesn't think it looks right if we're not sharing in the sacrifice as well. He is curious what we are doing and what we have looked at to try to save money. Supervisor Hopkins said that our doors might be closed but we're still operating and we're still providing services to the public. We collect mail for the assessor's office, and they work on that from home. He thanked the office staff for helping the homeless with food and clothing. The food pantry will be using the senior center next week for senior boxes. For the last two months during COVID they have had so much food for their normal operations they haven't had room for the senior boxes. Seniors have not had food boxes for two months from the St. Louis food bank. The food bank will bring like 100 boxes. They will use the facility to have people pick up or they will deliver. Trustee Cox said the last two months, he knows no meals have been cooked. Looking at the bills we got over, just from last meeting, over \$60,000 in salaries. He is wanting to know, that's not just all the office, that's the assessor's office, too. He has some assessing questions, but he can't find Supervisor Poletti everywhere. Trustee Cox said it was great to know about the food pantry. We have to account for every single dollar. Supervisor Hopkins said any money we have spent is going towards the community. He has been to Sam's to picked up cans of ravioli and soup. We make up boxes for the homeless. They call here and we set it out back and let them know what time to pick up. It is a no-contact delivery. Trustee Cox asked when we were going to try and meet again in person. Supervisor Hopkins said as soon as the Governor releases it. We don't have a facility like the Gateway Center. Trustee Foley personally thinks that we should not meet in person until this is out of the way. Trustee Cox said the letter from our executive director stating the townships may still have meetings, but social distancing requirements should be followed. Six feet apart for each person. Townships may need to reduce the room capacity limit to make sure that social distancing is taking place. And at the end it says you must accommodate the public participation in some way.

**Clerk Allison** – Last meeting a motion was made to make a correction to the March 20, 2020 minutes. A review of the recorded tape found that the minutes were correct as submitted.

## **APPROVAL OF BILLS**

Motion to approve General Assistance bills for **\$5,124.98** 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 **\$118,781.47** was made by Trustee Foley and seconded by Trustee Milam. Roll call found the vote unanimous. Motion passed.

Motion to approve Town Fund bills for **\$76,257.30** was made by Trustee Foley and seconded by Trustee Stack. Trustee Cox asked if a second attorney had been hired. He said Phil Rarick is on retainer. Supervisor Hopkins said that he is for Road & Bridge. They have their own attorney and he has been there for many years. Trustee Cox asked what came with the retainer. Trustee Cox said when Jack was in, he would give us a little bit as part of the retainer. Supervisor Hopkins said all expenses to the meeting comes with the retainer. Approving agendas and preparing for the meeting. There may be an expense on there for the Sexual Harassment Policy. The state changed it last year, so we have to amend our policy here at the township in order to be compliant. Trustee Cox asked if the attorney has to review any emails, if that would be at the \$200.00 rate. Supervisor Hopkins said he believed it would. Trustee Cox asked about the mileage report. Instead of being written out, it is now

on a Mile IQ report. It is just as bad as before. Supervisor Hopkins said he is going to work on it because it should show an address. We will need to put some better info in there, so it is more accurate. Roll call found the vote unanimous. Motion passed.

Motion to approve Senior Center bills for **\$2009.09** was made by Trustee Foley and seconded by Trustee Milam. Roll call found the vote unanimous. Motion passed.

### **NEW BUSINESS**

**Board to discuss mileage audit.** – Supervisor Hopkins explained that state law requires an audit done when the supervisor changes. He will be meeting with an auditor. It will be someone besides our Sheffel Boyle. He will ask them to include the mileage audit. Trustee Cox asked if they will be looking back a couple of years. Supervisor Hopkins said he is not sure how far back they will go, but he is thinking at least two years.

**Board to discuss 2020/2021 Budget** – Supervisor Hopkins said the proposed budget is pretty much complete. There will be a budget hearing on June 16, 2020 at 6:30 p.m. We have a meeting on June 9, 2020 and on the following Tuesday we will have a budget hearing at 6:30 p.m. with a meeting to approve the budget thereafter. The budget will be posted on the website for review. Trustee Cox said by law it has to be in one of the papers. Supervisor Hopkins said it has to be posted for 30 days. Trustee Cox asked when it had to be passed. Supervisor Hopkins said June 30, 2020. Trustee Cox asked if it could be pushed back to June 20<sup>th</sup> or something. Supervisor Hopkins said he did not want to push it back no more than we have to. Trustee Cox asked about lowering all elected officials' salaries and did the budget go from April to April. Supervisor Hopkins said it goes from April 1<sup>st</sup> to the end of March. Trustee Cox said so the new salaries would not kick into effect until May of next year. Supervisor Hopkins said that was correct.

### **UNFINISHED BUSINESS**

**Update on lot for Senior Citizens Center** – Supervisor Hopkins said we are still tentatively supposed to start the project on May 21<sup>st</sup>. They will start doing the Phase II Environmental Study. As soon as he receives any preliminary report, he will pass it on to the board.

### **ASSESSOR POLETTI'S COMMENTS**

None

### **ROAD COMMISSIONER TRUCANO'S COMMENTS**

Mowing started a couple of weeks ago. They have been ditching and replacing pipes that will be used on various locations with a lot of work on Lebanon Road. They are getting ready to start asphaltting roads. Building additions to the Road and Bridge building will include a wash bay, bathroom and a lunchroom. They have not received a bid yet on the cost. AAI is still working on the plans. When the architectural work is done and ready for a bid, AAI will come to explain the project and the reason for it all at a meeting if possible. Village of Troy is in the process of procuring money for a roundabout. The county engineer said it will be at least a year before that is started. Madison County is funding 25% of the township's portion. Trustee Cox asked how the attendance was at the garage. Commissioner Trucano said fine. There is one out on workman's comp. Trustee Cox said it feels good to see them out there working. He thanked them for what they are doing. He asked if Phil Rarick had been on his retainer for quite some time. Commissioner Trucano replied yes, for years. They use him for legal questions.

## **SUPERVISOR'S COMMENTS**

Supervisor Hopkins said we are now putting our bill ledger on the website under "Transparency". It shows monthly expenses under Road & Bridge, General Assistance, Town and Senior Center. Receipts will not be put on there because they have signatures. We would be required to redact all signatures. The Sexual Harassment Policy will be put on the next month's agenda for approval. We purchased some grocery bags to give to the school district and the food pantry to help them out. The school district is serving lunches to 3000 students a day. Supervisor Hopkins thanked the office staff. They have been working at home and at the office. Gabby has been doing a good job of keeping the homeless fed and clothed. Senior Center Director Brandon Loyet has been doing his exercise classes on Monday, Wednesday, and Friday from 10:00 a.m. to 11:00 a.m.

## **ADJOURN**

There being no further business to come before the board, Supervisor Hopkins asked for a motion to adjourn. Motion made by Trustee Foley and seconded by Trustee Stack to adjourn the meeting. Voice vote found the vote unanimous. Motion passed. Time 7:43 p.m.

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Daniel R Hopkins, Township Supervisor

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Cathy Allison, Township Clerk