

MINUTES

Pentwater Township Board

Regular Meeting of October 9, 2013

Members Present: Smith, Flynn, Siska, Holub, Ruggles

Members Absent: None

Others Present: Paula DeGregario, Damon Crumb, Terry Cluchey – PFD, Jean Russell, Duane Hamburger, Rich Johnson – Zoning Administrator, Myrna Carlin, Elaine LeTarte – Library Board, Dave Rider – Layton & Richardson PC, Chris Bailey – Cemetery Sexton

Call to Order: Supervisor Smith called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance.

Review & Action: Meeting Agenda – The agenda was approved by unanimous consent.

Review & Action: Minutes of Regular Meeting of September 11, 2013 – The Minutes of the Meeting of September 11, 2013 were approved as submitted by unanimous consent.

Public Comments on Agenda Items - None

Supervisor's Report

a. Presentation of Township Audit Report for 2012-13 – Supervisor Smith introduced Mr. Dave Rider from Layton & Richardson, PC, the Township Auditors. Mr. Rider provided a brief overview of the report for members. He stated that some of the reporting standards had changed from the previous year. He pointed out in the report that the term "Governmental Funds" included the Township, Cemetery and Library. He stated that the Township is in a solid financial position. He concluded his presentation by stating that there were two recommendations for improving financial reporting including making all budget amendments prior to the end of the fiscal year (Township); and endorsing all checks immediately when received or opened (Library).

b. Status Report: Longbridge Road Fishing Deck Project – Mr. Smith stated that bids for the project were due the following day at 2:00 p.m. He said that it would be necessary to conduct a special Board meeting on Thursday, October 17th at 10:00 a.m. to award bids for the project. Lastly he said that

eight (8) contractors had attended the pre-bid meeting, while two of the contractors were local.

Clerk's Report – The Clerk reminded members of the upcoming election on November 5, 2013 for renewal of the homestead property tax for the Pentwater Public Schools. He reported that the website is now "live" and stated that training would be conducted next week for in-house management of the site.

Treasurer's Report – The Treasurer's report was received and filed.

Staff Reports

- a. **Zoning Administrator** – The Zoning Administrator's report was received and filed.
- b. **Assessor's Report** – The Assessor's report was received and filed.
- c. **Cemetery Sexton** – The Cemetery Sexton's report was received and filed.
- d. **Transfer Site Attendant** – The Transfer Site Attendant's report was received and filed.

Committee/Department Reports

- a. **Planning Commission** – Chairman Hamburger reported on the meeting of the previous evening stating that two (2) land divisions had been approved as well as a proposed outdoor furnace ordinance. He said that the latter would subsequently be forwarded to the Board for its review and action. Mr. Hamburger referred members to an oil and gas report from a subcommittee of the Planning Commission. Member DeGregario stated that the subcommittee had met with several individuals in the community regarding their potential role in regulating the oil and gas industry. She summarized the report for the Board and concluded by stating that the Township has extremely little or no control over the oil and gas industry. The Board thanked Ms. DeGregario for the report.
- b. **Cemetery Advisory Committee** – Chairman Crumb stated that the CAC had met in September and reviewed the proposed amendments to the Cemetery Ordinance. He said that the Committee postponed action on the Ordinance until its next meeting. He stated that the Committee will have a special meeting later in the month to finalize the Ordinance as well as finalization of the Landscape Design Plan for the Cemetery. Mr. Crumb stated that the Committee had received and approved a request from the

- Pentwater Garden Club to include the Cemetery on its annual garden tour in 2014.
- c. **Fire Department** – Fire Department report was received and filed. Chief Cluchey stated that he had recently attended a conference in Maryland.
 - d. **Library** – Library report was received and filed.
 - e. **Pentwater Lake Improvement Board** – The next meeting of the Pentwater Lake Improvement Board will be on October 24, 2013.
 - f. **Road Committee** – Member Flynn stated that the previously scheduled meeting of the Road Committee had been cancelled and noted that the next meeting of the Road Committee would be on November 14th at 7:00 p.m.

Review & Action: Invoices

- a. **Township** - A motion was made by Siska and seconded by Holub that the Township bills in the amount of \$3,616.68 be approved as submitted. The motion was unanimously approved by roll call vote.
- b. **Cemetery** – A motion was made by Ruggles and seconded by Siska that the Cemetery bills in the amount of \$452.21 be approved as submitted. The motion was unanimously approved by roll call vote.
- c. **Fire Department** – A motion was made by Siska and seconded by Smith that Fire Department bills in the amount of \$3,365.74 be approved as submitted. The motion was unanimously approved by roll call vote.
- d. **Longbridge Road Fishing Deck Project** – A motion was made by Smith and seconded by Siska that the invoice for the Longbridge Road Fishing Deck Project in the amount of \$14,324.35 be approved as submitted. The motion was unanimously approved by roll call vote.

Old Business - None

New Business

- a. **Review & Action: Revised Pentwater Fire Department Bylaws** – Supervisor Smith referred members to the revised Bylaws for the Pentwater Fire Department. Chief Cluchey summarized major changes in the Bylaws. After discussion, a motion was made by Smith and seconded by Flynn to approve the Bylaws for the Pentwater Fire Department as submitted. The motion was unanimously approved by voice vote.
- b. **Review & Action: Award of Bid for Tree Trimming at the Cemetery** - Mr. Smith stated that he and Ms. Siska had toured the Cemetery in an attempt at identifying trees that needed trimming and/or removal. A bid was subsequently solicited from Mike Russell to conduct the work. After discussion, a motion was made by Siska and seconded by

Smith to award a bid in the amount of \$2,225.00 to Mike Russell for trimming trees in the Pentwater Township Cemetery. The motion was unanimously approved by roll call vote.

Public Comments

Jean Russell, 5545 Wayne Road, inquired if absentee ballots were available for the November 5th election. She also asked if any trees were going to be “topped” as result of the tree trimming at the Cemetery.

Adjournment – A motion was made by Siska and seconded by Flynn to adjourn the meeting at 8:09 p.m. The motion was unanimously approved by voice vote.

Next Meeting – The next regular meeting of the Pentwater Township Board of Trustees will be on Wednesday, November 13, 2013 at 7:00 p.m.

Respectfully submitted,

Dean Holub, Clerk
Pentwater Township

Date