

## MINUTES

Pentwater Township Board

Pentwater Community Hall

327 S. Hancock Street, Pentwater, MI 49449

Regular Meeting – April 11, 2018

**Members Present:** Mr. Smith, Ms. Johnson, Ms. Siska, Mr. Flynn and Mr. Ruggles

**Members Absent:** None

**Others Present:** Terry Cluchey, Former Pentwater Fire Chief; Mrs. Cluchey, Ms. DeGregorio, Vice Chair Planning Commission and Village Recording Secretary Ms. Siok.

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

**Review & Action: Meeting Agenda** – The agenda was unanimously approved as prepared.

**Review & Action: Minutes of Regular Meeting of March 14, 2018** – The Minutes of the Regular Meeting of March 14, 2018 were unanimously approved as submitted.

**Public Comments on Agenda Items:** None.

**Supervisor's Report:** Mr. Smith presented a Proclamation signed by the Pentwater Township Board of Trustees to Mr. Terry Cluchey, retired Pentwater Fire Chief, in appreciation of his 18 years of dedicated service. The Supervisor's report was received and placed on file.

**Clerk's Report:** Ms. Johnson's report was received and placed on file. The volunteers who completed the Headstone Photo project in 2012 will be updating the photos soon to include markers added since 2012.

All precincts are receiving new voting equipment and the State's two election databases are being merged into one. Ms. Johnson requested that Election Inspectors be paid for all time spent training on the new database and the new equipment.

*Moved by Ms. Johnson and seconded by Ms. Siska to pay the Deputy Clerk and Election Inspectors their hourly rate for time spent training on the new State database as well as on the new Election Equipment.*

*Roll call vote: Johnson, yes; Siska, yes; Smith, yes; Flynn, yes; and Ruggles, yes. Motion carried.*

**Treasurer's Report:** Ms. Siska's report was received and placed on file.

### **Staff Reports:**

- a) **Zoning Administrator:** Mr. Edwards's report was received and placed on file.
- b) **Assessor's Report:** Ms. Hick's report was received and placed on file.
- c) **Cemetery Sexton:** The report was received and placed on file.
- d) **Transfer Station Attendant:** The Attendant submitted a written request for a pay increase as well as an increase to the number of days the Transfer Station is opened. Discussion ensued.

*Moved by Ms. Johnson and seconded by Ms. Siska to increase hours at the Transfer Station from 2 days a week to 3 days a week: Thursday, Friday and Saturday, and pay the Transfer Station Attendant an hourly rate of \$17.00 per hour. Roll call vote: Johnson, yes; Siska, yes; Smith, yes; Flynn, yes; and Ruggles, yes. Motion carried.*

### **Committee/Department Reports:**

- a) **Planning Commission:** The Planning Commission met April 10, 2018.
- b) **Fire Department:** Minutes for March 7, 2018 were received.
- c) **Library Board:** March reports were received and placed on file.
- d) **Pentwater Lake Improvement Board (PLIB):** The PLIB will be meeting on May 1, 2018.
- e) **Road Committee:** Supervisor Smith indicated that terms will soon be expiring on the Road Committee. Also, he received estimates from the Oceana County Road Commission regarding Hammett and Ridge Roads. Discussion ensued.

*Moved by Mr. Smith and seconded by Ms. Siska to dissolve the Pentwater Township Road Committee. Voice vote. Motion carried.*

*Moved by Mr. Flynn and seconded by Mr. Ruggles to withdraw the Township's request for the Hammett and Ridge Road projects. Roll call vote: Flynn, yes; Ruggles, yes; Smith, yes; Siska, yes, and Johnson, yes. Motion carried.*

### **Review & Action: Payment of Bills:**

- a) **Township:** *Moved by Mr. Smith and seconded by Ms. Siska to approve the Township bills in the amount of \$76,413.47 which represents prepaids of \$73,326.59 and To Be Paid in the amount of \$3,086.88 for the period March 15, 2018 - April 11, 2018, as submitted. Roll call vote: Smith, yes; Siska, yes; Johnson, yes; Flynn, yes; and Ruggles, yes. Motion carried.*

- b) **Cemetery:** *Moved by Mr. Flynn and seconded by Mr. Ruggles to approve the Cemetery bills in the amount of \$2,306.15 which represents prepaids of \$1,675.44 and To Be Paid of \$630.71 for the period March 15, 2018 – April 11, 2018 as submitted.*  
*Roll call vote: Flynn, yes; Ruggles, yes; Johnson, yes; Siska, yes; and Smith, yes. Motion carried.*
- c) **Fire Department:** *Moved by Mr. Ruggles and seconded by Ms. Siska to approve the Fire Department bills in the amount of \$33,483.12 which represents prepaids of \$29,771.35 and To Be Paid of \$3,711.77 for the period March 15, 2018 – through April 11, 2018 as submitted.*  
*Roll call vote: Ruggles, yes; Siska, yes; Johnson, yes; Flynn, yes and Smith, yes. Motion carried.*

### **Review & Action: Year-end Budget Amendments**

*Moved by Mr. Smith and seconded by Ms. Johnson to amend the Township General Fund 2017/2018 Fiscal Year Budget of \$460,575 with various line item adjustments as proposed by the Township Supervisor. Voice vote. Motion carried.*

*Moved by Mr. Smith and seconded by Mr. Ruggles to amend the Cemetery 2017/2018 Fiscal Year Budget of \$78,302 with various line item adjustments as proposed by the Township Supervisor. Voice vote. Motion carried.*

**Old Business:** None

**New Business:**

**Review & Action:** Ms. Johnson proposed several changes to the “Clerk’s Office Copy Fee Schedule” which had last been amended in 2005.

*Moved by Ms. Johnson and seconded by Ms. Siska to adopt the “Clerk’s Office Copy Fee Schedule” as proposed.*

*Roll call vote: Johnson, yes; Siska, yes; Ruggles, yes; Flynn, yes; and Smith, yes. Motion carried.*

**Review & Action:** Mr. Smith reviewed the single quote received for the Cemetery Retaining Wall project.

*Moved by Mr. Smith and seconded by Mr. Flynn to retain Ruggles & Son Masonry for the removal and new construction of specified retaining walls in Blocks 2, 9 and 10 at an estimated cost of \$53,700 with 50% due before the project is begun and balance due upon completion.*

*Roll call vote: Smith, yes; Flynn, yes; Ruggles, abstained; Siska, yes; and Johnson, yes. Motion carried.*

**Review & Action:** Ms. Johnson explained the proposed amendment to the Cemetery Ordinance.

*Moved by Ms. Johnson and seconded by Ms. Siska to amend Section XI of Ordinance No. 14-1, Cemetery Ordinance with the addition of the following language:*

***“Exception: If an urn is made of metal (e.g. iron, gold, silver, copper and aluminum and alloys such as brass and steel) a vault is not required.***

*Roll call vote: Johnson, yes; Siska, yes; Ruggles, yes; Flynn, yes; and Smith, yes. Motion carried.*

**Review & Action:** Mr. Smith explained that the current millage for the Fire Protection Millage will be expiring. He recommended that it be renewed at one mill for the five-year period beginning with the December 1, 2019 tax levy.

*Moved by Mr. Smith and seconded by Ms. Siska to approve Resolution No. 18-12, Resolution to Approve Ballot Proposal for Renewal of Fire Department Millage.*

*Roll call vote: Smith, yes; Siska, yes; Johnson, yes; Ruggles, yes; and Flynn, yes. Motion carried.*

**Review & Action:** Mr. Smith proposed that the Per Diem penalty for failure to notify of a Transfer of Property be waived.

*Moved by Mr. Smith and seconded by Mr. Flynn to adopt Resolution No. 18-13, Resolution for Pentwater Township to Waive the Per Diem Penalty for Failure to Notify of a Transfer of Property Ownership with the Local Unit of Government Assessor and Treasurer’s Office.*

*Roll call vote: Smith, yes; Flynn, yes; Ruggles, yes; Siska, yes; and Johnson, yes. Motion carried.*

**Review & Action:** Mr. Smith proposed the reappointments to the Planning Commission for terms ending March 31, 2018.

*Moved by Mr. Smith and seconded by Mr. Ruggles to reappoint Mr. Terry Cluchey and Mr. Jim Gwillim to the Pentwater Township Planning Commission for three-year terms from April 1, 2018 – March 31, 2021. Voice vote. Motion carried.*

**Review & Action:** Mr. Smith proposed the reappointment to the Zoning Board of Appeals for the term ending March 31, 2018.

*Moved by Mr. Smith and seconded by Mr. Ruggles to reappoint Mr. Randy Hepworth to the Zoning Board of Appeals for the three-year term from April 1, 2018 – March 31, 2021. Voice vote. Motion carried.*

**Public Comments:** Mr. Cluchey commented on the excellent job being done on mowing near Long Bridge.

**Other Items from Members:** None

**Adjournment** – Moved by Ms. Johnson and support by Mr. Flynn to adjourn the meeting at 8:12 PM. Voice vote. Motion carried.

**Next Meeting:** The next Regular Meeting will be held May 9, 2018 at 7:00 PM.

Respectfully submitted,

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Sue Ann Johnson

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Date

Minutes Prepared by Barbara Siok  
Recording Secretary