

MINUTES

Pentwater Township Board

Regular Meeting of February 8, 2017

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

Members Absent: Mr. Ruggles - excused

Others Present: Paula DeGregorio, Township Planning Commission; Keith Edwards, Township Zoning Administrator; and, Terry Cluchey, Pentwater Fire Chief.

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 – Supervisor Smith asked that the agenda be approved to include consideration of payment of the cost of Board of Review Training for four persons. The agenda was approved by unanimous consent.

Review & Action: Minutes of Regular Meeting of January 11, 2017 – The Minutes of the regular Meeting of January 11, 2017 were approved as submitted by unanimous consent.

Public Comments on Agenda Items – None

Supervisor's Report – Mr. Smith requested that the three Board of Review members be reappointed for two year terms. *Moved by Mr. Smith and seconded by Mr. Flynn to reappoint Paul Anderson, Lois Ege and Maureen Murphy to the Board of Review for two year terms ending December 31, 2018. Voice vote. Motion carried.*

Mr. Smith related that the Assessor and Deputy Assessor are employees of Pentwater Township and requested that their education and mileage expenses associated with assessing be reimbursed if not covered by another entity. Discussion ensued.

Moved by Ms. Johnson and seconded by Mr. Flynn to cover the costs associated with required assessing recertification continuing education requirements and mileage expenses for the Assessor and/or Deputy Assessor providing such costs are not already being paid by another entity.

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

It was noted that reimbursement of lodging expenses would be determined by the Board on a case-by-case basis.

Mr. Smith reported that Ms. Julie Burdick resigned from the Pentwater Township Planning Commission and that Mr. Tom Davis, Pentwater Township resident, expressed interest in being appointed to the Planning Commission.

Moved by Mr. Smith and seconded by Ms. Johnson to accept Ms. Burdick's resignation from the Pentwater Township Planning Commission. Voice vote. Motion carried.

Moved by Mr. Smith and seconded by Ms. Siska to appoint Mr. Tom Davis, 6322 Longbridge Road, Pentwater, Michigan to the Pentwater Planning Commission for the term ending May 31, 2019. Voice vote. Motion carried.

Moved by Mr. Smith and seconded by Ms. Siska to pay the \$15.00 fee per each for the four individuals attending Board of Review Training on behalf of Pentwater Township.

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

Mr. Smith reminded the Board that a Special Board Meeting will be held on February 28, 2017 at 1:30 p.m. for the purpose of reviewing the proposed budget for FY 2017-2018.

Clerk's Report – Ms. Johnson reported on the following:

- a) 2017 Household Hazardous Waste Collection effort will increase from \$0.32 per capita to \$0.37 per capita.
- b) Annual property and liability policy was recently renewed in the amount of \$6,273. Legal advice (at no additional cost) may be sought on the following subjects:
 - a. Litigation
 - b. Employment
 - c. Drafting, interpretation and enforcement of ordinances
 - d. Land use and zoning permits
 - e. Property acquisitions and conveyances
 - f. Facilitation of public works, including bidding, contracts, construction monitoring and disputes
 - g. Review and preparation of municipal policies

- h. Open Meetings Act and FOIA Act compliance
 - i. Intergovernmental and shared services agreements
 - j. Enforcement of construction, fire, property maintenance and other codes
- c) All local entities will be required to purchase new voting equipment. The State has contracted with 3 vendors and counties along with input from the local entities will be choosing which vendor to utilize. At this time, it is not certain as to how much each local entity will be required to pay.
- d) Many years ago, a policy was adopted to pay holiday pay to "fulltime part-time office employees" and that said policy would be reviewed annually. The Clerk requested that the policy be reviewed and that a resolution be adopted clarifying that holiday pay would be paid to permanent, part-time employees. Also, is holiday pay to be paid if the holiday falls within one's workweek or on the workday?

Discussion ensued on holiday pay for permanent, part-time employees.

Moved by Ms. Johnson and seconded by Ms. Siska that permanent, part-time office employees be paid for a holiday falling on their regularly scheduled work day.

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

Treasurer's Report – Ms. Siska's report was received and placed on file. She also related February 14 is the last day to pay property taxes without penalty. Taxes may be paid up to February 28 but there will be fees assessed. All taxes not paid on or before February 28 will be returned delinquent to the County Treasurer.

Staff Reports

- a) **Zoning Administrator** –Mr. Edwards report was received and placed on file. He related that there is what appears to be an abandoned, single wide mobile home on Ritter Street property in the township. The property owner has been notified per the requirements of the new procedure under the Housing Law but has failed to reply timely. Within the next month or two, this will be coming back to the Board for a determination on what to do which could include removal of the mobile home. It could cost upwards of \$5,000.

There is another case involving a cottage and boat house. The boat house is in terrible shape. However, the homeowner has contacted him

and is very cooperative. She is making efforts to remedy the situation.

With respect to the Planning Commission, a Public Hearing has been scheduled for March to consider an amendment to the Zoning Ordinance to prohibit camping on vacant, privately owned property.

- b) **Assessor's Report** – Ms. Johnson's report was received and placed on file. Notices of Change will be printed and mailed in February. Property Owners should receive them by February 27th.
- c) **Cemetery Sexton** – No Report
- d) **Transfer Station Attendant** – No Report

Committee/Department Reports

- a) **Planning Commission** – No Report
- b) **Cemetery Advisory Committee** – No Report
- c) **Fire Department** – Monthly agendas and minutes were received. Mr. Cluchey indicated that he is working on the Fire Department's budget and will be ready for the February 28th Budget Hearing.
- d) **Library Board** – No Report
- e) **Pentwater Lake Improvement Board (PLIB)** – Ms. Johnson said that there is no report but the PLIB will be meeting on March 30th.
- f) **Road Committee** – Mr. Flynn reported that the Road Commission is requiring that a full cul-de-sac be installed during the Lakeview Drive Project. Mr. Smith noted that bids for the project are being sought soon.
(Note: At its regular meeting of January 11, 2017, the Pentwater Township Board voted to support the Lakeview Drive project excluding the enlarged cul-de-sac.)

Review & Action: Invoices – Ms. Johnson stated that the budget comparison reports will be run from the beginning of the FY to the end of the most recent month. She will submit them to the Board after the end of each month. She also distributed the Payment of Claims.

- a) **Township** - *Moved by Ms. Siska and seconded by Mr. Smith to approve Township bills in the amount of \$21,627.45 (prepaids of \$16,809.78 and To Be Paid of \$4,817.67) for the period January 13 – February 9, 2017 as submitted.*
Roll call vote: Siska, yes; Smith, yes; Flynn, yes; Ruggles, absent; and, Johnson, yes. Motion carried.
- b) **Cemetery** – *Moved by Mr. Flynn and seconded Ms. Siska to approve the Cemetery bills in amount of \$2,454.75 (prepaids of \$1,773.14 and To Be*

Paid of \$681.61) for the period January 13 – February 9, 2017 as submitted.

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

- c) **Fire Department** – *Moved by Ms. Johnson and seconded by Ms. Siska to approve the Fire Department bills in the amount of \$5,569.99 (prepaids of \$2,766.55 and To Be Paid of \$2,803.44) for the period January 13 – February 9, 2017 as submitted.*

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

Old Business – None

New Business – None

Public Comments – None

Other Items from Members - None

Adjournment – *Moved by Ms. Siska and seconded by Mr. Flynn to adjourn the meeting at 7:50 p.m. Voice vote. Motion carried.*

Next Meeting – A special meeting of the Pentwater Township Board will be held on February 28, 2017 for the purpose of reviewing the proposed budget for FY 2017 – 2018. The next regular meeting of the Pentwater Township Board of Trustees will be on Wednesday, March 8, 2017 at 7:00 p.m.

Respectfully submitted,

Sue Ann Johnson, Clerk
Pentwater Township

Date