

MINUTES

Pentwater Township Board

Regular Meeting of January 10, 2018

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

Members Absent: None

Others Present: Mr. Terry Cluchey, Pentwater Fire Chief; Mr. Paul Smith, Assistant Pentwater Fire Chief; Mr. Bob Carr, Oceana County Road Commission member; and, Mr. Dean Gustafson, Oceana County Board of Commissioners member.

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 unanimously approved as prepared.

Review & Action: Minutes of Regular Meeting of December 13, 2017 – The Minutes of the Regular Meeting of December 13, 2017 and Special Meeting of December 20, 2017 were unanimously approved as submitted.

Public Comments on Agenda Items – None

Supervisor's Report – None

Clerk's Report – Ms. Johnson's report was received and placed on file. In addition, she related that she spoke with Mr. Justice today regarding the timeframe for the purchase of property in Pythian Addition to Pythian Park Subdivision. He indicated that it will take another 45 – 60 days to pull the funds from various investment accounts without receiving a penalty.

The Sexton brought in his card file of cemetery lots and columbarium niches with respect to ownership and occupancy. Throughout the next several months, a comparison will be made of his records and those of the township.

Treasurer's Report – Ms. Siska's report was received and placed on file. She related that about 50% of the winter tax revenue was collected during the month of December.

Staff Reports

- a) **Zoning Administrator** – No Report
- b) **Assessor's Report** – the report was received and placed on file.
- c) **Cemetery Sexton** – the report was received and placed on file.

- d) **Transfer Station Attendant** – No report as site is closed until April.

Committee/Department Reports

- a) **Planning Commission** – No report
- b) **Fire Department** – Minutes for November and December were received as well as the Agenda for the January 3, 2018 Meeting. Mr. Cluchey reported that 309 calls were received in 2017. Of those, 177 were medical runs.
- c) **Library Board** – November minutes and December reports were received and placed on file.
- d) **Pentwater Lake Improvement Board (PLIB)** – Ms. Johnson related that just today she received the 2017 PLIB Assessment Roll which will generate \$24,475.77 (\$6,992.67 Village parcels; \$12,483.10 Township parcels, \$2,500 Village Council, and \$2,500 Township Board). The PLIB's next meeting is April 26 at 4:00 p.m.
- e) **Road Committee** – No report

Review & Action: Payment of Bills

- a) **Township** - *Moved by Mr. Ruggles and seconded by Ms. Siska to approve the Township bills in the amount of **\$20,413.49** which represents prepaids of \$18,736.60 and To Be Paid of \$1,676.89 for the period December 14, 2017 – January 10, 2018.*

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

- b) **Cemetery** – *Moved by Mr. Flynn and seconded by Mr. Smith to approve the Cemetery bills in the amount of **\$2,577.21** which represents prepaids of \$1,317.73 to To Be Paid of \$1,259.48 for the period December 14, 2017 – through January 10, 2018 as submitted.*

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

- c) **Fire Department** — *Moved by Mr. Smith and seconded by Ms. Johnson to approve the Fire Department bills in the amount of **\$8,234.13** which represents prepaids of \$1,899.26 and To Be Paid of \$6,334.87 for the period December 14, 2017 – January 10, 2018 as submitted.*

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

Old Business: None

New Business

Review & Action – Ms. Johnson asked that a per diem rate of \$55 per meeting be established for a Recording Secretary for the Township Board of Trustees meeting. Any monies earned over \$600 is subject to payroll tax. She requested that Ms. Barb Siok be asked to fill this role. Discussion ensued.

Moved by Ms. Johnson and seconded by Ms. Siska to establish a per diem rate of \$55.00 for recording secretaries for the Township Board of Trustees' Meetings, Planning Commission Meetings and Zoning Board of Appeals Meetings.

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

Moved by Mr. Smith and seconded by Ms. Siska to allow the Township Clerk to approach Ms. Barb Siok to determine if she would accept the appointment of Recording Secretary for the Pentwater Township Board of Trustees. Voice vote. Motion carried.

Review & Action – Mr. Smith requested that the hourly rate for the Secretary of the Board of Review be upgraded to \$15.01.

Moved by Mr. Smith and seconded by Ms. Siska to upgrade the Board of Review Secretary's hourly rate from \$14.30 to \$15.01 effective March 6, 2018.

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

Public Comments – Mr. Gustafson reminded the Trustees that the Board of Commissioners meet the 2nd and 4th Thursdays of each month with Committee Meetings beginning at 9:00 a.m. with the Regular Meeting immediately following at 11:30 a.m.

Mr. Carr indicated that he represents the entire County as a member of the Oceana County Road Commission.

Mr. Cluchey, Fire Chief, stated that he did a burn on behalf of the Township at its Transfer Station. He charged the fuel costs to the Cemetery account at Pentwater Convenience Center as the Township does not have an account there.

Other Items from Members – None

Adjournment – *Moved by Mr. Ruggles and seconded by Mr. Flynn to adjourn the meeting at 7:35 p.m. Voice vote. Motion carried.*

Next Meeting – The next Regular Meeting will be held on Wednesday, February 14, 2018 at 7:00 p.m.

Respectfully submitted,

Sue Ann Johnson, Clerk

Date