

MINUTES

Pentwater Township Board

Regular Meeting of July 12, 2017

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

Members Absent: None

Others Present: Keith Edwards, Zoning Administrator; and, Dean Gustafson, Oceana County Commissioner (*arrived at 7:11 p.m.*)

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 amended to include Mr. Ruggles request to discuss a concern at the Transfer Station.

Review & Action: Minutes of Regular Meeting of June 14, 2017 – The Minutes of the Meeting of June 14, 2017 were unanimously approved as submitted.

Public Comments on Agenda Items – None

Supervisor's Report – None

Clerk's Report – Ms. Johnson indicated that with respect to the Cemetery, the trickle irrigation project will begin next week and she has reached out to Ryan's Lawn Care for an estimated on landscaping the recently excavated site in Block 15.

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

Staff Reports

- a) **Zoning Administrator** – Mr. Edward's report was received and placed on file. A public hearing will be held in August to discuss zoning ordinance amendments. Also, the Village Zoning Ordinance and Township Zoning Ordinance will most likely become two separate documents. He will be recommending to the Village that they use the same legal consultant as the township does with respect to zoning questions/issues/concerns.

He noticed that six sheds have been constructed in Madison Ridge without permits. He has notified the property owners about this.

- b) **Assessor's Report** – Ms. Johnson's report was received and placed on file.
c) **Cemetery Sexton** – Mr. Bailey's report was received and placed on file.

Transfer Station Attendant – Mr. Smith related that for the two days of July 5 and July 8 approximately \$679 was taken in and 204 customers visited the site. This is the highest number to date.

Committee/Department Reports

- a) **Planning Commission** – None
- b) **Fire Department** – The monthly agendas and minutes were received and placed on file.
- c) **Library Board** – The Library agenda, minutes and financial information were received and placed on file.
- d) **Pentwater Lake Improvement Board (PLIB)** – Ms. Johnson reported that PLM Lake & Land Management Corporation treated Pentwater Lake on June 13, 2017 at a cost of \$12,024.25.
- e) **Road Committee** – Mr. Smith related that work has begun on Lakeview Drive.

Review & Action: Payment of Bills

- a) **Township** - *Moved by Mr. Ruggles and seconded by Ms. Johnson to approve the Township bills in the amount of **\$26,716.00** which represents prepaids of \$22,286.53 and To Be Paid of \$4,429.47 for the period June 15 – July 12, 2017 as submitted.*

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

- b) **Cemetery** – *Moved by Ms. Johnson and seconded by Ms. Siska to approve the Cemetery bills in the amount of **\$2,013.40** which represents prepaids of \$1,705.80 and To Be Paid of \$262.60 for the period June 15 – July 12, 2017 as submitted.*

Roll call vote: Johnson, yes; Siska, yes; Ruggles, yes; Smith, yes; and, Flynn, 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 **\$4,841.22** which represents prepaids of \$509.56 and To Be Paid of \$4,331.66 for the period June 15 – July 12, 2017 as submitted.*

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

Old Business: Review & Action – None

New Business: Review & Action – Mr. Smith requested consideration of a proposal for material and labor to erect fences around two water wells in the Cemetery. Block 15 would have a 4-foot fence and Block 20 would have a 5-foot fence.

Moved by Mr. Smith and seconded by Mr. Flynn to accept the proposal from Ramon Martinez in the amount of \$1,700 for material (\$1,100) and labor (\$600) to erect fences around two water wells located in Block 15 and Block 20 of the Pentwater Cemetery. Further, the cost of the materials will be paid immediately to Mr. Martinez. The labor costs will be paid upon successful completion of the project.

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

Review & Action – Ms. Johnson requested consideration of amending the Cemetery Ordinance to reflect that Lots in Cremain Blocks 21, 23 and 25 are two-space cremain lots.

Moved by Ms. Johnson and seconded by Ms. Siska to amend the Cemetery Ordinance to reflect that all Cremain Lots in Blocks 21, 23 and 25 are two space cremain lots. Voice vote.

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

Review & Action – Ms. Johnson requested consideration of the fee for engraving bricks onsite at the Pentwater Cemetery Scatter Garden of \$135.00 per brick. The fee is if there are 3 or more bricks to engrave and the timeframe is 60 – 90 days. If there are not 3 or more bricks to engrave, one can pay an additional fee directly to the engraving company for a "Rush" order. The onsite engraving company is Patton Monument of Comstock Park, Michigan. The Scatter Garden brochure will include the normal cost of engraving and that a Rush order may be available but the customer would have to pay the additional cost.

Moved by Ms. Johnson and seconded by Ms. Siska to establish the rate of \$135.00 per brick with onsite engraving at the Pentwater Cemetery Scatter Garden.

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

Review & Action – Ms. Johnson requested that the Cemetery Fee Schedule be amended to reflect a correction to the fee charged to non-property taxpayers for cremain lots. The amount was incorrectly listed as \$300 per cremain lot and it should be \$1,300.

Moved by Ms. Johnson and second by Ms. Siska to amend the Pentwater Cemetery Fee Schedule with the correction that the fee for Cremain Lots sold to non-township property taxpayers is \$1,300 per space and not \$300 per space.

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

Review & Action – Mr. Smith requested consideration of the purchase and installation of a new Dell PowerEdge T 130 Server.

Moved by Mr. Ruggles and seconded by Ms. Siska to purchase one (1) Dell PowerEdge T130 Server in the amount not to exceed \$1,400.00. In addition, STS Computers of Ludington will transfer the data from the current server to the new server which includes the BS&A Program as well as the Cemetery Pontem Program in an amount not to exceed \$800.00 (8 hours at \$50/hour).

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

Ms. Johnson noted that there was an error in the motion. The 8 hours at \$50/hour computes to \$400, not \$800; however, the correct number of hours of labor should read (16 hours at \$50/hour).

Moved by Mr. Ruggles and seconded by Ms. Siska to rescind the above motion.

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

Moved by Mr. Ruggles and seconded by Ms. Siska to purchase one (1) Dell PowerEdge T130 Server in the amount not to exceed \$1,400.00. In addition, STS Computers of Ludington will transfer the data from the current server to the new server which includes the BS&A Program as well as the Cemetery Pontem Program in an amount not to exceed \$800.00 (16 hours at \$50/hour).

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

Public Comments – Mr. Gustafson said that the County Board is busy as is typical for both County and local governments. The EMS Department is working to provide emergency medical service to the east side of the County as Pro-Med no longer provides service to that area. Also, the road at Cedar Point Park was repaired and is owned by the Oceana County Road Commission.

Other Items from Members - None

Adjournment – *Moved by Mr. Flynn and seconded by Ms. Siska to adjourn the meeting at 7:57 p.m. Voice vote. Motion carried.*

Next Meeting – The next Regular Meeting of the Pentwater Township Board of Trustees will be on Wednesday, August 9, 2017 at 7:00 p.m.

Respectfully submitted,

Sue Ann Johnson, Clerk

Date

Approved