

<p style="text-align: center;"> PENTWATER TOWNSHIP BOARD PENTWATER COMMUNITY HALL 500 N. HANCOCK STREET, PENTWATER, MI 49449 <i>APPROVED Minutes</i> 13 April 2022 ZOOM Available for Audience </p>	
<p>Supervisor Cavazos called the meeting to order at 6:00 PM</p> <p>Members Present: Douglas, Holub, Cavazos, Murphy</p> <p>Members Absent: Flynn</p> <p>Staff Present: Glenn Beavis - Recording Secretary, Keith Edwards – Zoning Administrator, Jonathan Hughart – Fire Chief</p> <p>Others Present: Ron Christians- Oceana County Commissioner, Jean Russell, Paula DeGregorio, Joan Lundborg, Robert Young, Al Borosky, Karl Shrump, Jeff Hodges – Village President</p> <p>Present via Zoom: Amy LaBarge, Cathy Crumb, David Spitler, Barb Siok, Chris Conroy, Ted Cushna</p>	<p>CALL TO ORDER</p> <p>ROLL CALL</p>
<p>Moved by Douglas and seconded by Holub to accept the Consent Agenda as follows:</p> <ul style="list-style-type: none"> • Prior Meeting Minutes of March 9 & 23, 2022 • Fiscal Year End Reports 4/1/2021 thru 3/31/2022 • New Fiscal YTD Financial Reports 4/1/22 thru 4/13/22 • Claims/Bills for the period March 9th – April 13th as follows: <ul style="list-style-type: none"> ○ Township - \$34,514 ○ Cemetery - \$2,386 ○ Fire - \$62,557 ○ Road - \$0 <p>Roll call vote: Ayes: All Nays: None Motion carried</p>	<p>CONSENT AGENDA</p> <p>Review & Action</p>
<p>Moved by Murphy, and seconded by Douglas to accept the agenda with revisions as noted</p> <p>Voice Vote: Motion carried</p>	<p>MEETING AGENDA</p> <p>Agenda amended to include New Business items to discuss cemetery wall collapse & proposed sale of old fire truck.</p>

<p>Amy LaBarge, participating via Zoom indicated that audio wasn't as good as usual. This was resolved at meeting. Thanks Amy!.</p>	<p>PUBLIC COMMENTS ON AGENDA</p>
<p>Ms. Cavazos related the following:</p> <ul style="list-style-type: none"> • May 14, 12:00 – 4:00 Cemetery Cleanup: Daughters of American Revolution & Pentwater Service Club. All welcome to join in. • Transfer Station open. Free Days June 18 & October 1st. • Dock at 90 degree bend on W. Longbridge Road requires repair and will be taken care of by Pentwater Lake Association • Township usage of Village owned Park Place. An intergovernmental agreement will be drawn up to allow for usage by township residents in lieu of Village planned annual charge of \$45 per person. Usage by township residents for events such as Book Club, Mahjong, etc. will also be allowed under this agreement. Bookings for weddings and other special events will not be covered by this agreement. Ms. Cavazos will take point on this effort. • Ms. Cavazos will be attending Michigan Township Association's State Conference April 26 thru 28. • Planning to meet with contractors regarding parking lot needs in front and rear of building. 	<p>SUPERVISOR'S REPORT</p>
<p>This month marks the beginning of our new fiscal year. The Board approved budget for FY2022-23, as uploaded into BS&A, is included in your packets for reference.</p> <p>The Transfer Station opened April 1st and we've had 64 customers & taken in \$358 to date.</p> <p>The Cemetery opened April 1st and we've had 1 burial prior to this meeting, and another 10 are scheduled.</p> <p>We received an Auto Insurance refund in the amount of \$400 and have rolled this income into the Cemetery Budget.</p> <p>For the upcoming May 3rd Special Election, 165 ballots have been sent out, and 84 have been returned as of April 8.</p> <p>Glenn & I both participated in an Election Official Accreditation class sponsored by the Michigan Board of Elections and successfully passed our Accreditation Exams this past weekend.</p> <p>Reminder that the Township Offices will be closed on Election Day, May 3rd except for the Clerk's office</p>	<p>CLERK'S REPORT</p>
<p>Ms. Douglas related the following:</p> <ul style="list-style-type: none"> • Will work with Fire Department leadership regarding future investing of funds into new Michigan CLASS account 	<p>TREASURER'S REPORT</p>

<ul style="list-style-type: none"> • Master Plan savings to be closed with funds to be moved to General Fund Checking where it will be used GIS software approved at last Board meeting. • Working towards 25% Fund Balance Policy goal as outlined • Tax settlement complete • Ms. Douglas & Ms. McKinney will be participating in upcoming Michigan Municipal Treasurer’s Assn. training in April. • Ms. Douglas & Ms. Cavazos will also be participating upcoming Asset Management Training program via Zoom. 	
<p>The following reports were received and placed on file:</p> <ul style="list-style-type: none"> • Library, Fire Department, Recreation <p>Library board Secretary Lundborg reported that they are working on Five Year Plan and Summer Reading Program.</p> <p>Fire Chief Jonathan Hughart noted that the new fire truck has arrived and is now in service. The crew has spent 70+ hours of training on this new equipment. A new member has also joined the department. Chief Hughart also indicated that there will be a Fire House Open House on Saturday, May 21 at noon. The old fire truck will also be put up for sale pending Board approval later in this meeting.</p>	<p>OTHER DEPARTMENTAL REPORTS Library, Recreation and Fire Department</p>
<p>The following reports were received and placed on file:</p> <ul style="list-style-type: none"> • Zoning, Assessor <p>Reports not provided this period:</p> <ul style="list-style-type: none"> • Cemetery (Reports for new season will begin next month) • Transfer Station (Activity noted in Clerk’s Report) 	<p>STAFF REPORTS – Zoning, Assessing, Cemetery, Transfer Station</p>
<p>Motion by Holub, and seconded by Murphy to adopt RESOLUTION #2022-10: RESOLUTION APPROVING THE CLOSURE OF CERTAIN TOWNSHIP SAVINGS FUND ACCOUNTS; THE ESTABLISHMENT OF NEW TOWNSHIP FUND BALANCE POLICY SAVINGS ACCOUNT; AND THE TRANSFER OF THE CLOSED SAVINGS ACCOUNT FUNDS INTO THE NEWLY CREATED TOWNSHIP FUND BALANCE POLICY SAVINGS ACCOUNT</p> <p>Roll call vote: YES: Douglas, Murphy, Holub, Cavazos NO: None</p> <p>Motion carries</p>	<p>NEW BUSINESS Resolution 2022-10 to close certain bank accounts and transfer funds into new “Fund Balance Policy” savings account</p>
<p>Motion by Cavazos, and seconded by Holub to approve the Sixty-Six foot wide access easement across Parcel No. 64-001-002-400-11 to provide access and frontage to Parcel No. 64-001-001-300-01 which is to be divided into proposed Parcel “A” of 16.03 Acres and create the proposed Parcel “B” to be combined with existing Parcel No. 64-001-001-300-03 for a total of 50 acres in accordance with the requirements of the Pentwater</p>	<p>NEW BUSINESS Motion to Conditionally Approve Easement across Parcel #64-001-002-400-11</p>

<p>Township Land Division Ordinance and Pentwater Township Zoning Ordinance, pursuant to the survey and legal descriptions provided by Miszewski and dated March 28, 2022. Motion is subject to three conditions noted by Zoning Administrator Edwards in his email to the Board dated 5 April 2022 and included elsewhere in this packet.</p> <p>Roll call vote: YES: Douglas, Murphy, Holub, Cavazos NO: None</p> <p>Motion carries</p>	
<p>Motion by Cavazos, and seconded by Murphy to designate June 18, 2022 & October 1, 2022 as “free days” at the Township Transfer Station.</p> <p>Roll call vote: YES: Douglas, Murphy, Holub, Cavazos NO: None</p> <p>Motion carries</p>	<p>NEW BUSINESS Approval of Transfer Station “Free” days</p>
<p>A determination of payment for the cemetery sexton work when required during times when the cemetery is typically closed. This issue came about because of a required burial during the off-season. Several clarification updates regarding primary duties and responsibilities were also made and reviewed with Sexton Bailey.</p> <p>Motion by Murphy, and seconded by Douglas to approve revised Cemetery Sexton’s job description as presented in Board packet.</p> <p>Roll call vote: YES: Douglas, Murphy, Holub, Cavazos NO: None</p> <p>Motion carries</p>	<p>NEW BUSINESS Approval of Cemetery Sexton’s Job Description</p>
<p>A tractor/front loader is needed to move brush, leaves, and other materials regularly. Purchase of a used tractor for the Transfer Station would eliminate the need to hire Ken Adams for this service.</p> <p>Moved by Douglas and seconded by Holub to authorize the Pentwater Township Supervisor to purchase one 1986 Dresser 550 Loader from Beckman Brothers, Shelby, Michigan in the amount of \$13,500.</p> <p>Roll call vote: YES: Douglas, Murphy, Holub, Cavazos NO: None</p> <p>Motion carries</p>	<p>NEW BUSINESS Purchase of Front Loader/Tractor for Transfer Station</p>
<p>A revision to the ordinance is needed to better clarify when a vault is or is not needed. Current language is not well understood by users, and the cost for a vault is quite expensive. Bottom line is that cremains placed in a non-degradable container does not need to be placed into a separate vault. Another area of confusion pertains to foundation size and costs. But rather than placing this in the ordinance, it will be noted in the</p>	<p>NEW BUSINESS Discussion: Proposed Revisions to Cemetery Ordinance</p>

<p>Cemetery Fee Schedule. A revised cemetery ordinance will be brought to the Board for review in May.</p>	
<p>Proposed plan for the property included four story building with hotel on one floor, luxury condos on top floor. Does not meet current zoning requirements. Bid required Village to build parking lot & lease for 99 years at cost of \$1. Also requested help with brownfield application.</p> <p>Motion by Cavazos, and seconded by Douglas to reject the proposed offer.</p> <p>Roll call vote: YES: Douglas, Murphy, Holub, Cavazos NO: None Motion carries</p>	<p>NEW BUSINESS Rejection of 327 S. Hancock Purchase Offer</p>
<p>Moved by Cavazos, and seconded by Douglas to waive the Township's Purchasing & Procurement policy and accept the quote from Ruggles & Son Masonry for repair of a retaining wall in Block #10. The section of wall is 4 foot high by 32 foot long. The quote is in the amount of \$9,600 with 50% down payment and final payment upon completion.</p> <p>Roll call vote: YES: Douglas, Murphy, Holub, Cavazos NO: None Motion carries</p>	<p>NEW BUSINESS Cemetery Wall Collapse & Repair</p>
<p>There is no longer a need for the old fire truck now that the new unit has been delivered and placed into service.</p> <p>Moved by Douglas and seconded by Holub to approve the selling of the 199 Ford F-350 fire truck to the Hart Fire Department. Jonathan Hughart will negotiate the price of \$10,000 for the truck with the Chief of the Hart Fire Department.</p> <p>Roll call vote: YES: Douglas, Murphy, Holub, Cavazos NO: None Motion carries</p>	<p>NEW BUSINESS Proposed Sale of Old Fire Truck</p>
<p>Three bids for a Township office generator have been previously presented and reviewed at Board meetings. Today's effort is to reach agreement on which bid to proceed with.</p> <p>Moved by Holub and seconded by Cavazos to accept the bid from Energy Solutions, LLC in Shelby, Michigan 49445 for the purchase and installation of a Generac 24kW Air-Cooled Standby Generator in the amount of \$10,367.85.</p> <p>Roll call vote:</p>	<p>UNFINISHED BUSINESS Purchase of Standby Generator for Township Office</p>

<p>YES: Douglas, Murphy, Holub, Cavazos NO: None Motion carries</p>	
<p>Jean Russell questioned whether the transfer station tractor needed to be stored indoors to which Holub replied that these vehicles are typically stored out of doors. She also questioned whether the attendant was qualified to operate this machinery to which Holub indicated he is.</p> <p>Chris Conroy asked about Township Board minutes taken in 2020 regarding the use of “unrestricted funds” as pertains to payment for road work. The Board was not clear on what she was asking and so Chris indicated she would forward documentation and asked that we review at our next board meeting. She is of the opinion that these “unrestricted funds” are somehow not being shared with the public. The Board is confident that no such hidden/unshared funds are being withheld from public view. The Board will review the materials Chris is referring to and will be prepared to speak to it at our next meeting in May.</p> <p>Dave Spitler noted that frost restrictions have been lifted. He indicated that there are 1,100 miles of road in the county, and that roughly half of them are unpaved and so requiring more frequent maintenance. Dave encourages anyone who encounters road concerns to call him or the Road Commission to pass along that information. He also indicated that their next meeting will be held April 27th at 7:00PM, and the public is welcome to join.</p> <p>Ron Christians indicated that the Oceana County Commission is contemplating the building of a new Sheriffs Department jail facility. Study is ongoing, but likely would require the need for a millage. Also a new administrator has been hired - Tracy Byard. Finally, Ron noted that Wear Township is working on an ordinance regarding licensing for marijuana establishments (specifics not given).</p>	<p>PUBLIC COMMENTS</p>
<p>None</p>	<p>OTHER ITEMS from BOARD MEMBERS</p>
<p>Moved by Douglas and seconded by Flynn to adjourn the meeting at 7:30 PM. Motion carried.</p>	<p>ADJOURNMENT</p>

Maureen Murphy, Township Clerk

Date
