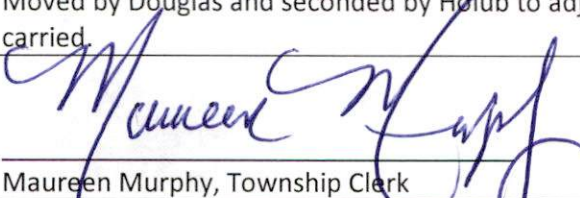


<p style="text-align: center;"> PENTWATER TOWNSHIP BOARD PENTWATER COMMUNITY HALL 500 N. HANCOCK STREET, PENTWATER, MI 49449 <i>Approved Minutes</i> 11 January 2023 ZOOM Available for Audience </p>	
<p>Supervisor Cavazos called the meeting to order at 6:00 PM</p> <p>Members Present: Cavazos, Douglas, Murphy, Holub, Flynn</p> <p>Members Absent: None</p> <p>Staff Present: Keith Edwards, Zoning Administrator, Glenn Beavis, Deputy Clerk</p> <p>Others Present: Ron Christians, Tom Roose, Lynne Roose, Valerie McHugh, Tim Beggs (County Commissioner), Dean Gustafson</p> <p>Present via Zoom: David Spitler, Cathy Crumb, Dave Bluhm</p>	<p>CALL TO ORDER</p> <p>ROLL CALL</p>
<p>Moved by Douglas and seconded by Murphy to accept the Consent Agenda as follows:</p> <ul style="list-style-type: none"> • Prior Meeting Minutes (December 14, 2022) • Correspondence: None • Budget Reports: • Claims/Bills (payroll, paid, and to be paid) for the December 15, 2022 thru January 11, 2023 as follows: <ul style="list-style-type: none"> ○ Township - \$33,518 (includes any Road Fund payroll) ○ Cemetery - \$2,300 ○ Fire - \$85 ○ Road - \$0 <p>Roll call vote: YES: Cavazos, Douglas, Murphy, Holub, Flynn NO: Motion Carried</p>	<p>CONSENT AGENDA - Review & Action</p>
<p>Moved by Holub and seconded by Flynn to accept the meeting agenda with revision to include discussion of upcoming MTA Annual Educational Conference</p> <p>Voice Vote: Motion carries</p>	<p>MEETING AGENDA</p>
<p>None</p>	<p>PUBLIC COMMENTS</p>
<p>Ms. Cavazos related the following:</p> <ul style="list-style-type: none"> • Pentwater Township Budget Workshop: <ul style="list-style-type: none"> ○ Budget Workshop will be held on Tuesday, February 21, 2023 from 10:00 AM – Noon. ○ Public welcome to attend. • Update – Sewer/Septic Transfer <ul style="list-style-type: none"> ▪ The Township has received from the Village the following legal documents: 	<p>SUPERVISOR'S REPORT</p>

<ul style="list-style-type: none"> ○ Quit Claim Deed – North System dated 11/15/2022 ○ Quit Claim Deed – South System dated 11/15/2022 ○ Bill of Sale for all pumps, pipes, life stations, equipment, fixtures and other personal property connected to the Apache Hills Subdivision Sewer System. ○ All of these documents have been registered and recorded by the Oceana County Register of Deeds. ● Special Thank You to everyone who brought holiday treats for the Pentwater Township Office staff. Such a Treat for all of us over the Christmas the New Year work weeks. 	
<p>Ms. Murphy related the following:</p> <p>End of Year Activities:</p> <ul style="list-style-type: none"> ● Working on issuance of W-2 & 1099 forms and other end of year federal and state reporting requirements <p>Cemetery:</p> <ul style="list-style-type: none"> ● Closed for the season ● Annual update of cemetery map indicating lot sales, etc. ● Preparation of annual cemetery reports for on-site records <ul style="list-style-type: none"> ○ 2023 Deed Issuance Report ○ CY 2022 Internment Report <p>MTA New Officials Training:</p> <ul style="list-style-type: none"> ● 1 day event in Lansing ● Focus on Clerks & Treasurer’s responsibilities <ul style="list-style-type: none"> ○ Learned about statutory responsibilities, vs. other non-statutory responsibilities that have befallen the Clerk’s office over the years ○ Financial Control Policies – We are conducting internal audit of existing policies to see what may be missing or in need of update: <ul style="list-style-type: none"> ▪ Investment/depository (Required) ▪ Credit Card (Required) ▪ ACH – Electronic Payment (Required) ▪ Post-audit (Required – authorizes certain payments prior to Board approval) ▪ Purchasing (Recommended) ▪ Travel & Expense (Recommended) ▪ Should be a Treasurer’s policy in place if others are accepting money on his/her behalf ● Financial Reporting & Separation of Duties (Clerk/Treasurer) <ul style="list-style-type: none"> ○ Monthly <ul style="list-style-type: none"> ▪ Accounts Payable – Clerk ▪ Cash activity by fund – Treasurer ▪ Balance sheet (best practice) – Clerk ○ Quarterly: 	<p>CLERK’S REPORT</p>

<ul style="list-style-type: none"> ▪ Revenue & Expenses – Clerk (Propose motion to approve??) ▪ Investment Report – Treasurer <p>Election Legislation & Other Legislation Impacting Townships:</p> <ul style="list-style-type: none"> • Near daily monitoring of <i>legislative changes or legislation in review</i> as communicated by the Bureau of Elections and Michigan Township Association (MTA) <p>Board of Review:</p> <ul style="list-style-type: none"> • All BOR members have been sworn in for another term <p>Michigan Department of State 2022 Election Security Grant Reimbursement Program:</p> <ul style="list-style-type: none"> • We are still awaiting \$1,500 reimbursement submitted last August <p>Protect Pentwater Harbor/Friends of Pentwater Harbor:</p> <ul style="list-style-type: none"> • Will begin reaching out to fellow West Michigan Shallow Harbor POCs next week <p>Transfer Station:</p> <ul style="list-style-type: none"> • Closed for the season 	
<p>Ms. Douglas provided bank balance report through December 31, 2022</p>	<p>TREASURER'S REPORT</p>
<p>The following reports were received and placed on file:</p> <ul style="list-style-type: none"> • Library, Fire Department, Recreation • Library Board Member Valerie McHugh advised the Board of a recent Library award as noted in the Hart Journal. She also indicated that "Friends of the Library" group has become active again, and introduced a new library feature called "Hoopla". This feature can provide library members with a wide variety of "no wait" media. 	<p>OTHER DEPARTMENTAL REPORTS Library, Recreation and Fire Department</p>
<p>The following Staff reports were received and placed on file:</p> <ul style="list-style-type: none"> • Zoning (Transfer station & cemetery are closed for the season) • Assessor is still looking to hire a Board of Review Alternate <p>Reports not provided this period:</p> <ul style="list-style-type: none"> • Assessor 	<p>STAFF REPORTS Zoning, Assessing, Cemetery, Transfer Station</p>
<p>Unfinished Business:</p> <p>a) Disposition of 327 S. Hancock Building:</p> <p>No communication has taken place with the Village regarding disposition of this building for at least 6 months. The Board is concerned about ongoing cost and risk impacts associated with shared ownership of this building and would like to get it off the books as soon as possible.</p> <p>Motion by Holub, seconded by Murphy to direct Supervisor Cavazos and Trustee Holub to re-engage with the Village and discuss several options in order of</p>	<p>UNFINISHED BUSINESS a) 327 S. Hancock</p>

<p>preference, with highest preference being to execute a quit claim deed divesting the township of any interest in the property. One option that was brought up at the meeting was the sale of the township's interest in the property to a private interest, although the legality of this was called into question. Other options discussed can be found in the Board packet under Unfinished Business.</p> <p>Roll call vote: Yeas: Holub, Murphy, Flynn, Douglas, Cavazos Nays: None Motion: Carries</p>	
<p>New Business: a) Township Board Meeting Dates for CY 2023:</p> <p>Motion by Flynn, seconded by Douglas to approve RESOLUTION 2023-01 which calls for Regular Township Board Meetings to occur on the second Wednesday of every month at 6:00p.m., and to hold those meetings at the Pentwater Community Hall located on 500 N. Hancock.</p> <p>Roll call vote: Ayes: Flynn, Douglas, Murphy, Holub, Cavazos Nays: None Motion: Carries</p>	<p>NEW BUSINESS a) RESOLUTION 2023-01: CY 2023 Township Board Meeting Dates</p>
<p>New Business: b) Renewal of "Access Agreement for Use of Park Place Community Center":</p> <p>The current agreement expires annually on March 31 unless renewed. A 60-day advance notice is required if intend to cancel at any time. Agreement will need to be re-written to revise specified dates. Current agreement is for \$7,500 and expires March 31, 2023</p> <p>Motion by Cavazos, seconded by Douglas to direct supervisor Cavazos to work with the Village to renew "Access Agreement for the Use of Park Place Community Center" in the amount of \$7,500 for the period April 1, 2023 through March 31, 2024.</p> <p>Roll call vote: Ayes: Cavazos, Douglas, Murphy, Holub, Flynn Nays: None Motion: Carries</p>	<p>NEW BUSINESS b) Park Place Access Agreement Renewal</p>
<p>New Business: c) Appointment of Deputy Supervisor:</p> <p>The job description for this roll was reviewed and approved at the December Board Meeting, but will primarily involve oversight of sewer systems, and working with Engineering firms for assistance with Apache Hills drainage issues.</p> <p>Motion by Holub, seconded by Douglas to appoint Keith Edwards as part-time Deputy Supervisor effective immediately.</p> <p>Roll call vote:</p>	<p>NEW BUSINESS c) Appointment of Deputy Supervisor</p>

<p>Ayes: Holub, Douglas, Murphy, Flynn, Cavazos Nays: None Motion: Carries</p>	
<p>New Business: d) MTA Annual Educational Conference</p> <p>Motion by Douglas, seconded by Holub to approve Board and staff member attendance to all or portions of April MTA Educational Conference as individually appropriate.</p> <p>Roll call vote: Yeas: Douglas, Holub, Cavazos, Murphy, Flynn Nays: None Motion: Carries</p>	<p>NEW BUSINESS d) MTA Annual Educational Conference</p>
<p>Tim Beggs, recently re-elected representative on the Oceana County Board of Commissioners introduced himself to Board members. He will soon learn which committees he will be appointed to and invited members to reach out to him if needed.</p> <p>David Spitler, County Road Commission announced his assignments to Personnel, Finance, and Parks & Recreation committees. He invites members to call anytime with comments or questions.</p> <p>David Bluhm spoke of recurring channel dredging issue and his efforts working with "Channel First" committee. He also noted ACOE full depth channel dredging planned for sometime this spring. Hoping to get a meeting John Molinar & coalition of nine communities to try and get legislative action. He also advocated for marketing of 327 S. Hancock building.</p> <p>Dean Gustafson considers 327 S. Hancock a valuable asset to both the village and township, and encouraged the Board to continue to work the issue to a closure that is beneficial to all.</p>	<p>PUBLIC COMMENTS</p>
<p>The Township Office will be Closed, Monday, January 16th in recognition of Martin Luther King Jr holiday.</p>	<p>OTHER ITEMS from BOARD MEMBERS</p>
<p>Moved by Douglas and seconded by Holub to adjourn the meeting at 6:58 PM. Motion carried.</p>	<p>ADJOURNMENT</p>
<p> Maureen Murphy, Township Clerk</p>	<p><u>2-14-23</u> Date</p>