

MINUTES

Pentwater Township Board

Regular Meeting of September 11, 2013

Members Present: Smith, Flynn, Siska, Holub, Ruggles

Members Absent: None

Others Present: Paula DeGregario, Damon Crumb, Amanda Dodge – Oceana Herald Journal, Terry Cluchey – PFD, Jean Russell, Bob & Sylvia Shrauger, Earl Raczkowski – Transfer Station Attendant

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 delete the following item: VII a.

Review & Action: Minutes of Regular Meeting of August 14, 2013 – The Minutes of the Meeting of August 14, 2013 were unanimously approved as submitted.

Public Comments on Agenda Items - None

Supervisor's Report

- a. **Inquiry Regarding Purchase of Land Adjacent to Cemetery** – Supervisor Smith referred members to a communication from Wickstra Realty regarding the Township's interest in acquiring a 17-acre parcel of land immediately east of the Cemetery. He stated that another adjoining property owner has made an offer on the subject property, however it has not been accepted to date. Supervisor Smith said that he had contacted the realtor representing the owner and inquired if the property owner would be interested in donating the parcel to the Township. He suggested that any action on this item be postponed until he receives a response from the realtor if no other monetary offers are received.

Clerk's Report – The Clerk reported that the website was nearly final and that it is anticipated that the new website would go "live" the week of September 16th.

Treasurer's Report – The Treasurer's report was received and filed. The Treasurer referred members to a new report that was created to provide members with a complete accounting of monthly receipts and expenditures of Township funds including the Cemetery and Fire Department.

Staff Reports

- a. **Zoning Administrator** – The Zoning Administrator's report was received and filed.
- b. **Assessor's Report** – The Assessor's report was received and filed.
- c. **Cemetery Sexton** – The Cemetery Sexton's report was received and filed.
- d. **Transfer Site Attendant** – The Transfer Site Attendant's report was received and filed.

Committee/Department Reports

- a. **Planning Commission** – The Planning Commission minutes from its June 11, 2013 meeting were received and filed.
- b. **Cemetery Advisory Committee** – Chairman Crumb reported that there was no meeting of the Committee since the last Board meeting however, Mr. Crumb stated that the Subcommittee working on the Landscape Design Plan for the cemetery had met earlier that day and reviewed two proposed plans. He also said that the Subcommittee working on the Cemetery Ordinance had completed an amended draft of the Ordinance and would be presenting its recommendations to the Committee at its next meeting on September 18th.
- c. **Fire Department** – Fire Department report was received and filed. Chief Cluchey stated that the Bylaws for the Department would be presented to the Board at its next meeting for review and approval.
- d. **Library** – Library report was received and filed.
- e. **Pentwater Lake Improvement Board** – No report
- f. **Road Committee** – Member Flynn stated that the next meeting of the Road Committee would be on September 19th at 7:00 p.m.

Review & Action: Invoices

- a. **Township** - A motion was made by Smith and seconded by Flynn that the Township bills in the amount of \$1,642.70 be approved as submitted. The motion was unanimously approved by roll call vote.

- b. **Cemetery** – A motion was made by Ruggles and seconded by Siska that the Cemetery bills in the amount of \$3,466.61 be approved as submitted. The motion was unanimously approved by roll call vote.
- c. **Fire Department** – A motion was made by Ruggles and seconded by Smith that Fire Department bills in the amount of \$6,839.37 be approved as submitted. The motion was unanimously approved by roll call vote.

Old Business - None

New Business

- a. **Review & Action: Award of Bid for Construction and Installation of a New Gate at the North Cemetery Entrance** – Mr. Holub stated that replacement of the gate at the north cemetery entrance had been recommended and approved in the Cemetery Advisory Committee’s capital improvement program (CIP) for this year. He said that he solicited bids from the same two vendors previously contacted last year. A motion was made by Holub and seconded by Flynn to award the bid for replacement of the gate to the north entrance of the cemetery to Paul O’Grady in the amount of \$2,355.00 in accordance with the subject proposal. The motion was unanimously approved by roll call vote.
- b. **Review & Action: Award of Bid for Replacement of Trees at the Cemetery** – Mr. Holub stated that the replacement of some eight trees at the cemetery was also included in the Cemetery Advisory Committee’s capital improvement program for this year. Mr. Holub said that he had solicited two quotes for replacement of the subject trees. A motion was made by Smith and seconded by Ruggles to award the bid for replacement of eight trees in the cemetery to Ryan’s Lawn Care in the amount of \$2,400 in accordance with the subject proposal. The motion was unanimously approved by roll call vote.
- c. **Review & Action: Resolution to Approve the Extension of the Intergovernmental Agreement with the Village for the Pentwater Fire Department** – Mr. Smith stated that the Township and Village had previously entered into an Agreement for the operation of the Pentwater Fire Department in 2008 for a period of five years. He said that the subject Agreement expires on December 1st of this year. Mr. Smith stated that Section 14.1 of the Agreement provides that the Agreement may be extended by both parties. A motion was made by Smith and seconded by Holub to approve a resolution to “Approve the Extension of the Intergovernmental Agreement for the Pentwater Fire Department.” The motion was unanimously approved by roll call vote.
- d. **Review & Action: Request from Pentwater Fire Department for Reimbursement of Expenses to Burn Brush at the Township Transfer Station** – Mr. Smith referred members to a communication

from the Pentwater Fire Department regarding a request to receive reimbursement for costs incurred in periodic burning of brush at the Transfer Station. It was stated that the Fire Department usually burns brush three-four times per year. The subject reimbursement would cover personnel and fuel costs. A motion was made by Holub and seconded by Siska to approve reimbursement of expenses to burn brush at the Transfer Station by the Pentwater Fire Department at a cost not to exceed \$200.00 per event. The motion was unanimously approved by roll call vote.

- e. Review & Action: Award of Bid for Fall and Spring Cleanup at the Cemetery** – Mr. Holub stated that he had requested a bid for fall and spring cleanup from Ryan's Lawn Care. He said that Ryan's has been the regular vendor for this service for many years. Mr. Holub stated that the current bid amount reflects an increase of \$200 for each seasonal cleanup from the 2011-12 and 2012-13 bid amount. A motion was made by Smith and seconded by Siska to award the bid for fall 2013 and spring 2014 cleanup at the cemetery to Ryan's Lawn Care in the amount of \$3,000.00 and \$1,650.00 respectively. The motion was unanimously approved by roll call vote.

Public Comments

Bob & Sylvia Shrauger, 6152 Longbridge Road – addressed the Board and expressed concern regarding the pedestrian and bicycle traffic along Longbridge Road, particularly during the months of June, July and August. They distributed a handout with some statistics documenting their concern for safety along the subject roadway. Mr. & Mrs. Shrauger encouraged the Board to actively pursue some type of bike/walk way and/or paved shoulder that would enhance safety for both pedestrian, non-motorized and motorized traffic along one side of Longbridge Road. Mr. Smith, in response, stated that he had recently contacted Randy Hepworth for a cost estimate to conduct a survey of the non-lake side of Longbridge Road. He said that determining the location of the actual roadway and right-of-way is primary to the installation/construction of any non-motorized trail/path adjacent to the roadway.

Adjournment – A motion was made by Siska and seconded by Flynn to adjourn the meeting at 8:12 p.m. The motion was unanimously approved by voice vote.

Next Meeting – The next regular meeting of the Pentwater Township Board of Trustees will be on Wednesday, October 9, 2013 at 7:00 p.m.

Respectfully submitted,

Dean Holub, Clerk
Pentwater Township

Date