

MINUTES

Pentwater Township Board

Regular Meeting of April 10, 2013

Members Present: Smith, Flynn, Siska, Holub

Members Absent: Ruggles

Others Present: Rich Johnson, Zoning Administrator, Damon Crumb, David & Vicki Johnson, Terry Cluchey, Helen Henry

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 with the addition of Item XV. c. regarding the addition of an employee for the Free Day at the Transfer Station.

Review & Action: Minutes of Regular Meeting of March 13, 2013 – The Minutes of the Meeting of March 13, 2013 were unanimously approved as submitted.

Supervisor's Report

Supervisor Smith reported that the Township's grant application from the Michigan Natural Resources Trust Fund for the fishing deck had been approved and that it was awaiting final authorization by the Department of Technology, Management and Budget's Administrative Board. He stated that once that is completed, the Township will receive a Grant Agreement for execution. He said that if all goes well, he anticipates that construction could begin in late summer or early fall.

Clerk's Report – No Report

Treasurer's Report - Treasurer's report was received and filed. Treasurer Siska inquired as to the desirability of having the Transfer Station Attendant and Cemetery Sexton attend the monthly Board meetings in order to update the members on activities at each respective facility. After discussion, it was the consensus of those members present that the Supervisor should contact both individuals and request their presence at future Board meetings during the months of operation of the cemetery and transfer station.

Zoning Administrator's Report – Zoning Administrator Johnson reported one zoning permit was issued for the period.

Assessor's Report – Ms. Johnson read her Annual Report for 2012 which was received and filed. Ms. Johnson stated that the Board of Review had concluded its activities last month and that petitions were down in comparison to the previous year.

Committee/Department Reports

- a. Planning Commission – The Planning Commission met the evening before and continued its discussion of outdoor furnaces. The Minutes of the December 11, 2012 Pentwater Township Planning Commission were received and filed.
- b. Cemetery Advisory Committee – Clerk Holub stated that the Cemetery Advisory Committee had met and initiated discussion regarding the preparation of its annual capital improvement program for the cemetery. He said that the Committee would be meeting again and formalize its recommendations for Board consideration in May. He also stated that the cemetery is now open.
- c. Fire Department – Chief Cluchey stated that the Fire Board recently held its election of officers. He said that Michael Moore had been elected Assistant Fire Chief, Jen Moore, Secretary, and Paul Smith as Caretaker and requested that the Township Board take respective action on the elections pursuant to the Fire Department Bylaws.
A motion was made by Smith, seconded by Holub to approve Michael Moore as Assistant Fire Chief. The motion carried 3-1 by voice vote. A motion was made by Smith and seconded by Siska to approve Jen Moore as Secretary and Paul Smith as Caretaker. The motion was unanimously approved by voice vote.
- d. Library – Library report was received and filed.
- e. Pentwater Lake Improvement Board – No meeting
- f. Road Committee – Member Flynn stated that the Township Road Committee would be meeting in May. Clerk Holub reported that he had met with our Oceana County Road Commission representative Mike Seibert and discussed the improvement of Longbridge Road which was identified as the Road Committee's number road segment for upgrading. He said that Mr. Seibert would be assembling a cost estimate for improvements.

Review & Action: Invoices

- a. **Township** - A motion was made by Siska and seconded by Smith that the Township bills in the amount of \$1,511.00 be approved as submitted. The motion was unanimously approved by roll call vote.
- b. **Cemetery** – A motion was made by Siska and seconded by Flynn that the Cemetery bill in the amount of \$125.00 be approved as submitted. The motion was unanimously approved by roll call vote.
- c. **Fire Department** – A motion was made by Holub and seconded by Flynn that Fire Department bills in the amount of \$3,676.33 be approved as submitted. The motion was unanimously approved by roll call vote.

Old Business - None

New Business

- a. **Review & Action: Contract with Manistee, Mason & Oceana Conservation Districts for Household Hazardous Waste Services –**
A motion was made by Holub and seconded by Siska that the Supervisor be authorized to execute a contract by and between the Township and the Manistee, Mason & Oceana Conservation Districts for Household Hazardous Waste Services. The motion was unanimously approved by roll call vote.
- b. **Review & Action: Proposed RFP for Website Design -**
A motion was made by Smith and seconded by Siska to approve the proposed RFP for Website Design for a new Township website as submitted. The motion was unanimously approved by voice vote. After further discussion, a motion was made by Smith and seconded by Siska to approve disseminating the subject RFP to previously identified website designers within a 150 mile radius as well as advertising on the Michigan Townships' website. The motion was unanimously approved by voice vote.
- c. **Review & Action: Addition of Employee at the Township Transfer Site for the Free Day –** A motion was made by Smith and seconded by Siska to add Ramon Martinez as a Transfer Site Attendant for the Free Dump Day on Saturday, June 1, 2013. The motion was unanimously approved by voice vote.

Public Comments - None

Other Items from Board Members – Member Flynn stated that the water level at the boat launch was significantly low and its potential affect on installation of the boat ramp.

Adjournment – A motion was made by Siska and seconded by Flynn to adjourn the meeting at 7:40 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, May 8, 2013 at 7:00 p.m.

Respectfully submitted,

Dean Holub, Clerk
Pentwater Township

Date