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 approved as submitted by unanimous consent.

Review & Action: Minutes of Regular Meeting of June 8, 2016 – The Minutes of the regular Meeting of June 8, 2016 were approved as submitted by unanimous consent.

Review & Action: Minutes of Special Meeting of June 23, 2016 – The Minutes of the special Meeting of June 23, 2016 were approved as submitted by unanimous consent.

Review & Action: Minutes of Special Meeting of July 6, 2016 – The Minutes of the special Meeting of July 6, 2016 were approved as submitted by unanimous consent.

Public Comments on Agenda Items –
Carol McVicker, 6616 Bryant Avenue, stated that people have been camping on two vacant lots in the Pentwater Woods subdivision. She expressed concern that their neighborhood was becoming a campground as well as the fact that there are no sanitary facilities on either of the properties.

Bob Hill, 6265 Wolf Road, said that there are restrictive covenants for the Plat of Pentwater Woods. He reiterated Mrs. McVicker’s statements and concerns.

Supervisor’s Report –
a. **Lance Corey** – Oceana County Emergency Ambulance Service Director addressed the Board regarding the agency’s proposed millage renewal on the August 2\(^{nd}\) ballot.

b. **Review & Action: Invoices for Township Road Work by the Oceana County Road Commission** – Supervisor Smith referred members to several invoices from the Oceana County Road Commission in the total amount of $3,159 for road work on 56\(^{th}\) Avenue, Orange Street and several roads within the Pythian Park subdivision. He said that the invoices were solely for the placement of additional gravel on those roadways. Following discussion, a motion was made by Siska and seconded by Flynn to approve payment of the subject invoices from the Oceana County Road Commission in the total amount of $3,159 for township road improvements. The motion was approved by roll call vote.

**Clerk’s Report** – The Clerk stated that his office was in the process of filling absentee ballots for the August 2\(^{nd}\) Primary election.

**Treasurer’s Report** – The Treasurer stated that the new auditors were in and completed their on-site work. The Treasurer’s report was received and filed.

**Staff Reports**

a. **Zoning Administrator** – Mr. Edwards presented his report for the month of June. He then referred members to a separate memorandum to the Board regarding the issue of camping in residential areas. He said that the Township has a history of permitting camping of all types on residential properties subject to obtaining a camping permit from the Township offices. He said that the issue has been highlighted in the last year since people are camping on vacant land with no sanitary facilities as mentioned by previous speakers. He stated that camping has been permitted pursuant to Section 3.19 of the Zoning Ordinance, while his interpretation of the subject section is intended to limit camping to parcels of land currently occupied by a home or residence with sanitary facilities. Mr. Edwards said that the matter had recently been discussed by the Zoning Committee which had identified several pros and cons. In conclusion he stated that the Township could pursue several options including the adoption of a general ordinance regulating the practice.

There was general discussion regarding the issue of allowing camping on vacant land. Following the discussion, a motion was made by Holub and
seconded by Ruggles to refer the issue of camping on vacant land to the Planning Commission for review and recommendation and that a moratorium be placed on the issuance of any further camping permits until a recommendation from the Planning Commission is received by the Board of Trustees. The motion was unanimously approved by voice vote. It was further suggested that a letter be sent to the property owners who have recently camped on vacant property notifying them of the subject moratorium.

b. **Assessor’s Report** – The Assessor’s report was received and filed.

c. **Cemetery Sexton** – No Report

d. **Transfer Site Attendant** – The Transfer Site Attendant’s report was received and filed.

**Committee/Department Reports**

a. **Planning Commission** – Mr. Edwards stated that the Planning Commission had reviewed and approved several changes to its Bylaws. He reviewed the amendments for the Board. Following discussion, a motion was made by Holub and seconded by Ruggles to approve the Planning Commission’s Bylaws dated June 14th, as amended. The motion was unanimously approved by voice vote. Mr. Edwards said that Dave Spitler had recently been elected as Chair of the Planning Commission, while Paula DeGregorio was elected as Vice-Chair and Myrna Carlin as Secretary.

b. **Cemetery Advisory Committee** – Mr. Holub stated that the Committee had recently met and approved final plans for the respite area in Block 20. He said that the landscape architect was finalizing the plans and bid documents. In regard to the water issue at the Cemetery previously discussed at the last meeting, an existing well, which was only supplying water to 3-4 raised water spigots, was utilized and connected to the existing underground irrigation system. According to our irrigation contractor, the system is now operating at near recommended levels. He said that the cost to utilize the existing well reduced the amount of $5,000 previously appropriated by the Board to under $2,400.

c. **Fire Department** – No Report

d. **Library** – The Library reports were received and filed.

e. **Pentwater Lake Improvement Board** – Mr. Holub stated that Pentwater Lake Improvement Board had met on June 9th and approved allocating up to $24,000 for dredging the channel.

f. **Road Committee** – No Report
Review & Action: Invoices

a. **Township** - A motion was made by Ruggles and seconded by Siska that the Township bills in the amount of $10,876.94 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 bills in the amount of $1,255.70 be approved as submitted. The motion was approved by roll call vote.

c. **Fire Department** – A motion was made by Siska and seconded by Ruggles that Fire Department bills in the amount of $8,962.88 be approved as submitted. The motion was unanimously approved by roll call vote.

Old Business - None

New Business –

a. **Review & Action: Proposal from RICOH for Document Copying and Printing Machine** – Mr. Holub referred members to a proposal from RICOH for leasing a new copy machine. He said that the lease on the current copy machine will expire in August after five years. Mr. Holub stated that the lease price per month will increase by some $50 while the service cost will decrease by some $30 per quarter. He said that the cost of overage prints, both black and white and color, will decrease by some 30%. He stated that the length of the lease will again be five years and that the new machine supports stapling. After discussion, a motion was made by Holub and seconded by Siska to approve a new five-year lease with RICOH for a document copying and printing machine, Model No. MP C3004 Essential, as contained in the “Solutions Proposal.” The motion was unanimously approved by roll call vote.

Public Comments - None

Other Items from Members – Ms. Siska said that she understood that there was no deed for the parcel of land that the Township owns in the Village and recently agreed to trade with the Village for a parcel of land it owns within the Township. She said that the cost of conducting a title search for the subject property could be very expensive. After discussion, it was the consensus that the Supervisor contact the Village Manager to examine cost sharing if necessary.

Adjournment – A motion was made by Siska and seconded by Ruggles to adjourn the meeting at 8:27 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, August 10, 2016 at 7:00 p.m.

Respectfully submitted,

____________________________________  ______________________
Dean Holub, Clerk                          Date
Pentwater Township