

MINUTES

Pentwater Township Board

Regular Meeting of March 13, 2013

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

Members Absent: None

Others Present: Rich Johnson, Zoning Administrator, Damon Crumb, Jim Ege, Terry Cluchey, Bill O'Donnell, Dan Kelly, Earl Raczkowski

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 include an additional item, "Contractor Garbage Bags - \$4.00" on the Transfer Site Fee Schedule, and the addition of Item d. under New Business regarding letters of support for the William Field Memorial Hart-Montague Trail.

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

Review & Action: Minutes of Special Budget Meeting of February 20, 2013 – The Minutes of the Special Budget Meeting of February 20, 2013 were unanimously approved as submitted.

Public Comments on Agenda Items

Mr. Dan Kelly, 5430 Tonto Road, inquired if a budget can be amended once it is adopted.

Supervisor Smith adjourned the regular meeting.

FY 2013-2014 Budget Public Hearing for the General Fund, Cemetery Fund & Fire Department

Supervisor Smith then opened the FY 2013-2014 Budget Public Hearing for the General Fund, Cemetery Fund and Fire Department.

Supervisor Smith outlined each of the proposed budgets for the respective funds. He noted that the proposed millage rates were as follows: Township Operating millage – 1.2240; Voted Fire Department millage - .9963; Voted Library millage - .8385; Voted Cemetery millage - .3500.

Supervisor Smith opened the meeting to comments from the public. There were no comments.

Supervisor Smith then closed the public hearing on the proposed FY 2013-2014 budgets for the General Fund, Cemetery Fund and Fire Department.

Reconvene Regular Meeting

Supervisor Smith reconvened the regular meeting at 7:16 p.m.

Supervisor's Report

Supervisor Smith presented his State of the Township address.

Review & Action: Proposed Line Item Amendments to the FY 2012-2013 General Fund and Cemetery Budgets – Supervisor Smith outlined proposed amendments to the General Fund budget for FY 2012-2013. A motion was made by Smith and seconded by Siska to approve the proposed amendments to the FY 2012-2013 General Fund Budget. The motion was unanimously approved by voice vote.

Supervisor Smith then outlined the proposed line item amendments to the Cemetery Fund for FY 2012-2013. A motion was made by Smith and seconded by Ruggles to approve the proposed amendments to the FY 2012-2013 Cemetery Fund Budget. The motion was unanimously approved by voice vote.

Clerk's Report - Clerk Holub reported that a draft RFP for a new/revised website for the Township had been completed and that he hoped that it would be disseminated to potential web companies in the near future.

Treasurer's Report - Treasurer's report was received and filed.

Zoning Administrator's Report – Zoning Administrator Johnson presented his annual report for 2012.

Assessor's Report – The Assessor's report was received and filed.

Committee/Department Reports

- a. Planning Commission – No report
- b. Cemetery Advisory Committee – No report
- c. Fire Department – Chief Cluchey referred members to the minutes of the Fire Board's recent meeting. He said that the Board would be finalizing its Bylaws soon.
- d. Library – Library report was received and filed.
- e. Pentwater Lake Improvement Board – No report
- f. Road Committee – Member Flynn stated that the Township Road Committee had met and prioritized its recommendations for road improvements for consideration by the Board.

Review & Action: Invoices

- a. **Township** - A motion was made by Flynn and seconded by Siska that the Township bills in the amount of \$5,429.66 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 \$1,026.08 be approved as submitted. The motion was unanimously approved by roll call vote.
- c. **Fire Department** – A motion was made by Smith and seconded by Siska that Fire Department bills in the amount of \$2,415.45 be approved as submitted. The motion was unanimously approved by roll call vote.

Old Business - None

New Business

- a. **Review & Action: FY 2013-2014 Budget Resolution for General Fund, Cemetery Fund & Fire Department** – A motion was made by Smith and seconded by Siska to approve the proposed FY 2013-2014 Budgets for the General Fund, Cemetery Fund and Fire Department as presented. The motion was unanimously approved by roll call vote.
- b. **Review & Action: FY 2013-2014 Supervisor's Annual Salary Resolution** – A motion was made by Siska and seconded by Flynn to approve the proposed FY 2013-2014 Salary for the Township Supervisor. The motion was unanimously approved by roll call vote.
- c. **Review & Action: FY 2013-2014 Clerk's Annual Salary Resolution** – A motion was made by Siska and seconded by Smith to approve the proposed FY 2013-2014 Salary for the Township Clerk. The motion was unanimously approved by roll call vote.

- d. Review & Action: FY 2013-2014 Treasurer's Annual Salary Resolution** – A motion was made by Flynn and seconded by Holub to approve the proposed FY 2013-2014 Salary for the Township Treasurer. The motion was unanimously approved by roll call vote.
- e. Review & Action: FY 2013-2014 Township Trustees Annual Per Diem Wage Resolution** – A motion was made by Siska and seconded by Flynn to approve the proposed FY 2013-2014 Per Diem Wage for the Township Trustees. The motion was unanimously approved by roll call vote.
- f. Review & Action: FY 2013-2014 Monthly Township Board Meeting Dates Resolution** – A motion was made by Smith and seconded by Siska to approve the proposed FY 2013-2014 meeting dates of the Township Board of Trustees as the second Wednesday of the month at 7:00 p.m. The motion was unanimously approved by roll call vote.
- g. Review & Action: FY 2013-2014 Pentwater Township Depositories Resolution** – A motion was made by Siska and seconded by Smith to approve the Huntington Bank, Fifth Third Bank, Shelby State Bank, West Shore Bank as Township depositories for FY 2013-2014. The motion was unanimously approved by roll call vote.
- h. Review & Action: FY 2013-2014 Authorization to Buy and Sell Property Resolution** – A motion was made by Ruggles and seconded by Siska to authorize the Township to buy or sell property for FY 2013-2014. The motion was unanimously approved by roll call vote.
- i. Review & Action: FY 2013-2014 Approval of Fee Schedule Resolution** – A motion was made by Ruggles and seconded by Flynn to approve the proposed Fee Schedules for the Clerk's Office, Zoning, and Township Transfer Site for FY 2013-2014. The motion was unanimously approved by roll call vote.
- j. Review & Action: Authorization of Treasurer to Deposit Budgeted Funds for FY 2013-2014 Resolution** – A motion was made by Smith and seconded by Siska to authorize the Township Treasurer to deposit FY 2013-2014 budgeted funds into the Township Road Fund, Sewer Land Acquisition Fund, Longbridge Fishing Deck Fund, and to issue a check to the Village of Pentwater for the Community Recreation Program for FY 2013-2014. The motion was unanimously approved by roll call vote.
- k. Review & Action: Non-Elected Employees Wages & Salaries for FY 2013-2014 Resolution** – A motion was made by Smith and seconded by Siska to approve the proposed wages and salary schedule for non-elected employees for FY 2013-2014. The motion was unanimously approved by roll call vote.
- l. Review & Action: Township Board Committee Assignments** – A motion was made by Smith and seconded by Siska to appoint the

Treasurer as the Township Board representative to the Township Planning Commission, Trustee Mike Flynn as the Township Board representative to the Township Zoning Board of Appeals, and the Clerk as the Township Board representative to the Cemetery Advisory Committee. The motion was unanimously approved by voice vote.

- m. Review & Action: Township Staff Assignments** – A motion was made by Smith and seconded by Flynn to appoint Richard Johnson as the Township Zoning Administrator and Ordinance Enforcement Officer, Earl Raczkowski as Township Transfer Site Attendant, Herb Schomberg as Township Transfer Site Assistant, Everett Horton as the Township Transfer Site assistant on scheduled Transfer Site "Free Days," Chris Bailey as the Township Cemetery Sexton, and Ramon Martinez as the Township Cemetery Sexton Assistant. The motion was unanimously approved by voice vote.
- n. Review & Action: Appointment of Township Attorney and Planning Consultant** – A motion was made by Ruggles and seconded by Siska to appoint the firm of Mika Meyers Beckett and Jones Law Firm as the Township Attorney and the firm of LSL as the Township Planning & Zoning Consultant. The motion was unanimously approved by voice vote.
- o. Review & Action: Holiday Office Closing Schedule** – A motion was made by Ruggles and seconded by Siska to close the Township Offices on the following days: New Years Eve and Day, Martin Luther King, Jr. Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and the day after, Christmas Eve and Day. Supervisor Smith stated that these days are consistent with U.S. Post Office, bank holidays and Oceana County government closings. The motion was unanimously approved by roll call vote.
- p. Review & Action: Re-Appointment of Cemetery Advisory Committee Members** – A motion was made by Smith and seconded by Holub to re-appoint Damon Crumb and Terry O'Grady to the Pentwater Township Cemetery Advisory Committee for terms commencing April 1, 2013 through March 31, 2016. The motion was unanimously approved by voice vote.
- q. Review & Action: Acceptance of Bid for Brining of Township Roads** – Supervisor Smith explained bids for brining unpaved roads in the Township which were solicited by the Oceana County Road Commission. He stated that he recommended White Truck Lines due to previous work in the Township, even though the company was not low bid. A motion was made by Smith and seconded by Siska to approve the bid of White Trucking for the brining of unpaved road in the Township for the FY 2013-2014 in the amount of \$.145 per gallon. The motion was unanimously approved by roll call vote.
- r. Review & Action: 2013 Aerial Photography Cost-Share Proposal from Oceana County Equalization Department** – Mr. Holub stated

that the County will be conducting aerial photography for all units of government in the County and that the County and Road Commission will each contribute one-third of the cost, while the local units will assume responsibility for the other third. He said that there are two resolution options available – 6” and 12” and recommended the six (6) inch resolution. A motion was made by Holub and seconded by Siska to enter into an Agreement with Oceana County for 2013 Aerial Photography Cost-Share and appropriate up to \$1,500 for the Township’s share of purchasing aerial photography for the Township at the six (6) inch resolution. The motion was unanimously approved by roll call vote.

- s. Review & Action: Request for Letters of Support for Improvement of William Field Memorial Hart-Montague Trail** – A motion was made by Siska and seconded by Flynn to authorize the Township Supervisor to draft letters of support for grant assistance to the MDNR and Oceana County Administrator for the reconstruction of the William Field Memorial Hart-Montague Trail. The motion was unanimously approved by voice vote.

Public Comments – Mr. Bill O’Donnell inquired as to the proposed 2013-2014 General Fund budget in regard to the Deputy Clerk and Treasurer allocations.

Other Items from Board Members - None

Adjournment – A motion was made by Smith and seconded by Siska to adjourn the meeting at 8:00 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, April 10, 2013 at 7:00 p.m.

Respectfully submitted,

Dean Holub, Clerk

Date