

MINUTES

Pentwater Township Board

Regular Meeting of May 8, 2013

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

Members Absent: None

Others Present: Rich Johnson - Zoning Administrator, Helen Henry, Earl Raczkowski – Transfer Station Attendant, Bill O'Donnell, Paula DeGregario, Chris Bailey – Cemetery Sexton, Ron Christians, Amanda Dodge – Oceana Herald Journal

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 deletion of Item VII. d.

Review & Action: Minutes of Regular Meeting of April 10, 2013 – The Minutes of the Meeting of April 10, 2013 were unanimously approved as submitted.

Supervisor's Report

a. **Resignation of Planning Commission Member** – Supervisor Smith referred members to a letter of resignation from Planning Commission member Sarah Wickham due to relocation outside the Township. A motion was made by Member Holub and seconded by Member Siska to accept the resignation of Sarah Wickham from the Planning Commission. The motion was unanimously approved by voice vote.

b. Supervisor Smith stated that students from the National Honor Society at Pentwater School would be placing flags on veteran's graves on Tuesday, May 14, 2013 at 1:30 p.m. at the cemetery. Rain date is Wednesday, May 15th at the same time.

c. Supervisor Smith mentioned that the Township and Village of Pentwater would be hosting joint training sessions for both of its Zoning Board of Appeals and Planning Commissions on Wednesday, May 15th and Thursday, May 30th respectively at 7:00 p.m. in the Community Room.

Clerk's Report – Clerk Holub informed the Board that a total of seven (7) proposals were received in response to the RFP for Website Design. He said that five of the seven proposals received the RFP directly, while the other two were the result of the Township's ad on the Michigan Township Association's website. He requested the assistance of one other Board member to help screen the proposals down to the best 2-3 for further consideration by the Board. Treasurer Siska volunteered to assist in the short listing process.

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

Staff Reports

a. Zoning Administrator – Zoning Administrator Johnson reported two zoning permits for new residences were issued for the period.

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

c. Cemetery Sexton – Sexton Bailey reported that he had one burial for the period and that he was busy preparing the cemetery for the Memorial Day Holiday.

d. Transfer Site Attendant – Mr. Raczkowski referred members to his printed report. He mentioned that in the future there may be a need for a security camera due to illegal dumping at the site.

Committee/Department Reports

- a. Planning Commission – No report
- b. Cemetery Advisory Committee – Clerk Holub stated that the Cemetery Advisory Committee had met and elected a new Chairperson. He said that the Committee had developed a recommended capital improvement project list and that the Board would be considering the list later in the meeting.
- c. Fire Department – Member Ruggles stated that members in the Department were attending several training sessions.
- d. Library – No report
- e. Pentwater Lake Improvement Board – Clerk Holub stated that the Lake Improvement Board had recently met and approved a contract with the Oceana County Drain Office for administration and preparation of the special assessment roll, public notices and associated activities. He mentioned that the Lake Improvement Board would be conducting a public hearing on June 26, 2013 at 7:00 p.m. for the purpose of reviewing the next five-year work program.

- f. Road Committee – Member Flynn stated that the Township Road Committee had cancelled its meeting the following evening due to a couple of members being unavailable. He said that the Committee would be approaching the Board for road improvement funds in the near future.

Review & Action: Invoices

- a. **Township** - A motion was made by Flynn and seconded by Siska that the Township bills in the amount of \$3,889.09 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 \$1,711.81 be approved as submitted. The motion was unanimously approved by roll call vote.
- c. **Fire Department** – A motion was made by Siska and seconded by Smith that Fire Department bills in the amount of \$3,897.39 be approved as submitted. The motion was unanimously approved by roll call vote.

Old Business - None

New Business

- a. **Review & Action: Proposed 2013 Capital Improvement Program for the Cemetery** – Members reviewed a recommended list of projects/improvements for the cemetery drafted by the Cemetery Advisory Committee for 2013. A motion was made by Siska and seconded by Smith to approve the proposed 2013 Capital Improvement Program for the Cemetery. The motion was unanimously approved by voice vote.
- b. **Review & Action: Proposed RFP for Landscape Design Services for the Cemetery** – Members noted that the preparation of a Landscape Design Plan for the cemetery was the second highest ranked project for the cemetery in the Cemetery Advisory Committee's CIP. There was discussion regarding the need for professional services and the need to solicit such services via a request for proposals. A motion was made by Smith and seconded by Siska to approve the proposed RFP for Landscape Design Services as presented. The motion was unanimously approved by voice vote.
- c. **Review & Action: Proposed Purchase of Signage for the Cemetery** – Smith stated that the cemetery is in need of several types of signs for block numbers, street direction, and non-drinking water. He said that he had received a very reasonable estimate for aluminum signs from a local company. A motion was made by Siska and seconded by Ruggles to approve the purchase of 34 signs from the Art D.E.N. in the amount of \$358.00. The motion was unanimously approved by roll call vote.

- d. Review & Action: Resolution for Pentwater Preschool, Inc. for Charitable Gaming License** – Smith stated that the State now requires a non-profit agency to have charitable gaming license to sell raffle tickets for fundraisers and other types of events. He presented a resolution recognizing the agency as a nonprofit organization operating in the community. A motion was made by Smith and seconded by Holub to approve a Local Governing Body resolution for Charitable Gaming Licenses. The motion carried by roll call vote of 4-0 with Ruggles abstaining.
- e. Review & Action: Proposed Replacement of Office Computer Equipment** – Smith stated that the Township had instituted a policy in 2004 to replace computer equipment in the office on a rotational basis every six (6) years. A motion was made by Siska and seconded by Smith to approve the purchase of replacement computer equipment from STS Computers for the Clerk and the server in the amount of \$3,458.00. The motion was unanimously approved by roll call vote.
- f. Review & Action: Amendment to 2012-2013 Fiscal Year General Fund Budget Line Items** – Smith explained that there was a need to amend several line items in the 2012-13 Fiscal Year General Fund Budget due to overages at year end. A motion was made by Smith and seconded by Flynn to approve the proposed amendment to the Pentwater Township 2012-2013 Fiscal Year General Fund Budget as presented. The motion was unanimously approved by voice vote.
- g. Review & Action: Grant Agreement with Michigan Natural Resources Trust Fund for Longbridge Road Fishing Deck** – Smith stated that the Township had finally received the grant from the Michigan Natural Resources Trust Fund for the Longbridge Road Fishing Deck and referred members to the grant agreement from the Michigan Department of Environmental Quality. A motion was made by Holub to approve a resolution regarding acceptance of the terms of the Development Project Agreement with the Michigan Department of Natural Resources for the Longbridge Road Fishing Deck and that the Supervisor be designated as the “Grantee’s Representative” for the Township. The motion was unanimously approved by roll call vote.

Public Comments - None

Other Items from Board Members – Smith stated that he had observed a commercial lawn/landscape service dumping yard waste at the transfer station. He inquired if a fee should be established for such commercial users. Discussion ensued and it was the consensus of the members that the item should be placed on the next meeting agenda for discussion and recommendation.

Adjournment – A motion was made by Flynn and seconded by Ruggles 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, June 12, 2013 at 7:00 p.m.

Respectfully submitted,

Dean Holub, Clerk
Pentwater Township

Date