

MINUTES

Pentwater Township Board

Regular Meeting of November 13, 2013

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

Members Absent: None

Others Present: Paula DeGregario, Damon Crumb, Terry Cluchey – PFD, Jean Russell, Rich Johnson – Zoning Administrator

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 by unanimous consent.

Review & Action: Minutes of Regular Meeting of October 9, 2013 – The Minutes of the Meeting of October 9, 2013 were approved as submitted by unanimous consent.

Review & Action: Minutes of Special Meeting of October 17, 2013 – The Minutes of the Special Meeting of October 17, 2013 were approved as submitted by unanimous consent.

Public Comments on Agenda Items - None

Supervisor's Report

a. Status Report: Longbridge Road Fishing Deck Project – Mr. Smith referred members to a communication from the MDEQ regarding its approval of the low bid of BCI for construction of the Longbridge Road Fishing Deck Project. He said that it would likely be spring of next year before actual on-site construction begins.

b. Review & Action: Resignation of Planning Commission Member – Mr. Smith referred members to a letter from Todd Mohr expressing his resignation from the Township Planning Commission. A motion was made by Smith and seconded by Siska to accept the resignation of Todd Mohr from the Township Planning Commission. The motion was unanimously approved by voice vote.

c. Review & Action: Appointment of New Planning Commission Member – Mr. Smith stated that an application from Jim Gwillim had previously been received for appointment to the Planning Commission. Members reviewed the application. A motion was made by Smith and seconded by Flynn to appoint Jim Gwillim to the Township Planning Commission to fill an unexpired term until May 31, 2015. The motion was unanimously approved by voice vote.

d. Reminder: Mr. Smith reminded members that the annual Michigan Township Association conference was in January in Traverse City. He said that if members are interested in attending, they should let him know by December 18th in order to take advantage of lower early registration rates.

Clerk's Report – The Clerk stated that the election on November 5, 2013 for renewal of the homestead property tax for the Pentwater Public Schools was approved by voters 325 to 50. He reported that the website has been averaging around 200 "hits" per day since it went live.

Treasurer's Report – Members commented that the additional report regarding actual monthly expenditures was extremely informational and appreciated.

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 and included a summary of the number of burials and sale of cemetery lots for the year.
- d. **Transfer Site Attendant** – The Transfer Site Attendant's report was received and filed and included a monthly report as well as a summary of activity for the entire year.

Committee/Department Reports

- a. **Planning Commission** – No report
- b. **Cemetery Advisory Committee** – Chairman Crumb stated that the CAC had not met recently, however it would be meeting in the near future to finalize revisions to the Cemetery Ordinance and presentation to the Board at its December meeting.
- c. **Fire Department** – Fire Department report was received and filed.
- d. **Library** – Library report was received and filed.

- e. **Pentwater Lake Improvement Board** – Mr. Holub reported that the Pentwater Lake Improvement Board met on October 24, 2013 and approved renewal of a five-year engineering contract with Progressive AE for engineering and administrative services and approval of repayment of a special assessment for the last five years on a parcel of land that was inadvertently included in the assessment district as a lakefront parcel.
- f. **Road Committee** – Member Flynn stated that the next scheduled meeting of the Road Committee had been cancelled and noted that the next meeting of the Road Committee would be on February 13, 2014 at 7:00 p.m.

Review & Action: Invoices

- a. **Township** - A motion was made by Siska and seconded by Ruggles that the Township bills in the amount of \$7,525.25 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 \$9,162.93 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 \$7,535.69 be approved as submitted. The motion was unanimously approved by roll call vote.
- d. **Longbridge Road Fishing Deck Project** – A motion was made by Siska and seconded by Flynn that the invoice for the Longbridge Road Fishing Deck Project in the amount of \$1,119.36 be approved as submitted. The motion was unanimously approved by roll call vote.

Old Business - None

New Business

- a. **Review & Action: Proposal from Hepworth Land Surveying, LLC to Prepare a Right-of-Way and Topographical Survey along the South and West Sides of Longbridge Road between Ridge and Monroe Roads** – Mr. Smith stated that in response to several citizen comments about the safety of walkers and bicyclists along Longbridge Road particularly in the summer, he had solicited a proposal from Hepworth Land Surveying to conduct a right-of-way survey to determine the location of the actual roadway in relation to the right-of-way. He said that the proposal from Hepworth included a topographical survey and the location of several other items and the production of a map in hard copy and digital format. Mr. Smith stated that this work item is a critical first-step in any future consideration of a non-motorized path along this segment of roadway. A motion was made by Smith and seconded by

Siska to authorize the Supervisor to execute an Agreement with Hepworth Land Surveying LLC in an amount not to exceed \$4,500 to prepare a right-of-way and topographical survey along the south and west sides of Longbridge Road between Ridge and Monroe Roads in accordance with the proposal dated October 28, 2013. The motion was approved by roll call vote.

- b. Review & Action: Proposal from Ken Adams Excavating, Inc. for Removal of Leaves and Earthwork at the Transfer Station -** Mr. Smith stated that he, Earl Raczkowski and Clerk Holub had met with Mr. Ken Adams regarding certain work at the transfer station. He said that the earthwork would create access to the brush pile from all sides while removal of the existing leaf pile would provide more area for this deposit of this year's leaves. After discussion, a motion was made by Smith and seconded by Siska to award a bid in the amount of \$1,750 to Ken Adams Excavating for removal of the leaf pile and certain earthwork at the Pentwater Township Transfer Station. The motion was unanimously approved by roll call vote.

Public Comments

Jean Russell, 5545 Wayne Road, inquired if Wayne Road was on the Road Committee's list for improvement. She also asked if construction of the fishing deck project would be conducted from the lakeside or roadside.

Pat Ruggles commented about the poor condition of Lakeview Drive. He said that several neighbors had contacted him about future plans for road improvement.

Adjournment – A motion was made by Siska and seconded by Flynn to adjourn the meeting at 7:50 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, December 11, 2013 at 7:00 p.m.

Respectfully submitted,

Dean Holub, Clerk
Pentwater Township

Date

