

## MINUTES

Pentwater Township Board

Regular Meeting of October 12, 2016

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

Members Absent: None

Others Present: Keith Edwards-ZA, Jerry & Sheryl Wygant, Paula DeGregorio, Andy Todd, John & Mary Barker, Dean Gustafson, Linda Becke

**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 September 14, 2016** – The Minutes of the regular Meeting of September 14, 2016 were approved as submitted by unanimous consent.

**Public Comments on Agenda Items – None**

**Supervisor's Report –**

- a. **Review & Action: Appointment of Zoning Board of Appeals Alternate Member** – Supervisor Smith stated that there was one vacancy on the Zoning Board of Appeals. He referred members to an application from Mr. Tom Davis for the ZBA. After discussion, a motion was made by Smith and seconded by Flynn to appoint Mr. Tom Davis to the Zoning Board of Appeals as an Alternate member for a three-year term expiring on May 31, 2019. The motion was unanimously approved by voice vote.

**Clerk's Report** – The Clerk stated that his office has received nearly three hundred requests for absentee ballots to date.

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

**Staff Reports**

- a. **Zoning Administrator** – Mr. Edwards presented his report for the month of September. He stated that the Planning Commission had met the previous evening and reviewed the camping issue. He said that the Commission unanimously endorsed a policy which excludes camping on privately owned vacant land.
- b. **Assessor's Report** – The Assessor's report was received and filed.
- c. **Cemetery Sexton** – No Report
- d. **Transfer Site Attendant** – The Transfer Station's report was received and filed.

### **Committee/Department Reports**

- a. **Planning Commission** – No Report
- b. **Cemetery Advisory Committee** – Chairman Barker stated that the Committee had met in late September and reviewed colors and patterns for the proposed respite area in the Cemetery.
- c. **Fire Department** – The Fire Department report was received and filed.
- d. **Library** – The Library report was received and filed.
- e. **Pentwater Lake Improvement Board** – No Report
- f. **Road Committee** – No Report

### **Review & Action: Invoices**

- a. **Township** - A motion was made by Holub and seconded by Smith that the Township bills in the amount of \$17,311.84 be approved as submitted. The motion was unanimously approved by roll call vote.
- b. **Cemetery** – A motion was made by Flynn and seconded by Ruggles that the Cemetery bills in the amount of \$854.34 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 Ruggles that Fire Department bills in the amount of \$3,552.85 be approved as submitted. The motion was unanimously approved by roll call vote.

### **Old Business –**

- a. **Review & Action: Adoption of a Township Purchasing and Procurement Policy** – Supervisor Smith referred members to a revised draft of a proposed Purchasing and Procurement Policy for the Township. He said that the matter had been tabled at the previous meeting and that he had made

the motion to table the item. Mr. Smith then made a motion to remove the item from the table. The motion was seconded by Holub. The motion to remove the item from the table was unanimously approved by voice vote. Mr. Smith then stated that per the Board's recommendation at the previous meeting, the draft Policy had been referred to the Township Attorney for review and comment. Mr. Smith said that the current draft incorporated the attorney's comments. Following general discussion, a motion was made by Ruggles and seconded by Flynn to adopt the proposed Purchasing and Procurement Policy for Pentwater Township. The motion was unanimously approved by voice vote.

### **New Business –**

- a. **Review & Action: Renewal of Township Insurance Policy –**  
Mr. Holub referred members to a proposal from the Hartleb Agency for renewal of the Township's insurance policy for the coming year. He said that the policy rate has increased by some \$125 over last year, however the policy includes additional coverages. After discussion, a motion was made by Smith and seconded by Flynn to approve renewal of the Township's insurance policy in the amount of \$6,571.00 with the Hartleb Agency. The motion was unanimously approved by roll call vote.

### **Public Comments –**

Andy Todd, 79 North Wythe St., stated that he had previously submitted a petition to the Township Supervisor regarding opposition to building a parking lot with toilet facilities on parcel No. 64-044-560-082-30.

Dean Gustafson, 410 Chester St., addressed the Board regarding a request from the Oceana County EDC previously reviewed by the Board involving the insertion of a survey in the winter Township tax bills.

### **Other Items from Members – None**

**Adjournment** – A motion was made by Ruggles and seconded by Flynn to adjourn the meeting at 7:42 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, November 9, 2016 at 7:00 p.m.

Respectfully submitted,

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Dean Holub, Clerk

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Date

Pentwater Township