

PENTWATER TOWNSHIP BOARD PENTWATER COMMUNITY HALL 500 N. HANCOCK STREET, PENTWATER, MI 49449 <i>Regular Board Meeting</i> <i>Approved Minutes</i> 14 May 2025 ZOOM Available for Audience	
Supervisor Cavazos called the Regular Board Meeting to order at 6:00 PM Members Present: Cavazos, Flynn, Holub Members Absent: Murphy, Douglas Staff Present: Glenn Beavis, Deputy Clerk; Keith Edwards, Zoning Administrator & Ordinance Enforcement Officer Others Present: Paula DeGregorio, Tom Roose, Dave Bluhm Present via Zoom: Ted Cuchna	CALL TO ORDER ROLL CALL
Moved by Flynn and seconded by Murphy to accept the Consent Agenda as presented. 1. Prior Meeting Minutes: a. Township Regular Board Meeting – April 9, 2025 2. Correspondence: None 3. Financial Reports for Period 4/1/25 thru 4/30/25 a. Claims/Bills as follows: i. Township & Road: \$7,136 ii. Cemetery: \$1,009 iii. Sewer: \$2,601 iv. Fire: \$37,825 b. Payroll as follows: i. Township/Road/Cem/Sewer (Pooled): \$17,137 ii. Fire: \$1,891 Roll call vote: Yes: Cavazos, Murphy, Douglas, Flynn No: None Motion Carried	CONSENT AGENDA - Review & Action

David Bluhm: - Channel sounding planned for next week - Have “vague” proposal from Dredger Savin pending sounding results - Funding may not be needed this year	PUBLIC COMMENTS
Supervisor Cavazos communicated the following: 1. Mediation Schedule – Pentwater Township & Village of Pentwater • Mediation for the unresolved Township Sewer conflict is scheduled for September 12, 2025 in Grand Rapids, Michigan. The agreed upon mediator is Lee Silver. • The mediation will include representatives from Pentwater Township and our legal counsel and representatives from Pentwater Village and their legal counsel. 2. New Flagpole & Flag for Pentwater Township • We have purchased a flagpole and a new flag to mount in the front of the Township building. A light will be mounted to ensure that the flag is always illuminated. • The pole and flag that currently is mounted to the porch is not secure and is in danger of falling to the ground. We will remove the pole and flag once we have the permanent pole installed. 3. Veteran Flags – Pentwater Township Cemetery • American flags were placed on Veterans’ graves at the Pentwater Cemetery on Friday, May 16th by the National Honor Society students from Pentwater Schools. This is an annual tradition for the NHS students, and we appreciate their including this as one of their Community Service activities each year. A special Thank You to Carrie Jeruzal, NHS Advisor, for coordinating this activity. 4. Clean-Up Day: Pentwater Township Cemetery • The Friends of the Pentwater Township Cemetery will be doing their annual clean up on Sunday, May 18m 2025 at 1:00 PM. All are welcome to come and assist with picking up branches and debris in preparation for the Memorial Day events. 5. Sites for <i>E.coli</i> monitoring along Village Creek • The Pentwater Lake Association (PLA) will be gathering water samples for testing this season in 5 locations along the Village Creek. The tests will be done monthly from May to September and sent to ANNIS for <i>E.coli</i> testing.	SUPERVISOR’S REPORT

The cost of the tests will be funded by the Pentwater Lake Improvement Board. For more details contact Lynne Cavazos – Township Supervisor.	
Clerk Murphy communicated the following: • We have finalized pooling of our cash (checking) accounts (GEN, CEM, & SEW) and are now taking advantage of the office efficiencies this brings to both our Payroll and Accounts Payable software modules. We would have liked to also pool our FIRE cash account but, by mutual agreement, we are holding off for now pending joint comfort level with this new process. For those of you who do not know what it means to pool accounts, here is a brief description: the Township had four separate checking accounts one for each fund – GEN, CEM, FIRE & SEW, so that meant running eight separate payrolls every month, filing eight separate state and federal tax payments and/or reports, and running eight separate Accounts Payable every month. We now have one checking account that combines all but the FIRE accounts together. This has helped lessen the workload in the Clerk’s office by reducing individual monthly payrolls and Accounts Payable activities from eight to four. If at some point we also pool FIRE, we will further reduce these activities from four to two. • Last month I had acknowledged that Glenn Beavis, Deputy Clerk, had undertaken the project of pooling our cash accounts. What I did not mention is that in 2023 the Township had asked BS&A, our accounting software vendor, for a proposal to pool our accounts for us. I was shocked to see that they were going to charge us close to \$5,000.00. So, I definitely think there should be a SHOUT OUT to Glenn for saving the Township and taxpayers a substantial amount of money in software fees. • We are in our second month of utilizing Direct Deposit for payroll. This is all being done in-house at no additional cost to the Township. It is running smoothly and provides cost savings to the Township via reduction in check stock cost, ink, envelopes, stamps, and office processing time. • Upcoming Projects: ○ Earned Sick Time Schedule & associated employee policy revisions ○ Franchise Agreements ○ Additional Clerk’s Office Efficiencies ▪ Reduced physical paper retention where appropriate (redundant with BS&A document uploads) ▪ Pooling of savings/investment accounts from eleven to about four ▪ Possible pooling of Fire Department cash & savings accounts (TBD) ○ Municipal/Government Fund Accounting Class ○ Continuing education through Michigan Dept of Treasury ○ Disposal of expired documents. • The Pentwater’s High School Class of 2025 will be graduating next Thursday, May 22, 2025 at 7:00 PM. The graduation ceremony will take place in the large gym and Pentwater Public School. There will be seventeen seniors graduating this year.	CLERK’S REPORT
See Board Packet	TREASURER’S

	REPORT
The following reports were received and placed on file: • Library • Fire Department • Recreation	OTHER DEPARTMENTAL REPORTS Library, Fire Department and Recreation
The following Staff reports were received and placed on file: • Deputy Supervisor, Zoning Administrator & Ordinance Enforcement Officer • Assessor • Cemetery • Transfer Station	STAFF REPORTS Zoning, Assessing, Cemetery, Transfer Station
None	OLD BUSINESS
Motion by Cavazos, second by Flynn to support/approve the Township funding \$53,000 as the local match for the Great Lakes Fishery Grant secured by the Oceana County Road Commission. Roll call vote: Yes: Cavazos, Flynn, Holub No: None Motion: Carries	NEW BUSINESS a) Great Lakes Fishery Grant Application
Motion by Cavazos, second by Holub to accept the second opinion from the Legal Firm of Bauckham, Thail, Seeber, Kaufman & Koches to accept and act on allocation for Dredging Project. Roll call vote: Yes: Cavazos, Flynn, Holub No: None Motion: Carries	NEW BUSINESS b) Channel Dredging - 2nd Legal Opinion
Motion by Holub, second by Flynn to approve allocation of \$15,000 to the dredging effort to be utilized either this year or next year and further amend this years' budget to transfer the subject amount from the general fund "Building Repair/Maintenance" account to a new general fund line item – identified as "Dredging" subject to the preparation and execution of an intergovernmental agreement by the Village of Pentwater for the transfer of the funds. Roll call vote: Yes: Cavazos, Flynn, Holub No: None Motion: Carries	NEW BUSINESS c) Channel Dredging – Funding Allocation
Supervisor Cavazos reminded The Board and the public that this year's hazardous waste collection, paid for in part by Township taxes, will be Saturday, August 16th from 9 am till 1 pm at the Hart Department of Public Works.	NEW BUSINESS d) 2025 Hazardous Waste Collection

Supervisor Cavazos updated The Board on progress being made in planning for State mandated management of waste and recycling disposal. She is currently attending the Michigan Recycling Coalition Conference in Muskegon that runs through tomorrow, May 15 th .	NEW BUSINESS e) Materials Management Planning Update
Motion by Holub, second by Flynn to appoint Tony Monton and Peter Zangara for a new 3 year term to the Township Planning Committee. Term will end on May 31, 2028. Roll call vote: Yes: Cavazos, Flynn, Holub No: None Motion: Carries	NEW BUSINESS f) Planning Commission Appointments
Motion by Holub, second by Flynn to appoint Mark Trierweiler for a new 3-year term to the Township Zoning Board of Appeals Term will end on May 31, 2028, and Jeff Wrisley to fill the remainder of the term vacated by Randy Hepworth with term ending on March 2027. Roll call vote: Yes: Cavazos, Flynn, Holub No: None Motion: Carries	NEW BUSINESS g) Zoning Board of Appeals Appointments
Motion by Cavazos, second by Flynn to approve the proclamation honoring fallen firefighters of Pentwater Township. Supervisor Cavazos will deliver a framed copy of the proclamation to Fire Chief Jonathan Hughart. Roll call vote: Yes: Cavazos, Flynn, Holub No: None Motion: Carries	NEW BUSINESS h) Fallen Firefighters Proclamation
Motion by Holub, second by Flynn to approve the amendment of the Zoning Ordinance for Section 3.08 – Gross Floor Area for Accessory Buildings. Roll call vote: Yes: Cavazos, Flynn, Holub No: None Motion: Carries	NEW BUSINESS i) Zoning Ordinance Amendment – Accessory Buildings
Motion by Cavazos, second by Holub to approve the removal of term “lodges” from permitted Special Land Uses. Roll call vote: Yes: Cavazos, Flynn, Holub No: None Motion: Carries	NEW BUSINESS j) Zoning Ordinance Amendment – Lodges & Private Clubs
Motion by Holub, second by Flynn to amend the Township Zoning ordinance – Section 3.11 on Fences to raise the height limit to four feet. Roll call vote: Yes: Cavazos, Flynn, Holub	NEW BUSINESS k) Zoning Ordinance Amendment -

No: None Motion: Carries	Fences
Public comments were made by Tom Roose & Paula DeGregorio	PUBLIC COMMENTS
Holub – Apache Hills chipseal/fogging plans	OTHER ITEMS FROM BOARD MEMBERS
Moved by Holub, seconded by Flynn to adjourn the meeting at 7:14 PM. Motion carried via voice vote.	ADJOURNMENT
_____ Maureen Murphy, Township Clerk _____ Date	Notes taken by Glenn Beavis