

MINUTES

Pentwater Township Board

Regular Meeting of February 10, 2016

Members Present: Siska, Smith, Holub, Ruggles

Members Absent: Flynn

Others Present: Terry Cluchey-PFD, John & Mary Barker, Marilyn Cluchey, Paula DeGregorio

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 January 13, 2016 – The Minutes of the regular Meeting of January 13, 2016 were approved as submitted by unanimous consent.

Public Comments on Agenda Items

Supervisor's Report –

- a. **Review & Action: Appointment of Ad-Hoc Committee to Consider Request by Weare Township Regarding Use of the Township Transfer Station** – Supervisor Smith referred members to a communication from Weare Township dated January 11, 2016 regarding their interest in utilizing the Pentwater Township Transfer Station. Mr. Smith stated that interest had been expressed previously, however discussions never materialized. He said that he would like to appoint two members from Pentwater Township to an Ad-Hoc Committee to consider their request. He said that he would contact the Weare Township Supervisor and request that two members from its Board of Trustees be selected to represent their Township on the Committee. Mr. Smith said that he would like the Township Transfer Station attendant to attend meetings of the Ad-Hoc committee to offer input in regard to daily operation. After discussion, a motion was made by Smith and seconded by Siska to initiate an Ad-Hoc committee comprised of two members from Pentwater Township and two members of Weare Township for the

purpose of discussing potential use of the Township Transfer Station by both townships. The motion was unanimously approved by voice vote.

Mr. Smith then stated that he would like to appoint himself and Clerk Holub to represent Pentwater Township on the Committee. Following discussion, Mr. Holub deferred appointment to Ms. Siska. A motion was then made by Smith and seconded by Holub to appoint Mr. Smith and Ms. Siska to the Ad-hoc Committee to represent Pentwater Township. The motion was unanimously approved by voice vote.

- b. **Communication: Notice of Open Meetings Act Training Session** – Supervisor Smith stated that the Oceana County Planning Commission would be sponsoring a training session on the Michigan Open Meetings Act on Thursday, March 24th at 7:00 p.m. at the Elbridge Township Hall. He said that if anyone wanted to attend, they should notify the County Administrator no later than Friday, March 11th so that enough handouts can be provided. Mr. Ruggles stated that he would like to attend the session.
- c. **Anderson Property** – Supervisor Smith stated that the Anderson properties had been sold.
- d. **Board of Review Organization Meeting** – Supervisor Smith said that the Organizational meeting of the Board of Review would be held on March 8th at the Friendship Center at 1:00 p.m.
- e. **Township Budget Meeting** – Supervisor Smith stated that a special Budget meeting of the Board would be held at 1:30 p.m. on Wednesday, February 24th in the Township offices.

Clerk's Report – The Clerk reminded members that the Presidential Primary vote would be held on Tuesday, March 8th. He said that he has been issuing absentee voting applications and ballots. Mr. Holub said that voters must request a republican or democratic party ballot in order to vote in the election. Mr. Holub said that he has received four (4) proposals to date in response to our request for proposal for annual audit services. He said that the deadline for submitting a proposal is February 19th.

Treasurer's Report – The Treasurer stated that winter taxes were due by February 16th without penalty and that the Township will accept taxes until February 29th. The Treasurer's report was received and filed.

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** – No Report
- d. **Transfer Site Attendant** – No Report

Committee/Department Reports

- a. **Planning Commission** – No Report
- b. **Cemetery Advisory Committee** – No Report
- c. **Fire Department** – Chief Cluchey reported that officers had been elected for the coming year at the February 3, 2016 meeting of the Pentwater Fire Department. He stated that he was elected as Fire Chief, Everet Horton as Treasurer, and Chief Cluchey as MFR Coordinator for a term of two years. Supervisor Smith said that per the intergovernmental agreement between the Village and Township, the elections must be approved by both entities. A motion was subsequently made by Smith and seconded by Holub to approve the elections of the Fire Chief, Treasurer and MFR Coordinator positions in the Pentwater Fire Department. The motion was unanimously approved by voice vote.
- 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 Siska and seconded by Ruggles that the Township bills in the amount of \$812.00 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 \$96.57 be approved as submitted. The motion was 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 \$1,310.66 be approved as submitted. The motion was unanimously approved by roll call vote.

Old Business - None

New Business –

- a. **Review & Discussion: Request to Extend Zoning Administrator's Hours** – Supervisor Smith stated that he had received a request from the Zoning Administrator to increase his hours to adequately handle workload. Mr. Smith distributed a copy of the Zoning Administrator's request and stated that the item would be placed on a subsequent Board meeting agenda for discussion and action.

- b. **Review & Action: Resolution No. 16-1 Regarding Elimination of Township Constable Position** – Supervisor Smith referred members to a resolution proposing the elimination of the Township Constable position. He said that the position has historically been responsible for liquor control inspections in the Township. He stated that the Constable receives compensation in the form of funds from the State Liquor Control Commission. He said that it typically amounts to less than \$700 per year. Mr. Smith stated that the State statute allows a local unit to eliminate the position. After discussion, a motion was made by Smith and seconded by Siska to approve Resolution No. 16-1 Regarding the Elimination of the Pentwater Township Constable position. The motion was approved by roll call vote.

Public Comments

Other Items from Members – Treasurer Siska inquired about the necessity of adopting personnel policies for salaried employees in light of a recent extended absence of an employee due to an injury. There was general discussion regarding the issue. Supervisor Smith stated that he had previously done some research regarding personnel policies. It was suggested that the Township Attorney be contacted regarding labor laws and related issues, particularly as they affect extended absence from the workplace.

Adjournment – A motion was made by Holub and seconded by Siska to adjourn the meeting at 7:55 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, March 9, 2016 at 7:00 p.m.

Respectfully submitted,

Dean Holub, Clerk
Pentwater Township

Date