

PENTWATER TOWNSHIP BOARD PENTWATER COMMUNITY HALL 500 N. HANCOCK STREET, PENTWATER, MI 49449 <i>Regular Board Meeting</i> <i>Approved Minutes</i> 10 September 2025 ZOOM Available for Audience	
Supervisor Cavazos called the Regular Board Meeting to order at 6:00 PM Members Present: Cavazos, Flynn, Holub, Douglas, Murphy Members Absent: None Staff Present: Keith Edwards, Zoning Administrator & Ordinance Enforcement Officer, Glenn Beavis, Deputy Clerk Others Present: Tom Roose, Jennifer Gwillim, Mark Sturr, Chris Karaptian Present via Zoom: Barb Siok	CALL TO ORDER ROLL CALL
Moved by Douglas and seconded by Flynn to accept the Consent Agenda as presented. 1. Prior Meeting Minutes: a. Township Regular Board Meeting – August 13, 2025 2. Correspondence: None 3. Financial Reports for Period 8/1/25 thru 8/31/25 a. Claims/Bills as follows: i. Township: \$3,672 ii. Road: \$99 iii. Cemetery: \$33,368 (Road improvements) iv. Sewer: \$1,310 v. Fire: \$9,296 b. Payroll as follows: i. Township/Road/Cem/Sewer: \$32,315 ii. Fire: \$0 Roll call vote: Yes: Cavazos, Douglas, Flynn, Holub, Murphy No: None	CONSENT AGENDA - Review & Action

Motion: Carries	
None	PUBLIC COMMENTS
Supervisor Cavazos communicated the following: Supervisor Report – September 10, 2025 1. The Pentwater Lake Association collects data on the quality of Pentwater Lake and the stream/rivers that contribute water to the Lake. One of the readings that is done is to test for E. coli levels whenever the levels are high for E. coli, PLA notifies both the Township and Village, so we are aware. The readings collected in August of this year, showed relatively high E. coli readings in the creek at the 2nd Street location and the Clymer location. This is not unusual given the number of deer, geese and other wildlife that use the water in the creeks. It also more common when we have had heavy rains that influence the readings in the lake and the creeks. 2. Friends of the Pentwater Township Cemetery Save the date for two upcoming events at the Pentwater Township Cemetery! Fall Cemetery Tours – Theme: Maritime Memories • Saturday, September 27, 2025: 2 tours available - 11:00 AM and 1:00 PM • Sunday, September 28, 2025: 2 tours available – 1:00 PM and 2:00 PM 3. Update from Materials Management Committee The Materials Management Committee, which includes representatives from the 5-county consortium, met on Monday, September 8th in Baldwin. I am one of four representatives on this committee from Oceana County. We are charged with coming up with a plan that meets the requirements established by the State of Michigan by the 2027. Currently, the major focus of the committee is to collect data from all the governmental entities in all 5 counties to determine what type of materials are being collected and an understanding of who the “haulers” are that serve all 5 counties. WE are also trying to determine the location of landfills and what recycling centers are being used 4. Mediation between Pentwater Township and Pentwater Village We have a mediation appointment scheduled for Friday, September 12th in Grand Rapids. A team from the Township will be presenting our concerns regarding the Township North and South Sewer System. The Village will also be attending the mediation with a team representing the Village concerns. We are hopeful that a settlement can be reached through mediation.	SUPERVISOR'S REPORT
Clerk Murphy reported the following: • Glenn and I attended a two-day Bureau of Elections Conference last week to review upcoming changes to election law, get election related security and artificial intelligence updates, network with other township election officials, and other subjects. We each attended different breakout sessions to maximize what we got out of the conference. Sessions included: ○ 2-part Election Security Workshop	CLERK'S REPORT

○ Election Investigations (Michigan Dept of State, Office of Investigative Services) ○ Artificial Intelligence ○ Navigating Bureau of Elections “eLearning” training website ○ After the Polls Close Workshop ○ Candidate Filing Process for Election Officials ○ Surprise closing speech by Secretary of State Jocelyn Benson • Glenn and I also must finish our 2025 continuing Education for Election Officials by the end of year. We have already finished our first segment; we are now waiting on the Bureau of Elections to post our other training sessions online. As of yesterday, they still were not available. Hoping to get that done as soon as possible because a big take away from the Conference is that we will be having a lot training before the 2026 Election Cycle. • Cemetery ○ I received a call from Ted Towl last week informing me that the trash receptacles at the cemetery were quite full. I corresponded with Chris Bailey, who was able to compact each of trash receptacles before he changes them out before the end of the season. ○ Chris also mentioned that we should order a trash receptacle for Block 20 for next season, since we are selling more lots in that area and the amount of traffic is increasing. ○ In Block 24, the hose has broken at least four times this season. Chris is not going to replace the spigot for the rest of this year. I suggested he at least put a watering can by the spigot while we figure out a solution to the hose issue. ○ The cemetery is a very busy part of the Township and the interesting issues that arise on a weekly basis definitely keeps me on my toes. • Contracts ○ The Township has three contracts that will be expiring in 2026. I would like to start working on them as soon as possible, so they will not be an issue during the 2026 Election Cycle. 1. Republic Services for Transfer Station and Recycling Center and Fire Department – March 2026 2. Ricoh Copy Machine – August 2026 3. Cintas – November 2026	
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 Holub to adopt RESOLUTION 2025-12: RESOLUTION TO ADOPT TOWNSHIP PAID SICK TIME POLICY (see Board Packet). This is in response to a recent Michigan State law entitled Earned Sick Time Act. Roll call vote: Yes: Cavazos, Douglas, Flynn, Holub, Murphy No: None Motion: Carries	NEW BUSINESS a) RESOLUTION 2025-12: Paid Sick Leave Policy
Motion by Flynn, second by Murphy to adopt RESOLUTION 2025-10a: RESOLUTION APPROVING DISTRICT LIBRARY AGREEMENT Roll call vote: Yes: Cavazos, Douglas, Flynn, Holub, Murphy No: None Motion: Carries Motion by Douglas, second by Holub to adopt RESOLUTION 2025-10b: RESOLUTION APPROVING ATTACHMENTS TO DISTRICT LIBRARY AGREEMENT Roll call vote: Yes: Cavazos, Douglas, Flynn, Holub, Murphy No: None Motion: Carries Motion by Cavazos, second by Douglas to adopt RESOLUTION 2025-10c: RESOLUTION APPOINTING INITIAL BOARD MEMBERS Roll call vote: Yes: Cavazos, Douglas, Flynn, Holub, Murphy No: None Motion: Carries	NEW BUSINESS b) RESOLUTION 2025-10a: Pentwater Township District Library RESOLUTION 2025-10b: Pentwater Township District Library – Agreement RESOLUTION 2025-10c: Pentwater Township District Library – Initial Board Members
Motion by Douglas, second by Murphy to approve an Annual Service Agreement with Adams Heating Cooling & Plumbing Roll call vote: Yes: Cavazos, Douglas, Flynn, Holub, Murphy No: None Motion: Carries	NEW BUSINESS c) Annual Service Agreement with Adams Heating and Cooling
Motion by Holub, second by Douglas to approve Tax Accounting services from Plante Moran at a rate of \$190/hr Roll call vote: Yes: Cavazos, Douglas, Flynn, Holub, Murphy No: None Motion: Carries	NEW BUSINESS d) Accounting Services Agreement with Plante Moran
Motion by Murphy, second by Flynn to approve proposals from Ryan’s Lawn Care for Fall and Spring Cleanup Services at the Cemetery totaling \$9,108, and Township Hall snowplowing services at a cost of \$165/event. Roll call vote: Yes: Cavazos, Douglas, Flynn, Holub, Murphy	NEW BUSINESS e) Annual Service Agreement with Ryan’s Lawn Care

