

<p style="text-align: center;"> <b>PENTWATER TOWNSHIP BOARD</b>  <b>PENTWATER COMMUNITY HALL</b>  <b>500 N. HANCOCK STREET, PENTWATER, MI 49449</b>  <b><i>Regular Board Meeting</i></b>  <b><i>Approved Minutes</i></b>  <b>12 November 2025</b>  <b>ZOOM Available for Audience</b> </p>	
<p>Supervisor Cavazos called the Regular Board Meeting to order at 6:00 PM</p> <p><b>Members Present:</b> Cavazos, Flynn, Holub, Murphy, Douglas</p> <p><b>Members Absent:</b> None</p> <p><b>Staff Present:</b> Glenn Beavis, Deputy Clerk, Keith Edwards, Zoning Administrator &amp; Ordinance Enforcement Officer</p> <p><b>Others Present:</b> Valerie McHugh, Tom Roose, Mark Sturr, Len Hilton</p> <p><b>Present via Zoom:</b> Ted Cuchna</p>	<p><b>CALL TO ORDER</b></p> <p><b>ROLL CALL</b></p>
<p>Motion by Flynn and seconded by Douglas to accept the Consent Agenda as presented.</p> <ul style="list-style-type: none"> <li>• Prior Meeting Minutes: <ul style="list-style-type: none"> <li>○ Township Regular Board Meeting – October 8, 2025</li> </ul> </li> <li>• Correspondence: Pat Hooyman – Village Creek E-Coli test summary</li> <li>• Financial Reports for Period 10/01/25 thru 10/31/25 <ul style="list-style-type: none"> <li>○ Claims/Bills as follows: <ul style="list-style-type: none"> <li>▪ Township: \$16,984</li> <li>▪ Road: \$0</li> <li>▪ Cemetery: \$7,940</li> <li>▪ Sewer: \$16,029</li> <li>▪ Fire: \$8,452</li> </ul> </li> <li>○ Payroll as follows: <ul style="list-style-type: none"> <li>▪ Township/Cem/Sewer: \$46,306</li> <li>▪ Fire: \$66,108</li> </ul> </li> </ul> </li> </ul> <p>Roll call vote: Yes: Cavazos, Douglas, Flynn, Holub, Murphy No: None Motion: Carries</p>	<p><b>CONSENT AGENDA</b> <b>- Review &amp; Action</b></p>
<p>None</p>	<p><b>PUBLIC</b> <b>COMMENTS</b></p>
<p>Library board member Valerie McHugh advised that as of October 17<sup>th</sup>, the Pentwater Library has been granted District Library status. Next steps include an Organizational Meeting to transfer Bilaw2s, staff, warrantee deed, etc. to the new entity. Ms. McHugh also advises that her term as Library Board Member expires on 12/31 of this year, and</p>	<p><b>LIBRARY</b></p>

the Township Board will need to reappoint someone at that point.	
Supervisor Cavazos communicated the following: <ul style="list-style-type: none"> <li>• Not provided</li> </ul>	<b>SUPERVISOR'S REPORT</b>
No report this period	<b>CLERK'S REPORT</b>
No report this period	<b>TREASURER'S REPORT</b>
The following reports were received and placed on file: <ul style="list-style-type: none"> <li>• <del>Library</del></li> <li>• Fire Department</li> <li>• Recreation</li> </ul>	<b>OTHER DEPARTMENTAL REPORTS</b> Library, Fire Department and Recreation
The following Staff reports were received and placed on file: <ul style="list-style-type: none"> <li>• Deputy Supervisor, Zoning Administrator &amp; Ordinance Enforcement Officer</li> <li>• <del>Assessor</del></li> <li>• Cemetery</li> <li>• Transfer Station</li> </ul>	<b>STAFF REPORTS</b> Zoning, Assessing, Cemetery, Transfer Station
None	<b>OLD BUSINESS</b>
Supervisor Cavazos presented highlights of BHS proposed township insurance policy for 2026 (12/1/25 to 11/30/26). Several corrections were identified in the documents currently on hand, but these are not expected to materially impact the bid itself. A motion was presented and approved for payment of \$14,212 with follow-up planned by Supervisor Cavazos to obtain corrected documents.  Motion by Holub and seconded by Murphy to approve BHS proposed township insurance premium of \$14,212 for 2026.  Roll call vote: Yes: Cavazos, Douglas, Flynn, Holub, Murphy No: None Motion: Carries	<b>NEW BUSINESS a)</b> <b>Township Insurance Renewal Bid</b>
Motion by Cavazos and seconded by Douglas to approve the proposed holiday schedule for 2026. A copy of the holiday schedule is included in the Board Packet. A 2026 payroll calendar is also included in the packet which incorporates these holidays.  Roll call vote: Yes: Cavazos, Douglas, Flynn, Holub, Murphy No: None Motion: Carries	<b>NEW BUSINESS b)</b> <b>2026 Holiday Schedule</b>
Motion by Douglas, seconded by Murphy to appoint Mark Sturr to the Pentwater Township Planning Committee.  Roll call vote: Yes: Cavazos, Douglas, Flynn, Holub, Murphy No: None Motion: Carries	<b>NEW BUSINESS c)</b> <b>Appointment to Township Planning Committee</b>
As a result of increased operational hours during the month of November, Trustee	<b>NEW BUSINESS d)</b>

<p>Holub proposed that the site manager's salary be raised by \$1,500. (See enclosed letter to Board Members in packet)</p> <p>Motion by Holub, seconded by Flynn to adopt Resolution 2025-04.1 which increases the Transfer Station Manager's annual salary from \$15,965 to \$17,465.</p> <p>Roll call vote:  Yes: Cavazos, Douglas, Flynn, Holub, Murphy  No: None  Motion: Carries</p>	<p><b>Transfer Station Manager Salary Adjustment</b></p>
<p>Clerk Murphy read aloud a proposed Retirement Proclamation honoring former Fire Chief Terry Cluchey.</p> <p>Motion by Murphy, seconded by Holub to approve the proposed Township Retirement Proclamation for Retired Fire Chief Terry Cluchey.</p> <p>The proclamation will be presented to Chief Cluchey at a to be determined date.</p> <p>Roll call vote:  Yes: Cavazos, Douglas, Flynn, Holub, Murphy  No: None  Motion: Carries</p>	<p><b>NEW BUSINESS e) Fire Chief Retirement Proclamation</b></p>
<ul style="list-style-type: none"> <li>Ted Cuchna – Columbarium naming conventions</li> </ul>	<p><b>PUBLIC COMMENTS</b></p>
<p>None</p>	<p><b>OTHER ITEMS FROM BOARD MEMBERS</b></p>
<p>Moved by Douglas, seconded by Holub to adjourn the meeting at 7:05 PM.  Motion carried via voice vote.</p>	<p><b>ADJOURNMENT</b></p>
<p>_____</p> <p>Maureen Murphy, Township Clerk</p>	<p>_____</p> <p>Date</p>
	<p><b>Notes taken by Deputy Clerk Beavis</b></p>