

PENTWATER TOWNSHIP BOARD PENTWATER COMMUNITY HALL 500 N. HANCOCK STREET, PENTWATER, MI 49449 <i>Regular Board Meeting</i> <i>Draft Minutes</i> 12 November 2025 ZOOM Available for Audience	
Supervisor Cavazos called the Regular Board Meeting to order at 6:00 PM Members Present: Cavazos, Flynn, Holub, Murphy, Douglas Members Absent: None Staff Present: Glenn Beavis, Deputy Clerk, Keith Edwards, Zoning Administrator & Ordinance Enforcement Officer Others Present: Valerie McHugh, Tom Roose, Mark Sturr, Len Hilton Present via Zoom: Ted Cuchna	CALL TO ORDER ROLL CALL
Motion by Flynn and seconded by Douglas to accept the Consent Agenda as presented. • Prior Meeting Minutes: ○ Township Regular Board Meeting – October 8, 2025 • Correspondence: Pat Hooyman – Village Creek E-Coli test summary • Financial Reports for Period 10/01/25 thru 10/31/25 ○ Claims/Bills as follows: ▪ Township: \$16,984 ▪ Road: \$0 ▪ Cemetery: \$7,940 ▪ Sewer: \$16,029 ▪ Fire: \$8,452 ○ Payroll as follows: ▪ Township/Cem/Sewer: \$46,306 ▪ Fire: \$66,108 Roll call vote: Yes: Cavazos, Douglas, Flynn, Holub, Murphy No: None Motion: Carries	CONSENT AGENDA - Review & Action
None	PUBLIC COMMENTS
Library board member Valerie McHugh advised that as of October 17th, 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	LIBRARY

the Township Board will need to reappoint someone at that point.	
Supervisor Cavazos communicated the following: Summary pending	SUPERVISOR'S REPORT
No report this period	CLERK'S REPORT
No report this period	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
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	NEW BUSINESS a) Township Insurance Renewal Bid
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	NEW BUSINESS b) 2026 Holiday Schedule
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	NEW BUSINESS c) Appointment to Township Planning Committee
As a result of increased operational hours during the month of November, Trustee	NEW BUSINESS d)

Holub proposed that the site manager's salary be raised by \$1,500. (See enclosed letter to Board Members in packet) 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. Roll call vote: Yes: Cavazos, Douglas, Flynn, Holub, Murphy No: None Motion: Carries	Transfer Station Manager Salary Adjustment
Clerk Murphy read aloud a proposed Retirement Proclamation honoring former Fire Chief Terry Cluchey. Motion by Murphy, seconded by Holub to approve the proposed Township Retirement Proclamation for Retired Fire Chief Terry Cluchey. The proclamation will be presented to Chief Cluchey at a to be determined date. Roll call vote: Yes: Cavazos, Douglas, Flynn, Holub, Murphy No: None Motion: Carries	NEW BUSINESS e) Fire Chief Retirement Proclamation
Ted Cuchna – Columbarium naming conventions	PUBLIC COMMENTS
None	OTHER ITEMS FROM BOARD MEMBERS
Moved by Douglas, seconded by Holub to adjourn the meeting at 7:05 PM. Motion carried via voice vote.	ADJOURNMENT
_____ Maureen Murphy, Township Clerk	Notes taken by Deputy Clerk Beavis _____ Date