

<p style="text-align: center;"> PENTWATER TOWNSHIP BOARD PENTWATER COMMUNITY HALL 500 N. HANCOCK STREET, PENTWATER, MI 49449 <i>Approved Minutes</i> 8 November 2023 ZOOM Available for Audience </p>	
<p>Supervisor Cavazos called the Regular Board Meeting to order at 6:01 PM</p> <p>Members Present: Cavazos, Douglas, Flynn, Holub, Murphy</p> <p>Members Absent: None</p> <p>Staff Present: Glenn Beavis - Deputy Clerk</p> <p>Others Present: Al Brosky, Rick Cluchey, Tom Roose, Paula DeGregorio, Carrie & Bill Roberts, Ron Christians, Dean Gustafson</p> <p>Present via Zoom: Amy LaBarge, Dave Spitler, Ross Feltes</p>	<p>CALL TO ORDER</p> <p>ROLL CALL</p>
<p>Moved by Flynn and seconded by Douglas to accept the Consent Agenda with revision to prior meeting minutes as follows:</p> <ul style="list-style-type: none"> • Prior Meeting Minutes (October 11, 2023) • Correspondence: None • Budget Reports: • Claims/Bills (payroll, paid, and to be paid) for the 9/13/23 thru 10/11/23 as follows: <ul style="list-style-type: none"> ○ Township - \$38,698 (includes any Road Fund payroll) ○ Cemetery - \$2,974 ○ Fire - \$7,675 ○ Road – \$118,200 ○ Sewer - \$6,689 <p>Roll call vote: Yes: Cavazos, Flynn, Holub, Douglas, Murphy No: None Motion Carries</p>	<p>CONSENT AGENDA - Review & Action</p>
<p>Moved by Douglas and seconded by Holub to accept the meeting agenda with revision to remove New Business agenda items a & c.</p> <p>Roll call vote: Yes: Cavazos, Flynn, Holub, Douglas, Murphy No: None Motion Carried</p>	<p>MEETING AGENDA</p>
<ul style="list-style-type: none"> • None 	<p>PUBLIC COMMENTS</p>
<p>Supervisor Cavazos communicated the following:</p> <ol style="list-style-type: none"> 1. Pentwater Township did receive the Risk Reduction PAR Grant that we applied for in September. 	

<ul style="list-style-type: none"> • The amount of the grant was \$2,642.00 to cover the cost 3 Flammable Lockers from ULINE. • One locker is located in the storage area below the Township Office. • Two lockers are located in the storage garages at the Pentwater Township Cemetery. <p>2. The Township will be closing on the vacant lot that was sold to Danielle and John Nelson on 56th Avenue. The Nelson’s purchased the lot for \$17, 654.32. NOTE: The Nelson’s do own adjacent property to this lot.</p> <p>3. Parking Lot – Pentwater Township Office</p> <ul style="list-style-type: none"> • Striping of the Township Parking lot was completed by Lakeshore PLM out of Muskegon. • Size of the Parking Lot – determined the # of spaces available. <p>(6 regular spots, 1 handicap spot, 1 spot by side door, 1 spot on East side of lower driveway, and 2 parking spaces below (unlined))</p> <p>4. The Township purchased a new “Bike Rack” for visitors to use if they chose to come to the office by bicycle. The rack is located in front of the building near the generator.</p>	
<p>Clerk Murphy communicated the following:</p> <p>Elections</p> <ul style="list-style-type: none"> • On October 18th Glenn and I attended a Proposal 2 Implementation Update in Ludington that was presented by the Bureau of Elections. There are a lot of changes happening and more to come. I believe the biggest challenge is going to be the new permanent absent voter ballot list option. It is one and done. So, if a voter checks that box on the application that will be going out for the February primary, they will never receive another application in the mail. They will receive an absentee ballot. It is now on the voter to let the Clerk know at what address they will be at for every upcoming election, if they will not be at their mailing address that I have on their voting record. • I would like to add an Election page to our website. I have reached out to our website developer at Brickhouse and he suggested finding 2 election website pages from other municipalities that I liked and he would be able to recreate the pages. I found 3 that I liked, one from Delta Township, Bloomfield Hills Township and Algoma Township. Before I forward my final choice to Brickhouse I would like to ask the Board if they would visit each site and give me your opinion on which election page you liked the best, such as easily accessible, information content, the pictures.... I will send an email tomorrow with the names of townships, so if you could please review your time would be greatly appreciated. Once I send it to our website developer, he will send me a proposal, which I will hopefully bring to the Board in December. • We received our Thru-Wall Ballot Box . We plan on installing it on the left side of front door & will need to hire a contractor for that work. 	<p>CLERK’S REPORT</p>

- We received a quote last month for installation & supporting hardware for a drop-box camera monitoring system. We are still waiting for a quote from Mark Shotwell/Shotwell Solutions.
- The State will reimburse drop box and camera monitoring system costs, along with all or a portion of installation costs.

90 Degree Bend Dock Removal:

- Multiple complaints received regarding earlier than expected seasonal removal.

Transfer Station:

- We provided Free Day services to 131 township taxpayers last month.
- The Transfer Station is now closed except for brush/yard waste disposal on Saturdays through November from 9:00 to 5:00 pm
- We have issued 205 Village and 224 Township permits as of November 2nd.

Cemetery:

- Gates closed for the season.
- Only 43 columbarium slots remain unsold. Recommend placing a line-item in our 5-Year Capital Improvement Plan

Pooling of Accounts

- I believe we have all have heard at one point or another that we should have all or most of our Funds pooled together, either from the Auditor or BS & A.
- Last Friday, Glenn and I were working with BS & A on an issue with P/R. Taylor, our point of contact was very surprised that we were still operating BS & A with all our Funds separate except for the General and Road Fund. He said this is very uncommon and that we are not utilizing the BS & A software to its potential. In fact, we are creating more work for ourselves.
- The Clerk's office has to do 8 separate payrolls, and 8 separate accounts payable a month. If could pool the Sewer and the Cemetery with the General fund, it would cut this number to 4 payrolls and 4 accounts payable. Payroll and accounts payable could be further reduced to 2 activities per month if a plan can be worked out with the Fire Department. Even though we would be processing the same number of employees and invoices, it would cut back on having to do the internal work for each separate fund.
- It would also cut back on the number of bank reconciliations each month the treasurer would have to do and that I would have to approve.
- I believe it would make the Clerk's office way more efficient and not overburdened with paperwork.

The Clerk's along with the Treasurer have started to look at how to begin this process, talking to our Auditor, BS & A, other municipalities, and our attorney. I would like everyone in our office who utilizes BS & A, to think about the concept of pooling accounts and how it would affect how you would do your daily job. We need to make sure we think of everything and not just jump into

<p>this without covering all angles. I only know how it will affect the Clerk’s office. We will continue to gather information and do the necessary research to accomplish this goal.</p> <p>Respectfully Submitted,</p> <hr/> <p>Maureen Murphy Clerk, Pentwater Township</p>	
<p>Treasure Douglas presented her bank balance summary. She also read the following in response to public comments made at our October Board meeting:</p> <p>“During last month's public comments, we had the pleasure of listening to Chris Brown, village manager, express some concerns. I’d like to take a moment to address some of these concerns, even though his comments were consistently unclear and inaccurate.</p> <p>Firstly, it appears that Chris mentioned a loan from the general fund to our sewer account for maintenance and upkeep of the sewer system which came under our care on April 1st. Indeed, we did approve a loan amounting to \$125,000 from the general fund to the sewer account to cover expenses associated with the maintenance and repair of the sewer system. Furthermore, we agreed to a 2.5% interest rate and established a clear and timely repayment plan.</p> <p>The reason this loan was necessary is due to the village's failure to provide the funds it had initially committed to. The village handed over a system that had not been adequately maintained, and their manager made a last-minute decision to, instead, retain the funds that were intended for these purposes. These funds were contributed by homeowners <i>within</i> the sewer system <i>for</i> the sewer system. Therefore, any suggestion that village residents are now shouldering the burden for a system they don't use is unfounded.</p> <p>If such a situation were to arise, it would be a direct result of the village's failure to fulfill its agreement, for which the responsibility falls on both the village and its manager.</p> <p>Secondly, Chris mentioned a \$5,000 raise. I can only assume he was alluding to the \$3,000 increase in my compensation, which I received for taking on the additional and non-statutory responsibility of billing and collecting for the above-mentioned sewer system.”</p>	<p>TREASURER’S REPORT</p>
<p>The following reports were received and placed on file:</p> <ul style="list-style-type: none"> • Library • Recreation 	<p>OTHER DEPARTMENTAL REPORTS Library, Fire Department Recreation and Assessor</p>
<p>The following Staff reports were received and placed on file:</p>	<p>STAFF REPORTS</p>

<ul style="list-style-type: none"> • Deputy Supervisor, Zoning Administrator & Ordinance Enforcement Officer • Transfer Station • Cemetery 	Zoning, Assessing, Cemetery, Transfer Station
Unfinished Business: <ul style="list-style-type: none"> • None 	UNFINISHED BUSINESS
New Business: <p>Treasurer Douglas commented that collection of a late fee penalty equal to 3% of the tax on real property during the period from February 15 and before March 1st is “too time consuming, costly, and virtually impossible to collect within the allotted timeframe” and urged the Board to rescind a prior resolution written and approved back in 2009 which authorized such fee penalties.</p> <p>Motion by Cavazos, seconded by Holub to approve Resolution 2023-18 which rescinds the prior (un-numbered) 2009 resolution which called for a 3% late fee for taxes paid after February 14th and before March 1st.</p> <p>Roll call vote: Yes: Holub, Flynn, Cavazos, Douglas, Murphy No: None Motion: Carries</p>	NEW BUSINESS a) RESOLUTION 2023-18 Property Tax Late Fees
<p>Ron Christians had questions pertaining to absentee voters and post-season burials at the Township Cemetery. Amy LaBarge also had questions pertaining to absentee voting.</p>	PUBLIC COMMENTS
<ul style="list-style-type: none"> • None 	OTHER ITEMS from BOARD MEMBERS
<p>Moved by Douglas, seconded by Flynn to adjourn the meeting at 6:40 PM. Motion carried.</p>	ADJOURNMENT
<p>_____</p> <p>Maureen Murphy, Township Clerk</p>	<p>_____</p> <p>Date</p> <p>Prepared by Deputy Clerk Glenn Beavis</p>