

**Village of Pewamo**  
**Regular Meeting Minutes**  
**June 8, 2015**

Present: Randy Zenk, Dan Heckman, Michael Yerge, Aaron Schneider, Joe Lambert, Andrea Weber, Neal Spitzley, Carl Hafner, Sandy Wolniakowski, Mike Scollon, Rob Sterner

**President Zenk began the meeting at 7:00 with the Pledge of Allegiance**

President Zenk invited those present to review the meeting agenda. In the absence of any additions or corrections, he called for a motion to approve the agenda.

**A MOTION WAS MADE** by Trustee Heckman to approve the meeting agenda as presented. **MOTION SUPPORTED** by Trustee Lambert. Six votes in favor, none opposed. **MOTION APPROVED.**

**President Zenk's Comments to Council**

- President Zenk received a request from Brock Droste to have a street sign removed from his yard and placed on the opposite side of the street. Discussion followed with the consensus being to leave the sign where it is. Clerk to contact Brock Droste.
- President Zenk met with Mike Scollon to discuss the need for additional help in the Village during the construction projects and Mike's necessary involvement.
  - Council agreed to hire Nick Hoppes as a part time employee as needed, not to exceed three paid days of employment per week, with one day of volunteer community service. (Typically Monday through Thursday)
  - The length of employment will be determined by the status of Village projects and will be revisited in three months.

**A MOTION WAS MADE** by Trustee Heckman to hire Nick Hoppes as specified above. **MOTION SUPPORTED** by Trustee Yerge. Six votes in favor, none opposed. **MOTION APPROVED.**

**Review of Regular Meeting Minutes, Account Activity, Payables and Receivables:**

Invoices for tree removal were approved by Mike Scollon for payment. These invoices will be paid using Water Funds, as the work was in preparation for the Water project, with the exception of \$250 tree trimming done on east Main to come from General Funds.

- Clerk to confirm with Prein & Newhof that the Village will not be charged for tree removal in the project cost.

**A MOTION WAS MADE** by Trustee Spitzley to approve the information presented. **MOTION SUPPORTED** by Trustee Schneider. Six votes in favor, none opposed. **MOTION APPROVED.**

**DPW Report-Presented by Mike Scollon**

- The #1 & #2 Pumps recently had their annual tests. Final results will be reported next month, but Mike does not believe there were any serious concerns.
- Five million gallons of waste water were discharged from the lagoons in May.
- Mike reported progress and situations he continues to monitor regarding ordinance violations.
- Addition to the Lincoln Street storm drain is underway.

**Treasurer's Report-Presented by Carl Hafner**

- CD renewed for 18 months.
- Property taxes will be sent out in July.
- Funds are being transferred to money market account and managed for the upcoming project.
- The USDA Loan closing was done on June 5, 2015 and the Village has received some reimbursement for expenses paid prior to closing. These funds will be disbursed to repay the sewer fund and establish necessary bond accounts, with the balance remaining in water checking.

**Recreation Report: Presented by Aaron Schneider**

- One of the bulbs is burnt out on the light in center field. Mike Scollon and Aaron will investigate.

**NEW BUSINESS:**

- **FOIA Policy Updates:** Treasurer Hafner presented changes to FOIA laws that require an amendment to the Village's current policy.
  - Once adopted, the Village FOIA policy will be made available on the website.

**A MOTION WAS MADE** by Trustee Heckman to amend Resolution 06172008-2 to comply with new laws governing FOIA. **MOTION SUPPORTED** by Trustee Yerge. Six votes in favor, none opposed. **MOTION APPROVED.**

➤ **MDOT Contract 15-5306**

**A MOTION WAS MADE** by Trustee Joe Lambert to empower and authorize Randall Zenk, Village President of the Village of Pewamo and Mike Scollon, DPW Supervisor of Village of Pewamo to sign MDOT Contract Number 15-5306 on behalf of the Village of Pewamo. **MOTION SUPPORTED** by Trustee Andrea Schneider. Six in favor, none opposed. **MOTION APPROVED**

- Clerk will return the two signed contracts along with two certified resolutions to the State of Michigan Department of Transportation.

➤ **Petty Thefts from Unlocked Cars:**

- Further investigation is ongoing. Residents are advised to keep cars locked.

➤ **Water Billing Due Dates:** It was discussed briefly to change due dates to the 1<sup>st</sup> of the month, with penalties not beginning until the 16<sup>th</sup>. Council decided to make no changes at this time.

➤ **Portland Area Ambulance Contract:**

**A MOTION WAS MADE** by Trustee Yerge to enter into agreement with the City of Portland for ambulance service for the residents of the Village of Pewamo on 7/1/15 for a period of one year at the per capita charge of \$5.75. **MOTION SUPPORTED** by Trustee Spitzley. Six votes in favor, none opposed. **MOTION APPROVED.**

➤ **Unmetered Water Customers:**

- Due to the extensive cost of installation at the sites, the expected minimal usage and the 2000 unbilled gallons given when metered billing began, three customers did not have meters installed.
  - DPW will receive quotes from plumbers for meter installation at these sites and report back.

➤ **Amendment to Personnel Policy Regarding Vacation Time:** Carl Hafner presented a proposal to change the vacation policy as follows:

- Vacation time must be used according to the Village fiscal year and NOT the employee anniversary date.
- With the exception of the 40 hours that can be put into the 457 plan or rolled into the next year, vacation time not used by March 31<sup>st</sup> will be lost.
- At the beginning of the fiscal year, each employee should submit their vacation time proposal for the upcoming fiscal year.
- Vacation time must be approved by the DPW Supervisor or Village President/Council a week prior to taking it. If requested vacation time will interfere with or limit normal Village operations, it may be declined.
- Clerk will remind employees of the unused time and approaching deadlines in January.

**A MOTION WAS MADE** by Trustee Yerge to adopt the proposed changes to the Village Vacation Policy effective immediately. **MOTION SUPPORTED** by Trustee Heckman. Six votes in favor, none opposed. **MOTION APPROVED.**

- Carl Hafner also proposed that the Employee Personnel Policy be reviewed and that the policy of paying Council for one missed meeting per year be changed to payment only for meetings attended.

President Zenk appointed Dan Heckman and Michael Yerge as the Wage Committee and request that they follow up on this in the upcoming months.

➤ **Junk Car Policy**

- It is recommended that the current ordinance be reviewed by the Village attorney for clarification. Council agrees. Clerk to contact the Village attorney.

**OLD BUSINESS:**

- **Parking Signs Wood's Deli and Fire Station:** Have been ordered and received. Will be installed by DPW. Clerk to order another one for the fire station.

- **Dog Complaints:** Have been addressed.

**FINAL ROUND TABLE DISCUSSION:**

**Randy Zenk:**

- Shared with Council highlights from the St. Joseph School 2<sup>nd</sup> & 3<sup>rd</sup> Grade visits to the Village Office.
- Randy met with the P-W Superintendent and the President of the Village of Westphalia to discuss possible co-op programs between P-W High School students and local businesses. Further discussion to follow.

**A MOTION WAS MADE** by Trustee Yerge to adjourn the meeting at 9:05. **MOTION SUPPORTED** by Trustee Heckman. Six votes in favor, none opposed. **MOTION APPROVED.**

These minutes are respectfully submitted by Sandy Wolniakowski, Village Clerk, and will be presented for approval at the July 13, 2015 meeting.