

**GLEN ARBOR TOWNSHIP**

P.O. Box 276 Glen Arbor, MI 49636

231-334-3539 FAX 231-334-6370

Peter Van Nort, Supervisor

Pam Laureto, Clerk

Lee Houtteman, Treasurer

John Pepler, Trustee

Don Lewis, Trustee

**Regular Board Meeting**

12/17/2019

The meeting was called to order by Supervisor Van Nort at 7:50 PM in the Glen Arbor Town Hall meeting room. Roll Call – all Board members were present. GLFD Chief Ferguson, Zoning Administrator Tim Cypher, and one member of the public were in attendance. The Pledge of Allegiance was recited.

The agenda was presented. **Motion by Lewis, support Pepler, to approve the agenda as amended. Motion carried.**

Public Comment: None

Minutes of the 11/19/19 Regular Board Meeting were presented. **Motion by Pepler, support Lewis, to approve the minutes of the 11/19/19 Regular Board Meeting. Motion carried.**

**Treasurer's Report** – Treasurer Houtteman reported that the total cash on hand as of 11/30/19 was \$2,524,643.00. There were two CDs that came to maturity. One was in the General Fund and that was cashed and added to the General Fund checking to help make up for money spent for roads. The other one was in Emergency Services and it was transferred to a Morgan Chase CD through Huntington Bank at a rate of 1.65.

In reference to the Fisher Lake Special Assessment Funds, Pepler asked if we were dredging this year. Van Nort responded that the Fisher Lake Group is discussing the depth and he and Andy DuPont are exploring what they should do about the depth. Last time it was dredged to a depth of 3' instead of 4'.

**Clerk's Report** – Clerk Laureto highlighted items from the monthly check list, payroll report, balance sheet and revenue and expense report. The Glen Arbor Sign was sold. Laureto reported the General Fund expenses for November 16 to December 16, 2019 were \$12,424.14 and the payroll for November was \$27,817.07. **Motion by Lewis, support Houtteman, to approve the payment of General Fund expenses and payroll. Motion carried.**

**Emergency Services Advisory Commission Report** – On behalf of Linda Ihme, Clerk Laureto reported that the Emergency Services Advisory Commission had reviewed the monthly checklist and payroll payments and reports and concurred with the checks that were necessary to pay early. The Commission recommended to the Township Board that they pay the unpaid checks as reported on the monthly check list. Clerk Laureto stated that the Emergency Services expenses for November 9 – December 8, 2019 were \$35,473.99 and payroll for November was \$82,828.44. **Motion by Laureto, support Van Nort, to approve the payment of Emergency Services expenses and payroll. Motion carried.**

Clerk Laureto stated that at the November ESAC meeting the Committee had discussed the reconciliation payment to Empire for their overpayment of \$97,000.00. ESAC had recommended the payment to the Town Board but the actual recommendation was not made at last month's meeting. **Motion by Van Nort, second Pepler that we pay the reconciliation dollars to Empire for the FY 2018/2019. Motion Carried.**

**Fire Chief Operations Report** – Chief Ferguson gave the operations report. There was one house fire on Dunn's Farm Road. They hired a full-time paramedic which brings the department to full staff for the first time in 4 years. There were 29 calls for the month of November. Ferguson updated the Township on where we stand in the nationwide Opioid Epidemic. Houtteman asked about the false calls. Ferguson explained they are usually a result of contractors making dust which sets off the smoke detector. There is an ordinance in place so that individuals are fined for repeat false calls.

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**Zoning Administrators Report** – Submitted in writing and presented in person.

**Monthly Assessors Report** – Submitted in writing.

**Correspondence** –All correspondence is available in the Township office for review.

1. Township Focus
3. MTA Weekly Newsletter (2)
4. MTA Monthly Legislative Update
5. DTE Magazine
6. Leelanau Conservancy Newsletter
7. Michigan Public Service Commission Notice of Hearing
8. Planning and Zoning News

**Unfinished Business**

1. The Park Commission's 5-year Recreation Plan and the 6:30 PM Public Hearing were briefly discussed. We will submit editorial comments and corrections to the Rec Plan to the Park Commission. Laureto proposed that the Board facilitate better communication with the Park Commission. Pepler suggested that perhaps we could have a monthly update from the Park Commission. We should be receiving monthly minutes and perhaps there should be a Board or Planning Commission representative at the Park Commission meetings. **Motion by Van Nort, second Lewis to table the Park Commissions recommendation to adopt the resolution to approve the draft 5-year Park, Recreation, Greenways and Open Space Plan (Rec Plan). Motion Carried.** Discussion will continue at a future meeting.
2. An update on the potential new sign was given by Houtteman. He has not heard back from the Salesman with an estimate and size specifications.
3. Glen Arbor/Empire Emergency Services funding reconciliation was previously discussed under the Clerk's report.
4. Laureto reported that the Clerk's office has had one locksmith in to give a quote on re-keying the outside locks and a second locksmith will be visiting this week to provide a 2<sup>nd</sup> quote.
5. Van Nort shared that Laureto had used the MTA's Township Salary Survey to compare our Township with others across the State. Only 11.4% of Townships had completed the Salary Survey so we do not have a complete picture. Of the responding townships 78% did not offer benefits for their elected officials, 8% offered benefits for all elected officials, and 14% offered benefits for some of the elected officials. Leland Township in Leelanau County does provide benefits for its elected officials. Pensions were offered to all elected officials by 47% of the responding townships, 15% of the townships offered pensions to some elected officials and 37% did not offer pensions to their elected officials. Laureto indicated we need to also compare the full-time/part-time status and number of hours worked for each of the elected officials in the responding townships. Van Nort indicated our insurance company has not responded yet so this issue will continue to be on the agenda.
6. Boat Task Force/Boat Ramp report. Lewis briefly discussed some of the boat ramp options that are being discussed by the committee. There recent meeting was canceled and will be rescheduled for January.

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**New Business**

1. GLFD Budget Amendments were presented by Bryan Ferguson. ESAC reviewed the amendments at their last meeting and recommended that the Town Board adopt them. **Motion by Laureto, support Pepler to approve the Glen Lake Fire Department budget amendments as presented. Motion Carried.**
2. Laureto reviewed the expenses for cleaning services including the Townhall cleaning, Park restroom cleaning, and Garden restroom cleaning.

**Planning Commission Report** – Pepler reported on the recent Planning Commission meeting. Tim Cypher has met with commission members who are working on update the ordinances.

**Public Comment:** None

**Board Member Comments**

Pepler – None

Lewis – None

Houtteman – None

Laureto – Updated the Board on the move to a new payroll service. She and Bryan Ferguson met with the vendor and discussed specifics of the set-up and the types of reports we will need generated. The set-up is just about complete, and the first payroll entry will be December 30. The Township employees will be moving to the same pay date as the Fire Department which will save at least \$80.00 per month.

Van Nort – None

Meeting adjourned at 9:52 pm.

Respectfully submitted,

Pam Laureto  
Township Clerk