

**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**

3/18/2020

The meeting was called to order by Supervisor Van Nort at 7:30 PM in the Glen Arbor Town Hall gymnasium. Chairs were set 6' apart due to the COVID-19 pandemic. The Pledge of Allegiance was recited.

Roll Call – all Board members were present. One member of the public was in attendance.

The agenda was presented which contained only essential business. One item was added. **Motion Pepler, support Lewis, to approve the agenda as amended. Motion carried.**

Public Comment: none

**Clerk's Report** –The General Fund expenses for February 18 to February 17, 2020 were \$41727.22 and the payroll for February was \$17920.39. **Motion Laureto, support Houtteman, to approve the payment of General Fund expenses and payroll. Motion carried.**

Laureto and Van Nort attended the ESAC meeting on March 11, 2020 where the payment of bills and payroll were recommended to the Town Board. Emergency Services expenses for February 12 – March 12, 2020 were \$42135.83. The February payroll was \$75657.13. **Motion Laureto, support Van Nort, to approve the payment of Emergency Services expenses and payroll. Motion carried.**

**Unfinished Business**

1. Laureto presented the FY 2020 – 2021 budget and highlighted a few changes since the March 11<sup>th</sup> budget workshop. **Lewis proposed to approve the revised FY 2020 – 2021 budget as presented, support Pepler. Motion carried.**

**New Business**

1. The Supervisor requested to appoint a Deputy Supervisor with an income of \$0.00. Van Nort indicated there are several issues to sort out and complete before he steps aside at the November election. Lewis asked Van Nort if he had a candidate in mind and he indicated that he had not asked him yet, but that Tom Laureto was his choice. **Van Nort motioned that the Town Board consent to his appointing a deputy in the person of Tom Laureto with an income of \$0.00, second Pepler.** Further discussion included the lack of pay for services rendered. Houtteman indicated this will benefit Laureto as he runs for the office of Supervisor in November. Several Board members concurred that this would be beneficial to the Township for a smooth transition. **Motion carried unanimously.**
2. Van Nort reviewed the resolution by the Park Commissioners requesting the Town Board appoint a Park Board with staggered terms rather than an elected Park Commission. Laureto researched this issue with the attorney from the Michigan Townships Association (MTA) and learned that very few Townships have elected Park Commissions, most have appointed Park Boards. The process for making this change was reviewed with the Township attorney as well as MTA and involves circulating a petition to the electors where they will request the Town Board to place the issue on the August 4<sup>th</sup> Primary Election. Laureto presented Resolution #9 – 2020 to pursue changing the Park Commission with elected positions to a Park Board with appointed positions. **Van Nort motioned to adopt Resolution #9 – 2020, as modified by the Clerk, and that we start circulating the petitions to transfer from an elected Park Commission to an appointed Park Board with staggered terms, second Pepler. Roll Call vote. Ayes, Houtteman, Laureto, Lewis, Pepler, Van Nort; Neys: none. Supervisor declared the motion carried.**

**GLEN ARBOR TOWNSHIP**

P.O. Box 276 Glen Arbor, MI 49636  
231-334-3539 FAX 231-334-6370

Peter Van Nort, Supervisor  
John Pepler, Trustee

Pam Laureto, Clerk

Lee Houtteman, Treasurer  
Don Lewis, Trustee

3. Resolution #8 – 2020 FY 2019-2020 Budget Amendments were reviewed. All bills have been paid to date and the upcoming March utility bills have been estimated. There are two bills forthcoming for the Park mulching and clean-up, and material underneath the playground equipment. Money for these bills are in Resolution #8. **Lewis motioned that we approve Resolution #8 - 2020, support Houtteman. Roll Call vote. Ayes, Houtteman, Laureto, Lewis, Pepler, Van Nort; Neys: none. Supervisor declared the motion carried.**
  
4. Van Nort presented amendments to the Emergency Services Budget which were reviewed by ESAC and recommended by ESAC for our approval. Amendments keeps the original budget total. **Motion Laureto, support Van Nort, to approved Emergency Services FY 2019 – 2020 Budget Amendments.** Discussion regarding Health Insurance and Paid Time Off budget reductions. **Motion carried unanimously.**
  
5. Following the Governor's recommendations and to help prevent the spread of COVID-19, **Van Nort proposed that we close the Township Hall, Offices and Meeting room to non-employees, second Lewis.** Laureto distributed a draft Public Notice to that effect which also announced that the Public Budget Hearing, which is required by law, proceed as scheduled on March 28<sup>th</sup> and that the scheduled Annual Meeting be indefinitely postponed. **Motion Carried.**

Meeting adjourned at 8:12 pm.

Respectfully submitted,

Pam Laureto  
Township Clerk