

GLEN ARBOR TOWNSHIP

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Peter Van Nort, Supervisor

Pam Laureto, Clerk

Lee Houtteman, Treasurer

John Peppler, Trustee

Don Lewis, Trustee

Special Board Meeting

8/17/20

The meeting was called to order by Supervisor Van Nort at 7:30 PM in the Glen Arbor Township Hall. Roll Call – all Board members were present. The meeting was open to the public by teleconference. The Pledge of Allegiance was recited.

The purpose of the meeting was to continue the discussion and dialog of statutory and non-statutory duties of the 4 elected positions of the Township Board. The Supervisor, Clerk and Treasurer have each compiled a list of what they think the duties are and we have extracted information from MTA. The goal is to have these job descriptions in established form prior to the newly elected personnel taking the position.

To begin the Board discussed and created lists of 1) Resident Expectations of Township Officials, 2) State and County Expectations of Township Officials, and 3) Expectations of Board Members. (See attached lists)

The Board discussed the lists of non-statutory duties prepared by board members. Lewis suggested we categorize all non-statutory duties using the Resident Expectations as headings and giving an estimate of the amount of time for each duty. Van Nort asked that we all be as detailed as possible as we prepare the lists.

A Special Meeting was called for August 31st at 7:30 pm in the Township Hall to compile the individual lists into a master list with estimated amount of time required for each.

Meeting adjourned at 8:58 pm.

Respectfully submitted,

Pam Laureto
Township Clerk

Resident Expectations Of Township Officials	State & County Expectations of Township Officials	Expectations of Board Members
Accessibility	Meet Statutory Duties	Congeniality
Property Management	Election Compliance	Cooperation
Voter Information	Clean Audit	Prepared for Meetings
Resolution of Complaints	Accurate Assessment Roll	Hold Office Hours
Accommodate non-profits	Financial Solvency	Trained for position
Communication		
Open to Input		
Timely Response		
Oversee a Satisfactory Fire & Rescue Operation		
Adequate Insurance		
Interfaces with NPS, GLA, FLA, SBGC		