

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

10/1/20

The meeting was called to order by Supervisor Van Nort at 7:10 PM in the Glen Arbor Meeting Room. 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 of statutory and non-statutory duties of the 4 elected positions of the township Board, compensation of for the statutory and non-statutory duties. Two additional items to be covered at the meeting were: 1) that all Board members responded affirmatively to the email requesting review and approval of the expenditure of \$3000.00 for easement work on the SBHT, and 2) to talk about opening the Hall to gatherings following the Governor's EO allowing 25 people per 1000 square feet. **Motion Peppler, second Lewis, to approve the agenda. Motion carried unanimously.**

Public Comment: Ron Smith was concerned about election day and whether there might be disturbances throughout the day. Van Nort said he has thought about the same thing and that Pam and he would investigate and implement something that will address that kind of disruption.

Opening the hall was discussed first. The Glen Arbor Women's Club typically has about 40 in attendance. They would be interested in meeting in the Hall 1 night per month. The Hall is 3,500 sq. feet which would accommodate 87 people. Van Nort asked about how we would accomplish having 87 people and Laureto suggested we limit to 50. **All Board members agreed that if a meeting conforms to the Governor's requirements, we should open the Hall.** Van Nort asked who sets up the chairs for the Women's Club and Laureto responded that the Club hires the Townships custodian to do that.

The Board reviewed the document the Clerk compiled from last meetings comments. No comments or corrections to the document. The Board went through the 16 pages of non-statutory job duties and assigned which board member or members each job falls to. The Board agreed that the assignment of time to each job could be summarized as daily, weekly, monthly, yearly and did not need to be exact amounts of time. The board also agreed to reorganize the list by responsible person and then look at it from the standpoint of compensation.

A Special Meeting was called for October 9th at 3:00 pm in the Township Hall to discuss compensation.

Public Comment: Polly Jackson thanked the Board for working so hard. She has been attending meetings via teleconference for several weeks and said we are all doing a fine job. The Board thanked Polly for her comment.

Lewis outlined the path the Board has taken. We started by identifying that we needed definitive job descriptions so that all would know what each official does. We decided it was necessary to understand what our statutory duties were, but the desire was to have a more definitive job description for the non-statutory work that is done. He stated that he feels we are close to having accomplished that. Now that non-statutory job descriptions have been established, the next piece is to determine how much time each job requires. Lewis said that with regards to compensation we are just going to be "cleaning up the files", "correcting errors and omissions", and we are not trying to throw anybody under the bus or picking on any one person. We will be looking at the numbers which don't lie. He asked if everyone agreed with approach and all did.

He asked to discuss further the Heritage Trail. Lewis asked Van Nort if he had signed a contract. No contract was signed. Prien & Newhof were authorized to proceed with the easement work. Once the easement work is completed, we will have a contract meeting and once all are agreed to that the contract will be signed.

Meeting adjourned at 8:40 pm.

Respectfully submitted,

Pam Laureto, Township Clerk