

GLEN ARBOR TOWNSHIP

P.O. Box 276 Glen Arbor, MI 49636

231-334-3539 FAX 231-334-6370

Tom Laureto, Supervisor

Pam Laureto, Clerk

Lee Houtteman, Treasurer

John Pepler, Trustee

Don Lewis, Trustee

**Special Board Meeting
November 24, 2020**

Supervisor Laureto called the Special Board Meeting to order at 7:30 PM. The meeting was held telephonically.

Roll Call: Houtteman, P. Laureto, T. Laureto, Lewis, and Pepler were present as were several members of the public. The Pledge of Allegiance was recited.

Supervisor Laureto said the purpose of the meeting was to approve one bill for immediate pay, approve the purchase of a new computer for the Supervisor, and approve audio/visual equipment which has a time sensitive nature.

The Supervisor asked if any Board member had a conflict of interest with any of the agenda items. All Board Members said no, however, Lewis wished everyone to know that he has done business with Waara Technology, but he has no financial interest in Waara.

Public Comment: None

New Business

1. Clerk Laureto said that two invoices sent via email from Election Source ended up in Junk email. They are now past due. **Laureto motioned, second Lewis, to immediately pay the Election Source bill for \$48.28. Motion unanimously carried.**
2. Clerk Laureto said the next item is to approve purchase of a dell computer for the Supervisor through Netlink Business Solutions. The computer is the same make and model purchased last November for the Clerk, Deputy Clerk, and Treasurer. In addition, Microsoft Office and Antivirus software will be purchased. We already have the monitor. The cost is \$1557.00 for the equipment, software, and labor for set-up, install of software, firewall, antivirus, and VPN access. **Motion P. Laureto, second Lewis, to purchase the computer for \$1557.00. Motion unanimously carried.**
3. Supervisor Laureto described the need for Audio/Visual equipment to allow the Township to better comply with the OMA. We need to ensure reliability at meetings for public participation. The equipment will be used by the Planning Commission, Board of Review, Zoning Board of Appeals, Park Board, Emergency Services Advisory Commission, and the Township Board. He said a second issue is sound quality and that this equipment is highly recommended, used by many area businesses and government agencies, and has excellent sound and visual capabilities. Currently presenting documents during meetings is not easily done and this system will easily allow documents to be viewed by all. The equipment works with any laptop by a simple USB connection.

Supervisor Laureto said that the product is being installed as soon as it is received by the vendor and there may be a couple of months wait for the install. The total cost is \$9402.90 which includes the audio equipment, a monitor with camera, the cables and connections, set-up, training, and a yearly renewable ZOOM Pro subscription.

Motion Pepler, second Lewis, to approve the purchase of the proposed audio/visual equipment.

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Discussion: Houtteman said we are going from a phone in the middle of the room to \$10,000 of equipment and he feels this is overkill for our uses. He feels there are other options. Houtteman asked if we had other bids.

Clerk Laureto responded that our IT company, which we called in on the problem, has subcontracted with Waara. Laureto further explained that because this is an expense that was not budgeted it is eligible for CARES Act funding. We will be submitting this expense with other expenses the Township has incurred with our CARES Act reimbursement request on December 1st.

Peppler said that we do the business of the people and it is important to do it right and for the right reasons. He said that the Planning Commission will use this monthly, it is something that is expected at the level of government that we are working at. He said he does not like spending money either, but it looks like the Government is going to give us help here and that make is palatable. Peppler said that a couple of planning Commission members have health issues that makes it difficult for them to be in a face-to-face meeting and this will allow them to perform their tasks at the level they should be able to. He indicated support for the motion.

Supervisor Laureto said that we do not have the flexibility that other types of organizations have with their meetings. We must comply with the Open Meetings Act and we need reliable equipment. On our visit to Waara to view the equipment we found that many local businesses are using this system in all their conference rooms, its easy to use, and will not require an IT professional to attend each meeting.

Houtteman questioned why each item on the bid was not separately quoted and asked why we need a new monitor. P. Laureto said that the monitor they are recommending has the camera built into it and is large enough so documents can be read from the back of the room.

Roll Call Vote.

Voting Aye: Lewis, P. Laureto, J. Peppler, T. Laureto

Voting Nye: Houtteman

The Supervisor declared the motion to purchase the audio/visual conference equipment for \$9402.55 passed.

Public Comment: None

Board Member Comments: Lewis asked for a ballpark idea of how quickly Waara thought they could assemble the system. T. Laureto said the worst-case scenario was 2 months and it probably will not be less than 4 weeks. We will be able to piggyback on a large order which they hinted would help to move us up. Peppler said there will be some very happy members of the planning commission and he thinks the system will do a good service for all involved. T. Laureto said that he is looking forward to open meetings and in-person meetings, but it looks like that will be several months away.

Motion T. Laureto, second Lewis, to adjourn the meeting. Motion carried.

Meeting was adjourned at 7:56 PM.

Respectfully submitted,

Pam Laureto
Township Clerk