

**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

**Regular Board Meeting**

1/19/2021

The meeting was called to order by Supervisor Laureto at 7:37 PM. The meeting was held via ZOOM.

Roll Call – L. Houtteman, P. Laureto, T. Laureto, D. Lewis, and J. Pepler present via ZOOM. Several members of the public were also present via ZOOM. The Pledge of Allegiance was recited.

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

Public Comment: None

Minutes of the 12/15/20 Regular Board Meeting were presented. **Motion Pepler, support Lewis, to approve the minutes of the 12/15/20 Regular Board Meeting. Motion unanimously carried.**

**Treasurer’s Report** – Houtteman reported that as of 12/31/2020 the total cash on hand by Fund is:

General Fund	\$ 652,852.91	Park Debt Service Fund	\$ 37,285.43
Emergency Services Fund	\$2,480,022.46	Fisher Lake SAD Fund	\$ 46,521.62
GLFD Debt Service Fund	\$ 20,393.32	Tax Collection Fund	\$349,370.65

P. Laureto asked for correction on the reports date from November 30 to December 31. T. Laureto asked the treasurer if he could fix some of the extra lines currently showing on the report and offered to meet with him to show him the requested changes.

**Clerk’s Report** –The General Fund expenses for the last 30-day period were \$64,891.58 and the payroll for December was \$24,000.96. The Clerk said December was a 3-payroll month, and the bills included a \$50,000 payment to Prien & Newhof for SBHT design work. She also said that a \$50,000 grant was received from TART Trails for the trail design work. **Motion Laureto, support Lewis to approve the payment of General Fund expenses and payroll. Motion unanimously carried.**

Laureto reported that the Emergency Services expenses for December 9, 2020 – January 12, 2021 was \$68,653.12 and the December payroll was \$132,437.43. **Motion Laureto, support Pepler, to approve the payment of Emergency Services expenses and payroll. Motion unanimously carried.**

**Emergency Services Advisory Commission Report** – In DePuy’s absence Laureto reported that ESAC had reviewed the monthly checklist and payroll payments 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 and the payroll.

Regarding the ALS agreement ESAC recommended that the Glen Arbor Supervisor contact the Empire Supervisor to obtain his signature on the agreement prior to the Glen Arbor Township Board meeting. Clerk Laureto and Chief Ferguson are working with the Townships website designer on updating the fire department’s website. Additionally, ESAC recommended to the Glen Arbor Township Board that we approve the GLFD budget amendments.

**Fire Chief Operations Report** – Chief Ferguson reported that the department had 25 calls for the month of December. One call of note was a HazMat call in Empire. He is working Leland on updating the agreement for Marine Boat Responses. Ferguson said he is working with Supervisor Laureto and ESAC on the Department’s Capital Replacement Plan. Ferguson said the GLFD submitted about \$5,000 to the

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County for CARES Act funding. The Tanker truck we had on loan to Cedar and Frankfort for the last year has been sold for \$55,000. The Department is still looking to fill one position.

**Zoning Administrators Report** – Submitted in writing.

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

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

### Unfinished Business

1. Park Board Report – T. Laureto reminded the board that last month we approved a Chairperson and 2 members to the Park Board, and we also approved having a 5-member Park Board. The Park Board has requested expanding the Board to 7 members. Discussion ensued with some members feeling that smaller boards work better and others feeling that a 7- or 9-member board would be fine. Lewis said he needs to have the rationale for a larger board. P. Laureto said that while the Township Board has been talking about the Park Board for several months, we have never developed the description or bylaws for the Park Board. She recommended that we first work on the description and bylaws, Peppler and Lewis agreed. Laureto suggested that once the restrictions are lifted and we can meet in person that we call a special board meeting to work on the Description of the Park Board and its Bylaws. All Agreed.
2. Sign – Supervisor Laureto discussed the electronic sign. He said we now have a website that people are relying on more and we have a Facebook following that directs people to the website. He said that information is getting to the public that was not getting to the public 4 years ago. Another issue with an electronic sign is who would use it. There are a lot of people who have different opinions on how it would be used, and he believes the Township Board would limit the use to local non-profits and community activities. He indicated that many of the email comments received this last summer asked the Board to concentrate more on a sign with a historical or small-town feel. **P. Laureto motioned, second Peppler, that we pursue signage for our local events but not an electronic sign. Motion unanimously carried.**
3. Reopening the Township Hall – Laureto reported that the hall can now be opened for non-contact sports. **Motion Laureto, second Peppler, that we re-open the hall for non-contact sport, that we allow family groups to use the hall, and that we reopen the hall to contact sports once those restrictions are lifted. Motion unanimously carried.**

### New Business

1. GLFD FY 2020-2021 3<sup>rd</sup> Quarter Budget Amendments – Chief Ferguson proposed an overall \$300,000.00 decrease to the fire department's budget. **Motion Lewis, second P. Laureto, to approve the GLFD budget amendments by Activity. Motion unanimously carried.**
2. P. Laureto reminded members that the GLFD ALS Agreement with Cedar Area Fire and Rescue was reviewed last month, and nothing has changed. She said that while the Supervisor is legally able to sign documents the Board should authorize those signings. **Motion P. Laureto, second Lewis, to authorize the Supervisor and Chief Ferguson to sign the Advanced Life Support agreement with Cedar Area Fire and Rescue. Motion unanimously carried.**
3. Trustee Peppler reported on the draft Cemetery Ordinance and draft Bylaws received from our attorney saying that they are more detailed than we need. He will meet individually with the Clerk and Supervisor to try and trim them down to what we need. He hopes we can have this ready by the Spring.

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4. P. Laureto explained that we had a 15-year lease for the Dry Hydrant located at the DNR Boat Launch which expired on November 30, 2020. This new lease is also for 15 years. In this case the Supervisor and Clerk are asked to sign the agreement. **Motion Pepler, second Lewis, to allow the Supervisor and Clerk to sign the DNR Dry Hydrant Lease Agreement. Motion carried unanimously.**
  
5. T. Laureto said that we are planning to do the Fisher Lake Channel Dredge this spring. The dredge is paid 50% by the property owners in the Fisher Lake Special Assessment District and 50% by the Township. The channel was last dredged in 2016. He requested that the Board accept the Proposal from Grobbel Environmental to oversee the dredging project and pay the \$1500.00 retainer. **Motion Pepler, second Lewis, to accept the Proposal from Grobbel Environmental and pay the \$1500 retainer fee. Motion carried unanimously.**

**Park Board Report** – No Meeting.

**Planning Commission Report** – The Commission did not meet.

**Public Comment:** Patricia Widmeyer asked if the townhall would be open for book club meetings.

**Board Member Comments:** Pepler, Lewis – None

Houtteman reported on tax collections to date and reminded everyone that tax payments are due by February 15, 2021 to avoid late fees and penalties.

P. Laureto informed the board that we had some issues with the septic lift pump. It appears to be electrical and a circuit breaker was replaced. The electrician got everything working however, he said the pump and the pump alarm are on the same circuit which is why we did not have a warning. She requested a proposal to have the alarm moved to a different circuit.

P. Laureto said she assembled all the documentation for the Townships COVID-19 reimbursement and submitted them to County. The total reimbursement request is \$25,482.

P. Laureto said she will work with the IT people to solve the sound issue we had at this meeting.

**Supervisor Comments:** T. Laureto said he was at a Supervisor's meeting today and they were informed that the Leelanau County Health Department is all set to do COVID vaccines, they have workers and locations, but they have not received any vaccines. Apparently the most reliable place to get a vaccine is Munson Health Care. Munson's phone number is 231-937-SHOT to get on their schedule for receiving a vaccine. Most importantly if you are 85 or older you will get next day service.

T. Laureto also reported that the Township is planning on having the large item waste pick-up resume this year. We are on the schedule for May 29<sup>th</sup>, the Saturday of Memorial Day weekend.

Meeting adjourned at 8:30 pm.

Respectfully submitted,

Pam Laureto, Township Clerk