

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

11/17/2020

The meeting was called to order by Supervisor Van Nort at 7:30 PM in the Glen Arbor Town Hall.

Roll Call –Laureto, Lewis, Pepler and Van Nort present in person, Houtteman was present telephonically Supervisor Elect T. Laureto was present in person. Several members of the public participated telephonically. The Pledge of Allegiance was recited.

The agenda was presented. **Motion Lewis, support Pepler to approve the agenda. Motion unanimously carried.**

Public Comment: None

Minutes of the 10/20/20 Regular Board Meeting were presented. **Motion Pepler, support Lewis, to approve the minutes of the 10/20/20 Regular Board Meeting. Motion unanimously carried.**

Treasurer’s Report – Houtteman reported that as of 10/30/2020 the total cash on hand by Fund is:

General Fund	\$ 665,139.06	Park Debt Service Fund	\$18,787.60
Emergency Services Fund	\$2,413,857.50	Fisher Lake SAD Fund	\$43,188.88
GLFD Debt Service Fund	\$ 1,087.87	Tax Collection Fund	\$ (8,615.51)

Van Nort asked the treasurer to comment on why the tax fund had a negative amount. Houtteman responded that payments were collected, disbursements were made, and then the bank notified us that some checks were NSF, so those funds were not available. He said that as of today’s date the account has been rectified by removing the two payments that did not clear the bank.

Clerk’s Report –The General Fund expenses for the last 30-day period were \$18,423.09 and the payroll for October was \$16,131.34. **Motion Laureto, support Pepler to approve the payment of General Fund expenses and payroll. Motion unanimously carried.**

Emergency Services Advisory Commission Report – In Ihme’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.

Laureto reported that the Emergency Services expenses for October 21 – November 12, 2020 were \$56,156.16 and the October payroll was \$106,274.16. **Motion Laureto, support Van Nort, to approve the payment of Emergency Services expenses and payroll. Motion unanimously carried.**

Emergency Services Advisory Commission Report – In Ihme’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.

Fire Chief Operations Report – Laureto was unaware that Chief Ferguson was on the conference call and reported that one firefighter/paramedic will be leaving the department in December and moving out of State. His wife has taken a new job and he will be moving with her. The GLFD will be looking to fill that position. The GLFD had 53 calls in October which is 15 – 20 more calls than they usually have in October. The GLFD has been working for some time with Cedar Area Fire on an ALS (Advanced Life Support) Intercept Agreement which would allow the department to cover the Glen Lake Community

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School. ESAC asks that the Glen Arbor and Empire Township boards review the agreement. ESAC is also reviewing it and will vote to bring the agreement to the Glen Arbor Township Board at next month's meeting along with comments from the Empire Township Board. At December's Empire Township Board meeting they will make a recommendation to the Glen Arbor Township Board on a replacement for outgoing ESAC member Roy Pentilla. The GLFDs website has not been working for a while and the platform is too old to be updated. ESAC approved the recommendation that they run the Fire Departments website through Glen Arbor Township's website. They will build off the page that already exists on the website. Empire will put a link on their website to the fire departments homepage. This will be less expensive than creating a new stand-alone website. Ferguson indicated he was on the phone, agreed with what Laureto had reported, and added that the department is working through a large amount of vehicle maintenance. Van Nort asked if the additional maintenance was covered in the projected budget and Chief Ferguson said yes.

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. Update on Garage Maintenance & Sidewalk Repairs – Laureto reported the Glen Arbor Outdoor has completed the sidewalk repairs. Bob Ihme was present on the teleconference and reported, relative to the garage maintenance, that they have finished the painting and critter proofing. They still need to complete the threshold and weather stripping.
2. Closing of the Township Hall – Laureto reported that Board members began discussion of closing the Township Hall due to increased cases of COVID-19 via email and then over the weekend the State closed things down for at least 3 weeks. All users of the Hall have been notified of its closure. We will continue to monitor the State's Orders and will reopen when allowed.
3. Appointments to Township Boards – Van Nort presented Andrew Dotterwich as an alternate on the Zoning Board of Appeals. **Laureto motioned, support Lewis to appoint Andrew Dotterwich to the Zoning Board of Appeals. Motion unanimously carried.**

Van Nort said that the terms for all 3 members on the Board or Review will expire at the end of December. All have agreed to continue for another two-year term. Those members are Andrew Dotterwich, Renae Ihme, and Paul Yared. **Laureto motioned, support Van Nort to appoint Andrew Dotterwich, Renae Ihme and Paul Yared to two-year terms on the Board of Review. Motion unanimously carried.**

4. Park Board Interested Candidates – Laureto reported that following the passing of the August ballot proposal, the Park Commission is dissolved as of November 20 and the Board must appoint a new Park Board. Three of the Commissioners, Schannals, Calsbeek, and McIlvaird have agreed to continue serving on the new Park Board. Names of two individuals who had expressed interest last February when the Commission was looking to replace retired commissioner Fowler have been given to us. They are Tim Sutherland and Angela DeWitt. Laureto asked the Board if they wanted to contact these two individuals to see if they were still interested. Peppler, Lewis and Van Nort all nodded affirmatively. Laureto reviewed a document prepared by the Park Commission that outlines duties of a Board Member and contains a detailed monthly To-Do list, daily upkeep, needed repairs, and suggested Capital Improvements. Laureto suggested everyone study the job description and accompanying lists and come prepared to begin work on putting together the Park Board at the December meeting.

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5. Sleeping Bear Heritage Trail Resolution #14-2020 –Laureto reported that the Board has worked through the Prein & Newhof contract, the TART Trails MOU, and that our Attorney has reviewed and made changes to the contract and MOU and has indicated they are ready for signing. She read resolution #14-2020 to authorize the Supervisor to sign the contract and MOU. **A roll call vote was taken. Voting aye: Pepler, Lewis, Laureto, Houtteman and Van Nort; Voting Nye; none. The Supervisor Declared the Resolution Adopted.**
6. SBHT the Next Step - once the contract is received by Prein and Newhof. they will begin with a survey and a kickoff meeting will be scheduled with the SBHT subcommittee. Laureto reported that Lewis spent several hours compiling packets of SBHT information dating back to 2014 which will be distributed to all members of the subcommittee.

New Business

1. Treasurer's Resignation – Van Nort reported that the Treasurer has submitted a resignation effective November 18, 2020 and that the Board needs to either accept or reject the resignation. He said that Mr. Houtteman has been elected to the next term of office which begins at noon on November 20, 2020. **Motion Van Nort, support Laureto, that the Board does not accept the resignation. Motion carried 4:0 with Houtteman abstaining.**
2. Tax Account Audit – Van Nort said that due to the difficulties that have occurred in the last 9 months relative to the tax account that he has asked our Accounting Firm, Rehmann, to propose to him some type of an effort that would result in developing a process whereby the BS&A Software and QuickBooks software could be reconciled monthly. A proposal from Rehmann should be coming this week. Houtteman asked what they were going to try and discover? Houtteman said that he is looking at changing banks to help with the tax account problems. He said he would be happy to have Rehmann look at the account, but he did not understand what all it would entail. Van Nort explained the resulting outcome should be a process that allows reconciliation between BS&A Tax Software and QuickBooks accounting software.
3. Improved Communications – Laureto said that the improved communication refers to improving our ability to hold public meetings remotely. There have been complaints about the telephonic communication system we are currently using. We met last week with our IT company and they brought in a communications technology company to help with the project. We have a verbal proposal for equipment that they have installed at 24+ government entities and companies throughout the area to help with public meetings. The system has a high-quality microphone, video capabilities that would allow for showing large scale documents such as site plans, and a camera that senses who is talking and focuses on them. The system will require a laptop computer which we have in the office. It functions on a Zoom or similar platform and is therefore easy to use. The estimated cost for this system is between \$4,000 and \$6,000 with an additional \$500 for integration into our current computer system. Laureto said that she and the new Supervisor are scheduled to view a demo of the system on Thursday and invited other Board members to join if interested. **Laureto motioned, second by Pepler, to move forward with developing and bringing forth a system that will allow us to communicate among Board Members, the people in the audience, and the people who are calling in from different locations. Lewis added clarification to the motion to indicate that we are approving a budget in the range of \$4,000 - \$6,500 and that a bid will be brought forth before money is agreed to be spent. Laureto agreed with the clarification. Board and Public comment ensued. Roll Call Vote: voting aye - Pepler, Houtteman, Lewis, Laureto, and Van Nort. Motion unanimously carried.**

Park Commission Report – No additional information to add.

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Planning Commission Report – Pepler reported that the last meeting was lengthy with most of the meeting being about Turner Booth’s plan for the Old Mill. Booth had two requests, one was a change of use which was passed, and the second was a change for zoning which was passed and then forwarded to the county planning commission for their review and comment. Pepler said there was a lot of good information and history that came from the meeting with a lot of people sharing their thoughts. It was good to see that Turner Booth is putting some thoughtful plans together. There will be a ZBA hearing coming up soon. And the last item discussed was that Rob Karner and the Glen Lake Association will be presenting information on the Watershed Overlay District at next months meeting.

Public Comment: Polly Jackson thanked the Board for exploring options so that the Public can hear, and she recommended that the Board try Zoom while we explore the technology options.

Board Member Comments: Houtteman, Lewis, Laureto – None
Pepler thanked Van Nort for his 4 years of service. He said that Van Nort worked through a lot of issues and that it was a pleasure to have worked with him for 4 years.

Supervisor Comments: Van Nort emphasized to everyone that the most recent MDHHS orders which start at midnight on 11/18/20, forbid any kind of meeting in a non-residential setting. In residential settings they have allowed a maximum of 10 people from 2 families. The point is made so that everyone understands that the office and Township Hall are closed.

Van Nort said that in his last official act he would like to say that it has been a great experience, that he learned a great deal, he enjoyed it, and that he really appreciated the help and support he has received from his fellow Board Members.

Meeting adjourned at 8:30 pm.

Respectfully submitted,

Pam Laureto, Township Clerk