

Regular Board Meeting Minutes

3/16/2021

The meeting was called to order by Supervisor Laureto at 7:30 PM in the Township Hall meeting room and was available to board members and the public via ZOOM.

Supervisor Laureto said that before the meeting is started, he wished to take a moment to remember Bill MacLachlan who served on the Glen Arbor Fire Department and the Glen Arbor Planning Commission for many years.

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

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

All board members stated they had no conflict of interest with any items on the agenda.

Public Comment: none

Minutes of the 2/16/21 Regular Board Meeting were presented. **Motion Pepler support Lewis to approve the minutes of the 2/16/21 Regular Board Meeting. Motion unanimously carried.**

Minutes of the 3/4/21 Special Board Meeting were presented. **Motion P. Laureto support Lewis to approve the minutes of the 3/4/21 Special Board Meeting. Motion unanimously carried.**

Minutes of the 3/12/21 Special Board Meeting were presented. **Motion Lewis support Pepler to approve the minutes of the 3/12/21 Special Board Meeting. Motion unanimously carried.**

Treasurer's Report – Houtteman reported the total cash on hand by Fund as of 2/28/21 is:

General Fund	\$ 878,137.72	Park Debt Service Fund	\$113,055.50
Emergency Services Fund	\$3,277,482.08	Fisher Lake SAD Fund	\$ 54,299.21
GLFD Debt Service Fund	\$ 98,022.61	Tax Collection Fund	\$806,475.15

Clerk's Report

General Fund	Bills: \$ 12,691.80	Payroll: \$ 9,807.03
Emergency Services	Bills: \$296,199.52	Payroll: \$

Clerk's Report – The General Fund expenses for the period February 13 – March 15, 2021 was \$12,691.80 and the February Payroll was \$9,807.03. **Motion P. Laureto, support Lewis to approve the payment of General Fund expenses and payroll. Roll Call Vote. Motion unanimously carried.**

In DePuy's absence P. Laureto reported that ESAC had reviewed emergency services monthly expenses and payroll and recommended their payment to the Township Board. The emergency services bills for February 10 – March 5, 2021 were \$296,199.52 which included the \$229,000.00 payment for the new ambulance. February payroll was \$87,831.90. **Motion P. Laureto, support Lewis to approve the payment of Emergency Services expenses and payroll. Roll Call Vote. Motion unanimously carried.**

Emergency Services Advisory Commission Report – In DePuy's absence P. Laureto reported that ESAC had a presentation by Dr. Smith the Director of the Northwest Regional Medical Control Authority. Smith gave an overview of the Community Paramedic Program, a training and certification program to allow the paramedics to perform above and beyond their usual duties and operate a walk-in clinic at the fire station. Laureto reported to ESAC that she has completed the Fire Billing set-up with AccuMed and the department can now submit bills going back 1 year.

GLFD Operations Report – Chief Ferguson reported that he picked up the new ambulance today and it should be in service by the end of the day tomorrow. The department has submitted a FEMA grant for \$39,000 for the purchase of a new compressor. The department received a 2% grant from the Grand Traverse Band for \$1200 for the purchase of new chain saws. They had 23 calls for service in the month of February. 61% of those calls were in Glen Arbor Township and 26% were in Empire Township. One of the Department's full-time members is still deployed with the National Guard and is expected back at the end of the month. On February 22nd there was a building fire at the Homestead. The department got their quickly and they were able to put it out. Ferguson if they had arrived 2 minutes later it would have spread to the entire building. He said that having the full-time staff really makes a difference in a case like this one. Lt. Dykgraaf was the commanding officer at that incident. Yesterday the ISO consultant spent 10 hours at the fire department and Ferguson said it looks very promising that the consultant will very useful and that should result in a noticeable savings on property owners insurance.

Zoning Administrators Report – Submitted in writing

Monthly Assessors Report – Submitted in writing

Correspondence – The February correspondence is available in the Township Office for review.

Unfinished Business

1. Outdoor Sign update - T. Laureto said the goal is to replace the old yellow rolling cart sign for advertising Township events. He updated the Board on progress of obtaining quotes for a non-electronic sign for in front of the Townhall. A mock-up will be produced to allow potential users and others to have input before purchase is made.
2. Proposed Park and Recreation Board Bylaws - P. Laureto said she reviewed several examples of Park Bylaws and then wrote the sample document for Board Members to review. She intends that the document be a starting point for discussion. Discussion ensued and several ideas were shared. Board members will give their written comments to Clerk Laureto within the next week or so and she will compile those and then send the documents to Counsel as a guide for what the Board wants in the Park and Recreation Board Ordinance and Bylaws.

New Business

1. Cybersecurity recommendations - P. Laureto reminded the board that our insurance carrier proposed an addition of cybersecurity insurance this year. Along with that proposal he sent a cybersecurity guide. I met with our IT company and went over the guide with them. All board members received my summary of their recommendations in early February and again last week. In most areas we are well protected. Our IT company had two suggestions on additional things we should do to improve our cybersecurity. One was to verify the integrity of our back-up drives weekly. They could train us to do that or do it for us for \$30.00 per week. The second was to purchase anti-encryption software at a cost of \$50.00 per year per computer. Laureto said she is willing to be trained to do the back-ups and recommended no going forward with the \$30.00/week cost at this time. She also recommended to move forward with the purchase of the anti-encryption software. **Motion Lewis, second Pepler to approve the purchase of 6 copies of anti-encryption software at \$50.00/copy. Roll Call vote. Motion carried unanimously.**

P. Laureto said the Township does not have a computer use policy and we should develop one. She presented 5 items that would be part of that policy said she would request a copy of the counties policy for further guidance and will put together a suggested policy for discussion and possible adoption at next month's meeting.

2. Policy #1-2021 Financial Hardship Determination Policy - P. Laureto presented Policy #1-2021. She said the Policy is part of the Ambulance and Fire Billing Service. The billing service provided the bulk of this document. She added in the Purpose and Overview sections and changed a bit of the language so that it applies to both Fire and EMS bill. The billing service will handle all the paperwork but the Township/GLFD will make the final determination. **Motion Lewis, support Pepler to adopt policy #1-2021 Financial Hardship Determination Policy and to allow the Supervisor to sign said policy. Roll Call Vote. Voting Aye: Lewis, Pepler, Houtteman, P. Laureto, T. Laureto. Voting Nye: none. Motion carried unanimously.**

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3. Motion Lewis, support P. Laureto to schedule a Special Board Meeting on March 30, 2021 at 7:30 PM for the purpose of paying the fiscal year end bills, approving GLFD final 2020-2021 budget amendments, approving Township final 2020-2021 budget amendments, adopting the 2021-2022 General Appropriations Act Resolution, and adopting the final 2021-2022 budget. **Roll Call Vote: Voting Aye: J. Pepler, D. Lewis, P. Laureto, T. Laureto, L. Houtteman; Voting Ney: none**

Park Board Report – Pam Laureto – no report.

Planning Commission Report – John Pepler – the Commission met and had a presentation from the Glen Lake Association about the Watershed Overlay District they are proposing as a zoning amendment. The Commission will be talking about the proposal at its April meeting. There were discussions regarding the rezoning of the Brammer property and that a group is putting together petitions take the decision to a referendum vote. They also discussed certain zoning changes and ideas about where zoning should be changed. They will pursue those items at the next meeting.

Public Comment: none

Board Member Comments

Pepler said he has received his second COVID vaccine and not much of a reaction.

Lewis said he also had his 2nd vaccine and no side effects. Lewis continued by pointing out that there was an error in last weeks Enterprise report regarding our decision on hiring incentives for the fire department. The article has stated there was a \$2,500 referral bonus but that should have read a \$500 referral bonus. He wanted the record to reflect the correct amount.

Supervisor Comments - T. Laureto added to Chief Ferguson's comments by saying he had an opportunity to meet the ISO Consultant and he learned a lot in only a few minutes so he is sure the department will learn a great deal by working with this consultant.

T. Laureto motioned to adjourn the meeting, seconded by P. Laureto. Meeting adjourned at 8:25 p.m.

Respectfully submitted,

Pam Laureto
Township Clerk