

## Special Board Meeting Minutes

3/30/2021

The meeting was called to order by Supervisor Laureto at 7:30 PM. The meeting was held in the Glen Arbor Township Meeting Room via ZOOM.

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

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

**Public Comment:** none

### New Business

1. P. Laureto reported that ESAC recommended a policy committee which the Township Board approved about a year ago. The policy committee has reviewed the draft GLFD Credit Card policy and has recommended its approval. **Motion D. Lewis, support T. Laureto, to have Clerk Laureto sign and to authorize the Department's credit card policy as presented in the draft we have before us.** P. Laureto commented that the Authority is given to the Fire Chief who will have the card, the Clerk will be the administrator so we can make changes as necessary, and the Clerk will be signing to attest to the Board's Approval of the policy. **Roll Call Vote. Motion carried unanimously.**
2. Payment of Final Township bills for FY 20-21. P. Laureto presented the bills from March 17 – March 30 which totaled \$9,118.08. **Motion P. Laureto, support D. Lewis, to approve payment of the township bills as presented. Roll Call Vote. Motion carried unanimously.**
3. Payment of Final GLFD bills for FY 20-21. P. Laureto presented the bills from March 6 – March 30 which totaled \$59,783.03. She highlighted check number 14261 saying that the Departments new website is now live and running through the township's website. Also highlighted was check number 14273 for 4 coats and pants, number 14278 for the 1<sup>st</sup> installment to the ISO Consultant, and check number 14280 for 3 chain saws. A 2% grant was received which covered most of the payment. **Motion P. Laureto, support D. Lewis, to approve payment of the Fire Department bills from March 6 – March 30. Roll Call Vote. Motion carried unanimously.**
4. Clerk Laureto reviewed Resolution #11-2021, FY 2020-2021 Budget Amendments #3. She reviewed each activity indicating an increase or decrease. The amended FY 2020-2021 budget shows an overall net income of \$2875.00. **Motion D. Lewis, support J. Pepler, to approve Resolution #11-2021, FY 2020-2021 Budget Amendments #3. Roll Call vote. Voting Aye: L. Houtteman, P. Laureto, T. Laureto, D. Lewis, J. Pepler; Nay: none. The Supervisor declared the motion passed.**
5. Clerk Laureto reviewed the GLFD FY 2020-2021 Budget Amendments. She stated the overall total Operations Expense has no change and then reviewed each activity indicating an increase or decrease. **Motion P. Laureto, support D. Lewis, to approve the GLFD's FY2020-2021 Budget Amendments for March. Roll Call Vote. Motion carried unanimously.**
6. Clerk Laureto stated that a Public Budget Hearing was held on March 16, 2021 and since that time there has been 3 changes to the proposed FY 2021-2022 budget. She stated that cost center (activity) 101, Township Board, has been reduced by \$1000.00 because an anticipated invoice arrived and was paid in March negating the need to carry that over to the next fiscal year. Cost center 570, boat ramp, has been increased by \$2500 to cover the cost of a needed repair, and cost center 701, planning and zoning, was increased by \$500 to cover an educational item. **Motion D. Lewis, support J. Pepler, to approve the proposed budget for FY 2021-2022 as presented. Roll Call Vote. Motion carried unanimously.**
7. Resolution #10-2021 the Township General Appropriations Act was presented by Supervisor Laureto. Each year the Act notes the estimated revenues, which was \$555,085, the millage levied which was .4659, and estimated expenditures which are \$627,250. **T. Laureto motioned, support L. Houtteman,**

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Tom Laureto, Supervisor

Pam Laureto, Clerk

Lee Houtteman, Treasurer

Donald Lewis, Trustee

John Pepler, Trustee

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**to adopt the Township's General Appropriations Act Resolution #10-2021. Roll Call vote. Voting Aye: L. Houtteman, P. Laureto, T. Laureto, D. Lewis, J. Pepler; Nay: none. The Supervisor declared the motion passed.**

8. The township's annual report was discussed. Supervisor Laureto reviewed a list of items he had outlined for inclusion in the annual report and solicited input and help in producing the document from each of the Board members.

**Public Comment:** None

**Board Member Comments:** L. Houtteman reported the Glen Lake Boys Basketball is down by 7 at the half.

D. Lewis asked for clarification on when the new Open Meetings Act protocol for COVID-19 begins. P. Laureto stated on 3/31/2021.

T. Laureto moved to adjourn, support Lewis. Motion carried unanimously. Meeting adjourned at 8:04 p.m.

Respectfully submitted,

Pam Laureto  
Township Clerk

APPROVED