

Regular Board Meeting Minutes

5/17/2022

The meeting was called to order by Supervisor Lauroto at 7:40 PM. The meeting was held in the Glen Arbor Township Hall.

Roll Call –P. Lauroto, T. Lauroto, D. Lewis, and J. Peppler were present. Chief Ferguson, and several members of the public were also present. The Pledge of Allegiance was recited.

The agenda was presented and amended. **Motion D. Lewis, support J. Peppler, 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 4/19/22 Regular Board Meeting were presented. **Motion D. Lewis, support J. Peppler, to approve the minutes of the 4/19/22 Regular Board Meeting as presented. Motion unanimously carried.**

Minutes of the 4/25/22 Public Budget Hearing Special Meeting were presented. **Motion D. Lewis, support J. Peppler, to approve the minutes of the 4/25/22 Public Budget Hearing Special Meeting as presented. Motion unanimously carried.**

Treasurer's Report 4/30/22 – Cash on Hand by Fund Balance

General Fund	\$ 953,728.06	Park Debt Service Fund	\$122,303.97
Emergency Services Fund	\$3,422,106.47	Fisher Lake SAD Fund	\$ 201.30
GLFD Debt Service Fund	\$ 11,870.17	Tax Collection Fund	\$ 5,162.92

The treasurer reported that the payroll accounts for both emergency services and the general fund are based on the Township's QuickBook balance and not the bank balance because the reconciliation for those accounts had not yet been completed.

Emergency Services Advisory Commission Report – ESAC Chairman Van Nort reported that ESAC met and reviewed the bills, payroll and financial reports and recommended that we pay the bills and payroll. Van Nort reported that the Glen Arbor Fire Station is having problems with their water softener and ESAC recommended that the Township Board authorize the GLFD to spend up to \$6,000.00 for the purchase of a new water softener and reverse osmosis system for drinking water. Van Nort reported that neither the Glen Arbor, Empire, or Glen Lake Fire Departments have ever used PFAS.

Clerk's Report

The General Fund bills from April 19 through May 17, 2022 totaled \$75,297.41 and the April payroll was \$13,966.22. The Clerk also reported that beginning next month the Zoning Administrator will be paid by direct deposit through the Township's payroll service so the reported payroll will be larger for the first pay of the month. **Motion P. Lauroto, support J. Peppler, to approve the payment of General Fund expenses and payroll. Motion unanimously carried.**

Emergency Services bills from April 12 through May 11, 2022 totaled \$48,559.90. The payroll for April was \$95,247.34. **Motion J. Peppler, support D. Lewis, to approve payment of the Fire Department's bills and payroll. Motion unanimously carried.**

Fire Chief Operations Report – Chief Ferguson reported there were 30 calls in April. The new Lieutenant began his duties on May 2 and is doing well. They have finished the specification for the new Engine and have sent them out for bid. The bids are due back on July 7, 2022. The Chief and the Supervisors from Glen Arbor and Empire have begun contract negotiations with the union. They are in the initial stages and the negotiation will be ongoing for a few months. The ventilation fans which were ordered, using a \$15,000 grant from Firehouse Subs have arrived and are in service. The department has applied for a tribal 2% grant for voice amplifiers which attach

to their breathing apparatus. The County Fire Chief's Association was awarded a \$56,000 grant for ballistic vests and helmets and GLFD will be the recipient of almost \$6,000 of that to equip the ambulances with vests and helmets. The department is still waiting to hear back from FEMA on the \$105,000.00 grant that was submitted for an exhaust system for the truck bay. April and the first part of May has been very dry and we were under a red flag fire warning. We are not currently under the warning but there is a burning ban. At the end of April on the Treat Farm trail south of Empire the department had a rescue on the bluff that made State-wide news. The rescue went well and the people were sent a bill.

Zoning Administrators Report – Submitted in writing

Monthly Assessors Report – Submitted in writing

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

Unfinished Business

1. Policy #1-2022. Clerk Laureto presented 2 versions of a Policy describing a process for Opening and Closing Bank Accounts which was tabled at the last meeting so that the new Township Treasurer could participate in the discussion. Discussion ensued. The Clerk added a #5 to the policy to indicate that the policy supersedes all previous policies relating to closing and opening Bank accounts. **Motion P. Laureto, support D. Lewis, to adopt Policy 1-2022 with the amended #5 as stated. Roll call vote. Voting Aye: P. Laureto, D. Lewis, J. Peppler, and T. Laureto; Voting Nay: none. Motion carried unanimously.**
2. Fisher Lake Improvement S.A.D. #2. Supervisor Laureto stated that the 1st of two Public Hearings was conducted. He presented the assessment roll to the Board and requested board approval of resolution #19-2022. All members received a copy of the roll. The Clerk read the "be it resolved" portion of the resolution. **Motion J. Peppler, support D. Lewis, to adopt Resolution #19-2022 – Fisher Lake Improvement Resolution #3. Roll call vote. Voting Aye: P. Laureto, D. Lewis, J. Peppler, and T. Laureto; Voting Nay: none. Motion carried unanimously.**

Supervisor Laureto asked for Board approval of Resolution #20-2022 which acknowledges that Board members received the roll and schedules a public hearing on the roll. The Supervisor requested that June 21, 2022 at 7:00 pm be scheduled for the public hearing. The Clerk read the "be it resolved" portion of the resolution. **Motion J. Peppler, support D. Lewis, to adopt Resolution #20-2022 – Fisher Lake Improvement Resolution #4. Roll call vote. Voting Aye: P. Laureto, D. Lewis, J. Peppler, and T. Laureto; Voting Nay: none. Motion carried unanimously.**

Supervisor Laureto said that the next step is to notify the parcel owners of the Lake Improvement project funding source and date of public hearing via 1st class mail and publish a public notice in the June 9 and June 16 editions of the Leelanau Enterprise.

3. Grobbel Contract. This is a proposal for professional consulting services, EGLE permitting, and seawall replacement oversite at the cut between Big Glen and Fisher Lake pursuant to part 301: Inland Lakes and Streams Act, P.A. 451 of 1994. The contract shall not exceed \$5,285.00 and the down payment/retainer is \$2,500.00. **Motion P. Laureto, support J. Peppler, to authorize the Supervisor to sign the contract with Grobbel Environmental & Planning Associates. Motion carried unanimously.**
4. July 4th events update – Clerk Laureto reported that the Glen Lake Chamber of Commerce has decided not to host the musical event. Also reported is that the road closure paperwork for the parade has been submitted.

New Business

1. Park and Recreation Board (PARB) member Kim Volk presented information on updating the Park's 5-year plan which is needed for requesting grants. Volk presented a preliminary proposal from Johnson Hill Land Ethics for developing and analyzing a community survey, holding a public meeting, preparing an initial action plan, drafting a Parks and Recreation master plan, among others. Discussion ensued. The Board was supportive of the proposal that was presented and asked the Park and Recreation Board to include in the plan the additional properties owned by the Township with focus on some of the waterfront properties. The Board asked to set up a working meeting with the PARB. **Motion D. Lewis, support J. Peppler, to authorize the Park and Recreation Board to pursue the preliminary proposal and bring the Township Board a recommendation to sign the proposal. Motion carried unanimously.**

2. Clerk Laureto presented a proposed design for Township letterhead which includes the logo used on the Township website. **Motion J. Peppler, support D. Lewis, to authorize the Clerk to order letterhead as presented. Motion carried unanimously.**
3. The Clerk updated the Board on the Boat Ramp. A repair was made again this year and the install is almost completed.
4. The Clerk stated that the Cemetery Advisory Board submitted two quotes for cleaning and repair of the Glenn Burgess headstone and is asking the Board for approval to proceed. **Motion J. Peppler, support D. Lewis, to authorize the Cemetery Advisory Board to spend up to \$400.00 to have the Burgess headstone cleaned and repaired. Motion carried unanimously.**

The Cemetery Advisory Board also requested to pay \$50.00 for a trumpet player and \$100.00 for research and a presentation on the Civil War Veteran to be honored at the Memorial Day Ceremony at the Forest Haven Cemetery. **Motion J. Peppler, support D. Lewis, to pay the two individuals for their work at the Memorial Day Ceremony. Motion carried unanimously.**

5. Fire Chief Salary. The Supervisor reported on the comprehensive review of the Fire Chief 's performance. He described several hurdles the Department had in the last year and also several areas where the department excelled. He commended the Chief for an excellent job in guiding the department. He informed the Board that Chief Ferguson is the Vice President of the Leelanau County Fire Chief's Association. Supervisor Laureto recommended three items to improve Chief Ferguson's compensation; 1) a 3.3% salary increase, 2) a better disability insurance policy, and 3) a better Life Insurance policy. Laureto did not have costs for items 2 and 3 but would like to pursue them. **Motion D. Lewis, support J. Peppler, to approve the 3.3% salary increase retroactive to March 1, the date of his contract. Roll call vote. Voting Aye: P. Laureto, D. Lewis, J. Peppler, and T. Laureto; Voting Nay: none. Motion carried unanimously.**
6. Supervisor Laureto reported that he has received 2 applications for the Trustee position and he would like to call a special meeting. Clerk Laureto suggested Monday, May 23, at either 2:00pm or 7:00pm for the special meeting. Supervisor Laureto will contact the candidates.
7. ESAC recommended that the Board authorize up to \$6,000.00 for a new water softener and reverse osmosis system for the Glen Arbor Fire Station. Chief Ferguson gave details of the need for both systems. **Motion P. Laureto, support J. Peppler, to authorize the Fire Department to spend up to \$6,000.00 on a new water softener and reverse osmosis system. Motion carried unanimously.**
8. The Clerk said she has received a quote of \$500.00 for having the sign post in front of the Township Hall and the outside stairwell to the Kitchen painted. The Clerk also said that a gutter is needed above the stairwell to prevent the paint from being deteriorated. **Motion P. Laureto, support J. Peppler, to contract with Pete Stern for \$500.00 to paint the sign post and stairwell. Motion carried unanimously.**

Park and Recreation Board Report: Clerk Laureto reported that the Park and Recreation Board did not meet. Their next meeting is Thursday May 19, 2022.

Planning Commission Report: J. Peppler reported that there will be a ZBA hearing on May 19th at 1:00 pm in the meeting room. He also reported that the Planning Commission continued discussions on the Single-family dwelling in the business district. They received comments back from the County Planning Commission. He requested that the Supervisor call a special meeting to take up the issue. Clerk Laureto suggested Tuesday, May 31, 2022 for that meeting. The Supervisor called the meeting for 2:00 pm on May 31st.

Public Comments: The commenter said they have a tabled conditional rezoning request and thought the Board would be voting on the Single-family dwelling rezoning issue tonight. She asked about the process for Special Meetings, if there would be public comment. She spoke about the difficulties of her property and supports the single-family rezoning.

Board Member Comments:

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Tom Laureto, Supervisor

Pam Laureto, Clerk

Don Lewis, Treasurer

, Trustee

John Pepler, Trustee

D. Lewis said that he completed a 2-day training session with BS&A. Among other items he learned that there is an application within the program to deal with over/under payments. The dollar amount that is used in most communities is \$5.00. If someone submits a tax payment that is either \$5.00 over or \$5.00 under the stated amount, he would have the ability to put that in a separate account. This appears to be very helpful in dealing with payments that are not perfect. He wants to pursue using this moving forward and wanted to know if the Board was comfortable using this. The Board agreed it was a good idea to use this process.

P. Laureto said the auditors completed their on-site portion of the audit and are continuing work off-site.

Supervisor Comments: T. Laureto informed the Board that he is in the process of getting quotes to have the parking lot repaired. He is also exploring having the sprinkler system extended so the lawn in the center of the parking lot can be seeded and grass grown.

Meeting adjourned at 9:12 p.m.

Respectfully submitted,

Pam Laureto
Township Clerk

Approved