

## Regular Board Meeting Minutes

~~11/17/2023~~  
1/17/2023

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

Roll Call – J. DePuy, B. Hawley, P. Laureto, D. Lewis, and T. Laureto present. Chief Ferguson, Lt. Perdue, ESAC Chair P. Van Nort and five members of the public were present. The Pledge of Allegiance was recited.

The agenda was presented and amended. **Motion B. Hawley, support J. DePuy, 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

5-Year Park and Recreation Plan Discussion. **Motion P. Laureto, support D. Lewis, to approve the Park and Recreation 5-Year Plan.** Trustee DePuy pointed out that under the section on grant inventory on page 15 of the plan it should state that a grant for \$20,000 was received back in 1977 to refurbish Tennis Courts at the Township Park. He also commented that he admires the work that went into the plan and felt it was very professionally done. He asked if the NPS was involved in the process and the representative from Johnson Hill responded yes. B. Hawley echoed John's comments on the professional nature of the work and said that we received good value for the money. P. Laureto said it has been a pleasure to be the township board liaison to the Park and Recreation Board and watch them work. They have all been very engaged in the process and plan to meet shortly to begin prioritizing some of the work that will follow. D. Lewis reiterated what other members said and commended everyone involved in getting the plan put together. He believes the plan will serve the community well and agreed we received good value for the funds spent with the consultant. T. Laureto said it was fortuitous that we worked on this plan as it made it easy to have a well-done Sparks Grant application. He thanked the Park and Recreation Board members and the Representative from Johnson Hill for all their efforts in producing a well-done plan. The question was called. **The motion carried unanimously to approve the Park and Recreation 5-Year Plan.**

Supervisor Laureto stated that we need a resolution formally adopting the plan. Clerk Laureto read Resolution 1-2023 titled 5-Year Park and Recreation Plan **Motion D. Lewis, support B. Hawley, to adopt Resolution No. 1-2023. Roll call vote. Voting for: D. Lewis, B. Hawley, J. DePuy, P. Laureto, and T. Laureto; voting against: none; Absent: none.** The Supervisor declared the motion adopted.

Minutes of the 12/20/22 Regular Board Meeting were presented. **Motion J. DePuy, support B. Hawley, to approve the minutes of the 12/20/22 Regular Board Meeting. Motion unanimously carried.**

### Treasurer's Report as of 12/31/22 – Cash on Hand by Fund Balance

General Fund	\$ 802,750.20	Park Debt Service Fund	\$ 40,247.79
Emergency Services Fund	\$2,319,709.88	Fisher Lake SAD Fund	\$ 2,353.45
GLFD Debt Service Fund	\$ 27,108.60	Tax Collection Fund	\$1,630,028.36

**Emergency Services Advisory Commission Report** – ESAC Chair Van Nort reported that ESAC met and reviewed the bills, financial reports and, payroll and recommends the Board pay the bills and payroll.

**Clerk's Report** –The General Fund bills from December 21 through January 17, 2023 totaled \$34,129.43 and the December payroll was \$13,128.73. Clerk Laureto also reported that she received a late invoice from the County for elections notices published on behalf of the Township and also our portion of canvassing for the August and November elections. The bills total \$486.69. **Motion B. Hawley, support J. DePuy, to approve the payment of General Fund expenses, payroll and the invoices from County. Motion unanimously carried.**

Emergency Services bills from December 21 through January 17, 2023 totaled \$57,168.79 and the December payroll was \$89,106763. **Motion P. Laureto, support D. Lewis, to approve payment of the Emergency Services bills and payroll. Motion unanimously carried.**

**Fire Chief Operations Report** – Chief Ferguson reported that there were 614 calls for service in 2022. The department has been busy for the last couple of weeks. There was a house fire on Golden Valley Road in Empire Township and also a roof fire at the BP gas station. They also had a HazMat incident where 1800 gallon of Cherry Brine ended up in the ditch on M-22 and Stormer Road. and clean-up is still in progress. He is working with EGLE, the trucking company, and the insurance company and believes that the clean-up will be completed soon. The Union Contract has been sent to the Township's Attorney for review and comment. One of the Department's full-time employees will be leaving for a career change and his last day will be February 9<sup>th</sup>. The department has two full-time openings. The job posting will be up by the end of the week. Ferguson informed the board that the Department will be using a 3<sup>rd</sup> party service that will advertise nationwide and also do the testing allowing the department to interview prequalified individuals. He believes this will be a cost saving step.

**Zoning Administrators Report** – Submitted in writing

**Monthly Assessors Report** – Submitted in writing

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

**Unfinished Business** - none

#### **New Business**

1. a. The Supervisor distributed a sheet recapping the maintenance issues handled in 2022 and his suggestions for maintenance issues to be handled in 2023. He reviewed the list asked the Board to consider the items as we begin preparing the Budget for FY24.  
  
b. Clerk Laureto said that she believes there is a need for a part-time maintenance person in the Township. She informed the Board that she has spoken with our insurance carrier and as an employee they would be covered by our policy. The only additional cost beyond payroll would be a nominal increase in Workman's Comp insurance. She asked the Board to also consider this for next FY.
2. Clerk Laureto presented a request from the Leelanau Farmers Market to move the Tuesday, July 4<sup>th</sup> market to Monday, July 3, 2023. **Motion P. Laureto, support D. Lewis, to allow the Farmer's Market to use the parking lot on July 3, 2023 . Motion carried unanimously.**
3. Clerk Laureto informed the Board that the Park and Recreation Board has requested that we consider brighter lights for the gymnasium (hall). She said that the lights would still need to be dimmable for wedding rentals, meetings, and other types of events. She asked the Board to consider this item as one of the maintenance items. Discussion ensued and having Consumers Power do an energy audit and make suggestions on the types of lights we should use. Supervisor Laureto will contact Consumers Power.
4. Supervisor Laureto discussed using the ARPA funds we received to work on the Township Hall Parking area to eliminate the storm water issues the Township Hall has been experiencing. He described several meetings he has had with various contractors regarding the problems and briefly outlined the suggested work required to address the flooding issues in the building. He introduced Rick Prince of Prince-Lund Engineering who has submitted a quote for doing the engineering work. Mr. Prince described the basics of the work, answered board member questions, and said that he will use local surveyor Zack Baker to do the required survey work. **Motion D. Lewis, support P. Laureto, to use ARPA funds to pursue the parking lot repair and to sign the proposal with Prince Lund. Motion Carried Unanimously.**

**Park and Recreation Board Report:** Clerk Laureto reported that the PARB met in preparation for tonight's meeting and tentatively planned a Special Meeting to prioritize the items in the plan if it was approved tonight.

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Don Lewis, Treasurer

Bob Hawley, Trustee      John DePuy, Trustee

**Planning Commission Report:** Trustee Hawley reported that the Planning Commission meet and appointed L. Roman as Chairman, A. Dotterweich as Vice Chairman, and B. Ihme as Secretary. They also amended their calendar to include meetings in March and August. They are continuing their work on reorganizing the ordinance.

**Cemetery Advisory Board Report:** Trustee Lewis reported that Deering's Tree Service was able to finish the clean-up and use the forestry mulcher to smooth the surface. The cemetery looks great. They will submit their FY 24 budget soon.

**Public Comments:** Chief Ferguson asked Township Board Planning Commission Representative Hawley to bring his request for large residential plan review for truck access to the properties. He is requesting 3500 sq feet as the minimum for this review. He also said that the department did an energy audit back in 2012.

Peter Van Nort suggested two names for a handyman position. He also informed the Board that Empire has a support fund for individuals who have fallen on hard times. He wanted the Board to be aware of the fund..

**Board Member Comments:** P. Laureto made informed the Board that the State Shared Revenue for Glen Arbor has been reduced by 4.5% which is due to our decreased population as reported in the 2020 census.

Clerk Laureto said that she has worked with the Township Attorney and will begin noticing the ESAC meeting as a meeting of the Township Board as there is now a quorum of the Board present at the ESAC meeting. Also, the attorney said that there is no case law stating that a member of a sub-committee should recuse themselves when a matter voted on at the sub-committee come before the Township Board. This does not apply to the Planning Commission of Zoning Board of Appeals representatives who can only vote on an issue once.

**D. Lewis** talked about the Cherry Republic site plan review which should be completed by the end of the week.

**J. DePuy** informed the Board that he will not be present for March meetings.

**Supervisor Comments:** T. Laureto said he attended a supervisor's meeting at the County Building today. Matt Ansorge presented on how to handle Active Shooter situations.

Meeting adjourned at 8:53 p.m.

Respectfully submitted,

Pam Laureto  
Township Clerk