

Regular Board Meeting Minutes

2/21/2023

The meeting was called to order by Supervisor Laureto at 7:32 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. ESAC Chair P. Van Nort was also present. The Pledge of Allegiance was recited.

The agenda was presented and amended. **Motion B. Hawley, support D. Lewis, 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 1/20/23 Special Board Meeting were presented and amended. **Motion P. Laureto, support J. DePuy, to approve the minutes of the 1/20/23 Special Board Meeting as amended. Motion unanimously carried.**

Treasurer's Report as of 1/31/23 – Cash on Hand by Fund Balance

General Fund	\$ 872,025.84	Park Debt Service Fund	\$ 67,269.40
Emergency Services Fund	\$2,631,294.41	Fisher Lake SAD Fund	\$ 8,854.13
GLFD Debt Service Fund	\$ 56,786.54	Tax Collection Fund	\$2,287,910.87

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 – Clerk Laureto reported that she and Treasurer Lewis visited with a representative from Honor Bank and opened a new checking account for payroll. This allows the Township to have a separate account from emergency services which should eliminate the issues we've had with the payroll service and bank reconciliations at month end. The General Fund bills from January 18 through February 21, 2023 totaled \$29,414.87 and the January payroll was \$16,056.67. **Motion P. Laureto, support D. Lewis, to approve the payment of General Fund expenses and payroll. Motion unanimously carried.**

Emergency Services bills from January 11 through February 10, 2023 totaled \$81,041.13 and the January payroll was \$90,181.60. **Motion J. DePuy, support B. Hawley, to approve payment of the Emergency Services bills and payroll. Motion unanimously carried.**

Fire Chief Operations Report – In Chief Ferguson's absence Clerk Laureto reported that there were 34 calls in January which Chief says is about normal for the month. On January 10th at M-22 and Stormer Rd. in Empire there was a motor vehicle incident which involved an overturned truck that was carrying hazardous materials. The Department is down two employees. They have had two applicants using the new company described last month. Chief is in the process of setting up interviews with these applicants. The department had use of the Leelanau County Fire Training trailer in January and personnel completed 523 hours of training.

Zoning Administrators Report – Submitted in writing

Monthly Assessors Report – Submitted in writing

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

Unfinished Business

1. The Board reviewed the flyer submitted by Overmyer Historical and the request to hold the event annually. The Board discussed and tabled approval for future events until after this year's event.
2. T. Laureto updated the Board on several issues.
 - a. Roads – MDOT will be doing a chip and seal on the entire length of M-109 in September/October. They will also be adding a turning lane at the Dune Climb. There will be a corrugated center line.
 - b. Generator at the storm sewer lift pump – T. Laureto has talked to MDOT about getting a generator to run the lift pump during a power outage. He recently learned that MDOT is submitting a federal grant request to fund a generator for communities including Glen Arbor.
 - c. Fisher Lake seawall project – The Township's engineer felt that a 100' seawall would greatly extend the amount of time between dredges. There was one person in opposition to the seawall at the public hearing held last year. The riparian whose property would hold the seawall would only approve for a 25' seawall. The 25' wall will only marginally extend the amount of time between dredges. The engineer has applied for a permit for the 25' wall. T. Laureto and D. Lewis met with the engineer to discuss options. They will be scheduling a meeting with EGLE to discuss future dredges and other options.
 - d. FEMA – the elevation threat has been moved up 4 feet. This doesn't significantly affect Glen Arbor. He showed the new map which highlights the storm surge areas.
 - e. Lighting – T. Laureto met with a contractor that regularly works with Consumer Power rebates for improved low energy lighting. They looked at all the lighting on Township owned property. All our lights could be replaced with 10W LED lights and the Consumer Power rebates may cover most of the cost. The contractor will be submitting a quote.
 - f. Parking Lot – The parking lot has been surveyed and the engineer is evaluating and will submit a plan for repairing the parking lot to eliminate flooding that has occurred in the Township Hall.
 - g. Culverts on 675 – The Tucker Lake Culvert will most likely not be replaced this fall as originally thought. The environmental study has not yet been completed but all the money is in place so the project will be moving forward but not as quickly as first thought.
 - h. County Road – T. Laureto road around the township with B. Mulane from the LCRC. They visited the Miller Hill lookout where the guard rail is pushed over. Mulane looked into it and discovered that the dirt road is owned by the county and therefore they will be replacing the guard rail at their expense.

New Business

1. P. Laureto presented the RFP for Ground Penetrating Radar work at the Cemetery. She asked the Board for permission to place a Notice of the RFP in the Enterprise and stated she will send the RFP to known vendors and anyone that requests it. **Motion B. Hawley, support J. DePuy, to publish the notice. Motion carried unanimously.**
2. Clerk Laureto presented a 5-year generator maintenance agreement with Cummins. The agreement would fix the price at \$470.37 per year and we would be billed annually. **Motion D. Lewis, support B. Hawley, to allow the Supervisor to sign the contract. Motion carried unanimously.**
3. Clerk Laureto presented information on this year's Solstice Run and stated she had a couple of concerns. First, the run goes down Northwood Dr. where the runners turn around and come back down Northwood. This effectively means that residents can't use the street for about 1 hour (7am – 8am). Second, is that they are encouraging the participants and spectators to park on M-109 and Forest Haven Drive and, while that is legal, it may also inconvenience residents. She asked the Board to consider requiring the run organizers to send a card to Northwood Dr. residents notifying them of the route and times. She also asked the Board if we wanted to inform the run organizers of availability of the Township parking lot. **Motion P. Laureto, support B. Hawley, that we require the event organizers to send cards to the Northwood Dr. residents. Motion carried unanimously.** We will also offer our parking lot.
4. Clerk Laureto gave information on the MTA conference which will be held at the Grand Traverse Resort April 17 – 20th. She asked Board members if they want to attend. Board members will let the Clerk know at the March meeting.
5. Clerk Laureto distributed an email she received about individuals who have used the Township Tennis and Pickleball courts to give lessons for which they charge a fee. She distributed the Park and Recreation Board minutes which outlined three recommendations PARB had for the Board. One, they are proposing that the Township hire someone to teach pickleball and tennis lessons where a portion of the lesson fee would be used to offset some the Park expenses. Second, they are recommending that the

Township Board increase the Boat Ramp fees and suggested the amounts. Thirdly, the Township did not receive the Sparks Grant. The DNR will be sending out feedback information in a few weeks. The Park Board is recommending that the Township reapply after incorporating the feedback.

6. The Clerk asked Pete Stern for a quote to power wash and stain the trash barrels, flower planters, and benches that are placed around town. The quote is \$850 but there is an additional bench and trash barrel that wasn't included so the Clerk asked for approval up to \$1000.00 to have all the work done. **Motion J. DePuy, support B. Hawley, to approve up to \$1000 for power washing, staining and sealing the wood trash barrels, planters, and benches. Motion carried unanimously.**
7. Policy Handbook – Clerk Laureto said that the Township's HR attorney submitted a quote of \$7,000 to put together a Policy Handbook. The Clerk said she decided to do the handbook using a table of contents the attorney sent, the Fire Department's 2013 handbook and administrative policies, and example handbooks from several other Township's. She asked the Board if they had any concerns with the draft handbook she prepared. There were none. **Motion T. Laureto, support J. DePuy to send the Draft Handbook to the attorney for review. Motion carried unanimously.**
8. FY 24 elected official compensation was discussed. Clerk Laureto reminded board members that the Township Board may set the salaries of township officials by salary resolution (MCL 41.95(3)). The Board reviewed and discussed three methods for calculating a cost-of-living adjustment; 1) the State Tax Commissions' Inflation Rate Multiplier which is 7.9%, 2) the published COLA for 2023 which is 8.7% and, 3) the Consumer's Price Index for 2022 which is 6.7%. **Motion D. Lewis, second B. Hawley, to use the COLA for determining the elected officials' salaries for the next fiscal year. Motion carried unanimously.**

Resolution #2–2023 – Supervisor's Salary – increased by 8.7% to \$29,317.51. **Motion by D. Lewis, support B. Hawley, to adopt Resolution #2–2023. Roll Call Vote. Ayes: D. Lewis, P. Laureto, J. DePuy, B. Hawley; Ney: none; Abstain: T. Laureto**

Resolution #3–2023 – Treasurer's Salary – increased by 8.7% to \$29,575.97. **Motion by T. Laureto, support B. Hawley, to adopt Resolution #3–2023. Roll Call Vote. Ayes: P. Laureto, B. Hawley, J. DePuy, T. Laureto; Ney: none; Abstain: D. Lewis**

Resolution #4–2023 – Clerk's Salary – increased by 8.7% to \$45,680.33 and a per election compensation of \$750.00. **Motion by D. Lewis, support J. DePuy, to adopt Resolution #4–2023. Roll Call Vote. Ayes: J. DePuy, D. Lewis, B. Hawley, T. Laureto; Ney: none; Abstain: P. Laureto**

Resolution #5–2023 – Trustee DePuy Salary – increased by 8.7% to \$4,017.98. **Motion by P. Laureto, support D. Lewis, to approve Resolution #5–2023. Roll Call Vote. Ayes: P. Laureto, B. Hawley, D. Lewis, T. Laureto; Ney: none; Abstain: J. DePuy**

Resolution #6–2023 – Trustee Hawley Salary – increased by 8.7% to \$4,017.98. **Motion by P. Laureto, support D. Lewis, to adopt Resolution #6–2023. Roll Call Vote. Voting Aye: P. Laureto, J. DePuy, D. Lewis, T. Laureto; Ney: none; Abstain: B. Hawley**

9. The Clerk presented the GLFD Budget amendments. ESAC talked about the budget amendments and the general belief was that they were appropriate. Individual line items were adjusted but the overall bottom line did not change. **Motion P. Laureto, support J. DePuy, to approve the GLFD budget amendments as presented. Motion carried unanimously.**
10. The Clerk presented Budget Amendments for the Township's General Fund. Discussion ensued. **Motion D. Lewis, support B. Hawley, to adopt the budget amendments dated February 21, 2023. Motion carried unanimously.**
11. Clerk Laureto presented the proposed FY 24 budget. The proposed budget was discussed. Clerk Laureto asked the Board to consider increasing the hourly wage of the two deputies. The deputy wage was last increased in 2018. **Motion J. DePuy, support B. Hawley, to increase the hourly rate for the deputies to \$25.00. Motion carried unanimously.** The Board discussed hiring a part-time maintenance person. **Motion P. Laureto, support J. DePuy, to pursue hiring a part-time maintenance person at \$25.00**

Glen Arbor Township
6394 W. Western Ave. P.O. Box 276
Glen Arbor, MI 49636

Phone 231-334-3539
Tom Laureto, Supervisor

glenarbor@glenarbortownship.com

FAX 231-334-6370

Pam Laureto, Clerk
Bob Hawley, Trustee John DePuy, Trustee

Don Lewis, Treasurer

per hour. Motion carried unanimously. The Board discussed the poor turn-out at this past years Memorial weekend township-wide large item trash pick-up. It was decided to not hold the pick-up this year. Alternatives were discussed and the Supervisor will explore those alternatives. The Board agreed that the budget as amended will be presented to the public at the Budget Hearing on March 21, 2023.

Park and Recreation Board Report: Clerk Laureto reported that the PARB met and prioritized the goals outlined in the 5-year plan.

Planning Commission Report: Trustee Hawley reported that the Planning Commission meet. The fire chief presented a request for an ordinance change so that he can review new construction for access ability by the Department's vehicles. The Commission was not eager to pursue a new zoning ordinance. Instead, the Zoning Administrator will give the chief a copy of all land use permits. It is legal for the Chief to investigate access. They are working on the ordinance organizational re-write and the last meeting was very productive. They also talked about budget and requested funds for a consultant to work on the Master Plan next fiscal year.

Cemetery Advisory Board Report: Trustee Lewis had nothing new to report.

Public Comments: none

Board Member Comments:

B. Hawley alerted the Board that BATA can no longer service needed transportation because they do not have enough drivers. The drivers are now transporting school children because there are not enough school bus drivers. There are special needs persons that rely on this service. This goes against the mission of BATA.

P. Laureto said the QuickBooks is up for Renewal. One of the Park Board members took it upon herself to send out a letter to Pickleball players suggesting that they make a donation toward the gym floor cleaning at the Leelanau School. We have already received a \$500 donation. The MDNR did not approve our 5-year park and recreation plan because the Township did not complete the required paperwork in 1975 when we received a \$10,050 grant for two tennis courts and did not send them a photo of a placard hanging at the park which acknowledged the grant. Laureto will complete the paperwork and look for the placard. Once the required documentation is received, MDNR will reevaluate the plan.

Supervisor Comments: none

Meeting adjourned at 10:26 p.m.

Respectfully submitted,

Pam Laureto
Township Clerk