

Regular Board Meeting Minutes

9/19/2023

The meeting was called to order by Supervisor Laureto at 7:33 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, ESAC Chair Van Nort, and two members of the public were 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

Audit Review – Steve Peacock CPA, Principal at Rehmann Robson LLC, presented the draft results of the township audit. He reviewed each fund and stated that the Township received an unmodified, or clean, opinion which is the highest level of assurance that audit firms can place on financial statements. Board members asked several questions which were answered.

Minutes of the 8/15/23 Regular Board Meeting were presented and amended. **Motion J. DePuy, support B. Hawley, to approve the minutes of the 8/15/23 Regular Board Meeting as amended. Motion carried unanimously.**

Minutes of the 9/13/23 GLFD Public Budget Hearing were presented. **Motion D. Lewis, support B. Hawley, to approve the minutes of the 9/13/23 GLFD Public Budget Hearing. Motion carried unanimously.**

Approved minutes of the 6/20/23 Regular Board Meeting were amended to change an incorrect date. **Motion D. Lewis, support B. Hawley, to amend the minutes of the 6/20/23 Regular Board Meeting. Motion carried unanimously.**

Treasurer's Report as of 8/31/23 – Cash on Hand by Fund Balance

General Fund	\$ 921,875.33	Park Debt Service Fund	\$112,477.28
Emergency Services Fund	\$2,810,436.62	Fisher Lake SAD Fund	\$ 13,303.38
GLFD Debt Service Fund	\$ 10,845.80	Tax Collection Fund	\$714,596.10

Emergency Services Advisory Commission Report – ESAC Chair Van Nort reported that ESAC reviewed the bills, financial reports and payroll and recommends the Township Board pay the bills and payroll. ESAC also recommended that the Township Board approve the GLFD staffing request and the GLFD FY25 proposed Budget that will be presented later in the meeting.

Clerk's Report – Clerk Laureto reported that the General Fund bills from August 16 through September 19, 2023 totaled \$32,899.24 and the August payroll was \$18,209.05. In addition, a check has been prepared for the interest payment on the Park Bond. **Motion B. Hawley, support D. Lewis, to approve the payment of the General Fund bills, payroll and the Park Bond interest payment. Motion unanimously carried.**

Emergency Services bills from August 9 through September 12, 2023 totaled \$137,599.17 and the August payroll was \$105,350.07. **Motion P. Laureto, support B. Hawley, to approve payment of the Emergency Services bills and payroll. Motion unanimously carried.**

Fire Chief Operations Report – Chief Ferguson reported that there were 70 calls in the month of August. He will be going to Lansing to do an inspection on the chassis for the new Engine and then the chassis will be shipped to

South Dekota for the rest of the construction. A new Full-time employee has been hired. Delivery has been taken on the new ATVs which are not yet in service. They need to be outfitted with radios and other equipment. The new trailer for the ATVs should be delivered in the next 3 weeks. All of the annual testing has been done on the fire hose, the ground ladders, and the air packs. With the road being closed on 675, the Glen Lake Community Church as agreed to allow the department to stage one vehicle at the church and use one office during daytime hours. This has greatly shortened the response time to residents living on 675.

Zoning Administrators Report – Submitted in writing

Monthly Assessors Report – Submitted in writing

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

Unfinished Business

1. **Motion B. Hawley, support J. DePuy that the board accept the audit as presented. Motion carried unanimously.**

New Business

1. Clerk Laureto reviewed several election issues resulting from the passage of Proposal 2 in 2022.
 - Township Clerks met twice this past month with the County Clerk. It's unclear whether we will be signing a municipal agreement or a County Agreement but in either case Early Voting for the Presidential Primary will be held at the County building. These agreements need to be signed by October 25th.
 - The new election laptop was received last week.
 - She has received the Ballot Drop Box and is working on getting the required camera with video storage. The Drop Box cannot be used until we have the video camera with storage installed. The Box was paid for by the State. They will reimburse for the camera but we will be required to cover the monthly cost for video storage which is 22 months for all State and Federal elections.
 - There will be several additional costs associated with voting due the passage of Prop 2. Some will be reimbursed by the State but the reimbursement can take many months. Others will be new costs the township has to absorb.
 - The Glen Lake Community School should reimburse the Township for the November Election.
 - Glen Arbor has not increased election worker wages for a number of years. We are lagging behind several Townships. I'd like to pay what Leland is paying and what the Township Clerks agreed should be paid for those who work early voting. I am proposing \$20/hour for election inspectors and \$25/hour for the Chairperson.
 - The Election Commission will meet on October 10th at 11:00am to appoint election inspectors for the November 7th election and also on October 27th at 10:00am to conduct the public accuracy test.

Clerk Laureto stated that she doesn't know what all the costs will be but trusts that the Board understands and is willing to allocate the needed funds.

2. Chief Ferguson presented his request to hire one additional full-time person and promote a Lieutenant to a Captain position. He stated that this was discussed this at length with ESAC. The captain would work a different schedule from the other full-time employees and focus on training so that it is consistent across all shifts. The captain would also fill in when needed which would reduce overtime costs. This will cause a small increase that it will fit into this year's budget and the additional employee has been factored into next year's budget. **Motion J. DePuy, second D. Lewis, to approve the GLFD hiring of a 16th person and promoting a Lieutenant to a Captain position. Motion carried unanimously.**
3. Chief Ferguson presented the GLFD FY 25 Budget. **Motion D. Lewis, second J. DePuy, to approve the GLFD FY 25 Budget as presented. Roll call vote. Voting for: J. DePuy, B. Hawley, P. Laureto, D. Lewis, and T. Laureto. Voting against: none. Motion carried unanimously.**
4. Supervisor Laureto presented the millage rates to be levied on the winter tax bill. **Motion J. DePuy, support B. Hawley, to approve the millage rates as presented. Motion carried unanimously.**
5. Supervisor Laureto shared information on the State of Michigan Qualifying Statement. It's a form required by the State if a Township has issued bonds and we have. It needs to be submitted each year after the

audit is approved. He was unaware of the requirement and is working to submit last year's and the current year's forms.

6. T. Laureto updated the Board on the lighting quotes he has received. It will be roughly \$10,000 to upgrade the 15 fixtures in the gym. The Park and Recreation Board is interested in having the lighting done. Clerk Laureto reminded the Board that there is \$50,000 in a restricted capital improvement fund that can be used by resolution vote. More information will be gathered and presented to the Board next month.

T. Laureto met with Team Elmers last week and discussed the parking lot project. Elmers would not be able to do the project this fall and would move it out to spring. They could not guarantee they would have it completed by June. We don't want this to interfere with Farmer's Market and other events. He met today with another contractor who would do the trenching this fall and would do the cement and asphalt work in the spring. He is waiting for quotes from both contractors.

7. Clerk Laureto reviewed the requests and recommendation submitted by the Cemetery Advisory Board. All Board members received a copy of the requests.
 - **Motion B. Hawley, second D. Lewis, to approve not more than \$500.00 for the work on the remaining head stones. Motion carried unanimously.**
 - The recommendation for establishing a google drive that could be linked to the township's website was discussed. **Motion D. Lewis, second B. Hawley, to establish a google drive for cemetery records as soon as possible. Motion carried unanimously.** The Clerk will ask the Deputy Clerk to work on this project.
 - The Cemetery Advisory Board is asking to continue as an *ad hoc* committee which would allow them to continue working with the school, hosting the Memorial Day ceremony, and would allow non-township residents to contribute. **Motion P. Laureto, support D. Lewis, that as of January 1, 2024 the Cemetery Advisory Board will be moved to the status of an *ad hoc* committee and allow them to take on non-resident members. Motion carried unanimously.**
8. The Bank Account that was set up for the Park earlier this year is not generating the anticipated funds. **Motion P. Laureto, support D. Lewis, that we close the Park account. Motion carried unanimously.**

Park and Recreation Board Report: The Park and Recreation Board has installed their temporary sign and the paddle rack approved last meeting. They are working on organizing a fall fest.

Planning Commission Report: Trustee Hawley reported that the Planning Commission decided to extend one more month for member oversight of the revised zoning ordinance. They are going through their definitions and comparing them to Black's Law dictionary which they reference in the ordinance. Next month they will schedule a public hearing on the document.

Cemetery Advisory Board Report: D. Lewis stated that the sign for the cemetery is ready to be installed. He and P. Laureto marked the location and MISS DIG will be called. Stones will be installed this fall to mark the location of the unmarked graves. Clerk Laureto will request a NPS permit to allow a vehicle to deliver the stones.

Public Comments: L. Dewey thanked the Board for moving the Cemetery Advisory Board to an *ad hoc* committee. She stated that this will allow the committee to spread the work out. She also stated the committee will be there to help the board with research or other items they request and they will be guided by what the Board requests.

Board Member Comments:

B. Hawley said he is very impressed with the whole cemetery process. It speaks to the kind of community we have. We have made impressive progress over the last year and the whole community should be proud of the effort.

Clerk Laureto said that she and Chief Ferguson have met with the attorney working on the Employee Handbook. They have finished their edits and are going to get us the final copy before our next meeting. We will need to adopt the handbook before it goes into effect.

Supervisor Comments:

Supervisor Laureto recapped some of the issues from the recent Township Supervisors meeting. He said there seemed to be concerns over the greatly increased costs for elections. Some Townships are having to alter their building to accommodate the new requirements. The Road Commission did a presentation where they assured the Supervisors that all primary roads are maintained by them at 100% but anything outside of the primary roads is a 50/50 cost sharing. The County will have a new website by January. Supervisor Laureto also discussed the parking issues at the Lake Street Boat Launch. A few cars in the restricted trailer parking have been ticketed.

Meeting adjourned at 9:45 p.m.

Respectfully submitted,

Pam Laureto
Township Clerk

DRAFT