

Regular Board Meeting Minutes

10/17/2023

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

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

The agenda was presented and amended. **Motion D. Lewis, 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

Minutes of the 9/19/23 Regular Board Meeting were presented. **Motion B. Hawley, support J. DePuy, to approve the minutes of the 9/19/23 Regular Board Meeting as presented. Motion carried unanimously.**

Treasurer's Report as of 9/30/23 – Cash on Hand by Fund Balance

General Fund	\$ 924,712.97	Park Debt Service Fund	\$112,489.30
Emergency Services Fund	\$2,736,288.71	Fisher Lake SAD Fund	\$ 13,304.80
GLFD Debt Service Fund	\$ 4,621.83	Tax Collection Fund	\$103,173.68

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.

Clerk's Report – Clerk Laureto reported that the General Fund bills from September 20 through October 17, 2023 totaled \$22,154.40 and the September payroll was \$19,730.55. **Motion J. DePuy, support B. Hawley, to approve the payment of the General Fund bills and payroll. Motion unanimously carried.**

Emergency Services bills from September 13 through October 10, 2023 totaled \$173,052.92 and the September payroll was \$104,005.90. **Motion J. DePuy, 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 42 calls in the month of September. The department has taken delivery of two new ATVs and they are now in service. Engine 311 is still out of service. They are waiting on parts from Germany so the pump can be repaired. They had some product demos for new Jaws of Life equipment which is scheduled to be replaced next year. The EMS agency inspections on the ambulances were performed in late September and we passed without any issues. They are working on establishing the specifications for a mini pumper truck to replace two older vehicles.

Two GLFD Swearing-in Ceremonies were held. Chief Ferguson presented information of the rank structure in the Fire Service which has its history in the military. The earliest fire companies were military units from the Roman Empire. The American Fire Service started in 1631 and it follows a paramilitary rank structure with the officer's rank being identified on their uniform. Bugles have a long history in the fire service. Lieutenants have one bugle, captains have 2 bugles, and so on up the rank structure.

Lt. Chad Dykgraaf was called forward. Ferguson described Dykgraaf's history with the Department and presented him with the captain's helmet. Ferguson then described his new role as Captain. Dykgraaf's wife, accompanied by his two children, pinned his Captains badge. Clerk Laureto then gave the oath of office to Captain Dykgraaf. Ferguson described the promotional process within the department and stated that with Dykgraaf's promotion a vacant Lieutenants position was created. Peter Stern was then called forward. Ferguson described Stern's history with the Department and presented him with the Lieutenant's helmet. He described Stern's new role as

leader of the B-shift. He introduced a friend of Sterns who pinned his Lieutenant's badge. Clerk Laureto then gave the oath of office to Lt. Stern.

Ferguson closed the ceremonies by summing up the duties of officers in the Fire Service which are to ensure safety for their company. Training members, maintaining accountability, and looking out for hazards are keys to success. These responsibilities should weigh heavily on officers. Officers owe it to their department members, their members families, and the citizens we protect to be the best at what we do.

Former Chief John DePuy then said a few words about each of the newly promoted individuals.

Zoning Administrators Report – Submitted in writing

Monthly Assessors Report – Submitted in writing

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

Unfinished Business

1. Supervisor Laureto updated the Board on the parking lot project and presented a quote from Denali Services. The Board discussed the timeline and the need to have the project completed before next summer's activities. **Motion J. DePuy, support D. Lewis to accept the quote from Denali Services with the requirement that a flow chart/timeline for the project and a Certificate of Insurance be submitted to the Township. Motion carried unanimously.**
2. Discussion on upgraded lighting for the Hall was discussed. The Board agreed on the type of lighting. T. Laureto will obtain quotes and bring them to the Board next meeting.
3. P. Laureto stated that the ballot drop box has been installed. The video surveillance camera has been ordered and she is awaiting an install date. Laureto informed the Board that reimbursements from the State will not be issued until September of 2024.
4. P. Laureto told the Board that the Park Bank account has not yet been closed. Both the Park and Boat Ramp accounts have been put on a seasonal hold until May 1. The payment service suggested that we continue through next summer. The Board agreed that it would be best to have one years' worth of data before making a decision.
5. Discussion on election inspector wages continued from last meeting. **Motion D. Lewis, support B. Hawley, to increase inspector wages to \$20.00 and Chairperson wages to \$25.00. Motion carried unanimously.**

New Business

1. Cemetery Advisory Board Chair, Linda Dewey, gave a report to the Board. All existing stones have been cleaned and reset. The rules and regulations sign has been installed. Don Lewis donated stones to mark the location of graves sites uncovered by the Ground Penetrating Radar project. Some weeds have been pulled but there is a need to do regular weeding in future years. The goal is to appropriately and respectfully keep the cemetery maintained. She requested that the Township communicate with the descendants of the decedents that they don't remove items from or leave items at the cemetery.
2. Clerk Laureto reviewed a request from the Glen Arbor Women's Club to purchase a rack for chairs which will make it easier to facilitate set-up and take-down. The Club is willing to make a donation to cover the cost. P. Laureto presented the Board with information on a rack designed to hold the Township's brand of chairs. **Motion D. Lewis, support P. Laureto, to order 1 Lifetime Chair Cart. Motion carried unanimously.**
3. The Board discussed the Zoning Administrator's request to activate the portion of his contract which allows the ZA to take on staff at his expense. The Board agreed to support this request. The need to eventually find a new zoning administrator who is local to the area was discussed.

Park and Recreation Board Report: The Park and Recreation Board will be working on new pickleball language for the website. The new rules sign seems to be working out well and an official sign will be ordered in the spring. PARB have asked for removal of some of the bushes near the pickleball courts. I will be working with Austin of A-1 outdoor on having the vegetation trimmed back and possibly removing some. This Friday there is a Square Dance from 6:30 – 9:30 at the hall and on Saturday from 5 - 7 there is a Community Potluck tailgate party before the UofM/MSU football game. People are asked to bring their own food and drink.

Planning Commission Report: Trustee Hawley reported that the Planning Commission did a site plan review on the Sheldon property. The Commission gave provisional site plan approval. Next month they are planning on having a public hearing to adopt the reordered zoning ordinance. Chairman Roman will get a copy of the reordered zoning ordinance to the office for public review.

Cemetery Advisory Board Report: D. Lewis is working the CAB to help them understand the transition of an *ad hoc* committee. He stated the Township Board will need to prioritize the list of recommendations they provided and we will determine the budget for those items. We will forward our goals back to the committee for their help and suggestions. Communication will be key as we proceed.

Public Comments: L. Dewey spoke about ways they could advise and help the Board especially around budgeting items. She informed the Board that she will be talking about the progress made at the Township Cemetery on the Ron Jolly show next week. She will on at 8:40am on Wednesday.

Board Member Comments:

J. DePuy commended the Cemetery Advisory Board for the list of prioritized work items.

Clerk Laureto said that the attorney submitted the final draft of the Employee Handbook. She has not finished reviewing yet. She stated that the attorney put a copyright mark on it even though she wrote the bulk of it. She would like to get the copyright removed so we don't have to ask the attorney for copies when we need them and so that we can edit it if we find typos. Board members agreed they did not want it copyrighted.

Next month ESAC meeting will be on Monday Nov. 13th instead the Wednesday the 15th.

Supervisor Comments:

Supervisor Laureto passed out an informational sheet describing all the road in Glen Arbor and expects a periodic assessment of the roads from the Road Commission.

Meeting adjourned at 9:46 p.m.

Respectfully submitted,

Pam Laureto
Township Clerk

APPROVED