

Regular Board Meeting Minutes

1/16/2024

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 and Lt. Lienard, Cpt. Dykgraaf and ESAC Chair Jan Bauer 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

Minutes of the 12/19/23 Regular Board Meeting were presented. **Motion B. Hawley, support D. Lewis, to approve the minutes of the 12/19/23 Regular Board Meeting as presented. Motion carried unanimously.**

Treasurer's Report as of 12/31/23 – Cash on Hand by Fund Balance was presented

General Fund	\$ 926,940.19	Park Debt Service Fund	\$28,066.00
Emergency Services Fund	\$2,690,896.98	Fisher Lake SAD Fund	\$15,209.23
GLFD Debt Service Fund	\$ 25,627.98	Tax Collection Fund	\$2,424,657.14

Emergency Services Advisory Commission Report – ESAC Chair Bauer reported that ESAC reviewed the bills, financial reports and payroll and recommends that the Township Board pay the bills and payroll. ESAC also recommends to the Township Board that they approve the early purchase the new hydraulic tools.

Clerk's Report – Clerk Laureto reported that the General Fund bills from December 19 through January 16, 2024 totaled \$13,552.60 and the December payroll was \$11,764.62. **Motion B. Hawley, support J. DePuy, to approve the payment of the General Fund bills and payroll. Motion unanimously carried.**

Emergency Services bills from December 13 through January 9, 2024 totaled \$59,163.36 and the December payroll was \$109,807.69. The December payroll includes the payouts for those who have opted out of health insurance, have education bonuses, and those who successfully complete the agility testing. **Motion D. Lewis, support J. DePuy, to approve payment of the Emergency Services bills and payroll. Motion unanimously carried.**

Fire Chief Operations Report – Chief Ferguson reported that there were 44 calls for December and 550 calls for 2023 overall, down 60 calls or so from 2022. There were two significant wind storms in 2022 which accounted for the difference. The new engine is now in Grayling where a few small modifications are taking place. We will take delivery in about a month and will be put into service in early March.

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

1. Supervisor Laureto updated the Board on the gym lighting project. He asked three electrical houses to supply quotes for the materials since he has been having trouble getting quotes from electricians. He handed out a summary of those quotes and described the products. He is now in the process of getting quotes for installation from various vendors.
2. The Clerk and Treasurer worked with the school and gathered input from Empire Township on their plans regarding the request from Glen Lake School to move the school tax collection from Winter to the Summer tax collection. The school agreed to the Township's modifications of their proposed agreement. **Motion P. Laureto, support D. Lewis, that the Glen Arbor Township Board is resolved to collect the summer school taxes per the agreement dated January 16, 2024. Roll Call Vote. Voting aye: D. Lewis, B. Hawley, J. DePuy, P. Laureto, and T. Laureto; voting nay: none. Motion carried unanimously.**

New Business

1. Clerk Laureto presented a request from the Glen Arbor Women's Club to store some of their party items in 1 or 2 of the empty cabinets in the Township Hall kitchen. The Board agreed.
2. Clerk Laureto presented the final draft of the Glen Arbor Township Employee Handbook. Over the last 16 months Chief Ferguson and the Clerk met with an attorney who specialized in Human Resources. The attorney made several recommendations and helped to bring the Handbook to current legal standards. **Motion P. Laureto, support B. Hawley, that the Township Board adopt the Glen Arbor Township Employee Handbook.** Discussion ensued with questions being asked and answered. The Board decided to slightly modify two items. **P. Laureto modified her motion to state that the Township Board adopt the Glen Arbor Township Employee Handbook as modified. Motion carried unanimously.**
3. Clerk Laureto presented FY24 Budget Amendments #1. The amendments were reviewed. **Motion D. Lewis, support B. Hawley, to adopt the FY Budget Amendments #1 as presented. Motion carried unanimously.**
4. Clerk Laureto presented a recommendation from the Park and Recreation Board that the Township pursue replacement of the two 30 year old tennis courts. Discussion ensued about exploring the possibility of grants. The Board agreed to explore how we would make the match should we be successful at receiving a grant.
5. Supervisor Laureto presented the 2024 – 2025 insurance quote from Municipal Underwriter Par Plan which has an overall rate increase of 7%. **Motion B. Hawley, support J. DePuy, to accept the insurance quote and pay the invoice. Motion carried unanimously.**
6. Chief Ferguson stated that they have \$115,000 in next years budget for new Hydraulic (Jaws of Life) tools as part of their replacement schedule. Because several vendors indicated 6-month lead times, they pursued quotes over the last couple of months. The vendor they choose has the tools in stock at a price of \$96,000. Ferguson requested to purchase the tools now. This has the additional advantage of not having to mount the brackets for the old tools on the new truck and then having to replace them in two months. **Motion D. Lewis, support J. DePuy, to authorize the purchase of the hydraulic tools in this fiscal year.**

Park and Recreation Board Report: The Park and Recreation Board met. Per their request, Clerk Laureto provided them with a brief update the gym lighting, the status of the current Park Millage, and the QR codes. They discussed next year's budget and the priorities as identified in the 5-year recreation plan. These priorities include the replacement of the 30-year-old Tennis Courts.

Planning Commission Report: Trustee Hawley reported that the Planning Commission will be reviewing their conflict-of-interest policy. They will likely adopt language in the ordinance that most other township have regarding the interpretation of commonly used words such as "shall" and "may" among others. The ZA urged the Commission to look at zoning districts and zoning maps with the idea of potentially eliminating one.

Public Comments: Chief Ferguson said that he has been talking with some folks at the Homestead and also the County Planning Department about trying to fix or improve some of the addressing at the Homestead. Also many renters do not have a clue what their "official" address is.

Board Member Comments:

B. Hawley recommended that Chief Ferguson work with the various condo associations on how to identify the various units.

Clerk Laureto reminded everyone that next month we will have salary resolutions on the agenda. She stated that the county will no longer be doing all the prep work for the tax bills and so the Treasurers work load will be increasing. She suggested that everyone begin thinking about a salary increase for the Treasurer.

Supervisor Comments:

Supervisor Laureto said that there has also been an increase in work load with all the changes in election laws. He and the Clerk will be working Early Voting at the County Building for 2 or the 9 days next month. He recapped the Supervisors meeting that he attended today. Deb Allan, the new County Administrator was the speaker and it was very informative.

Meeting adjourned at 9:24 p.m.

Respectfully submitted,

Pam Laureto
Township Clerk

APPROVED