

Regular Board Meeting Minutes

6/18/2024

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 several members of the Glen Lake Fire Department were present. The Pledge of Allegiance was recited.

The agenda was presented and amended. **Motion D. Lewis, support B. Hawley, to approve the agenda as amended. Motion carried unanimously.**

All board members stated they had no conflict of interest with any items on the agenda.

Public Comment: none

GLFD Swearing-in Ceremony was held. Chief Ferguson introduced Angelika Diehl, the departments newest full-time member. Angelika was born and raised in Traverse City where she graduated from TC West H.S. She then completed training at the Fire Academy in Traverse City and began working for the Glen Lake Fire Department in May of 2023. During Angelika's one-year probationary period she completed over 1,000 hours of training. Ferguson explained that when a new employee is hired, they receive a bright yellow helmet which signifies to everyone that they are in the process of being trained. Ferguson then presented Angelika with her new Black helmet. Clerk Laureto gave the oath of office to Angelika, Lt. Lienard pinned Angelika's badge on, and Chief Ferguson officially welcomed Angelika Diehl, Firefighter/EMT, to the Department.

Minutes of the 5/21/24 Regular Board Meeting were presented. **Motion D. Lewis, support J. DePuy, to approve the minutes of the 5/21/24 Regular Board Meeting as presented. Motion carried unanimously.**

Minutes of the 5/28/24 Special Board Meeting were presented. **Motion J. DePuy, support D. Lewis, to approve the minutes of the 5/28/24 Special Board Meeting as presented. Motion carried unanimously.**

Minutes of the 6/5/24 Special Board Meeting were presented and amended. **Motion D. Lewis, support B. Hawley, to approve the minutes of the 6/5/24 Special Board Meeting as amended. Motion carried unanimously.**

Treasurer's Report as of 5/31/24 – Cash on Hand by Fund Balance was presented

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|-------------------------|----------------|------------------------|--------------|
| General Fund | \$1,150,076.82 | Park Debt Service Fund | \$102,451.87 |
| Emergency Services Fund | \$3,244,548.87 | Fisher Lake SAD Fund | \$ 25,419.92 |
| GLFD Debt Service Fund | \$ 8,666.91 | Tax Collection Fund | \$ 13,744.13 |

Treasurer Lewis reported on the meeting that he and Clerk Laureto had with three representatives from Huntington Bank. A couple of changes were made to accounts which will result in lower bank fees and fraud prevention services were added to the General Fund and Emergency Services Fund checking accounts.

Emergency Services Advisory Commission Report – Clerk Laureto reported that ESAC reviewed the monthly checklist and payroll and recommended that the Township Board pay the unpaid checks and payroll.

Clerk's Report – Clerk Laureto reported that the General Fund bills from May 22 through June 18, 2024 totaled \$186,374.78 and the May payroll, which was a 3-payroll month, was \$16,846.35. **Motion D. Lewis, support J. DePuy, to approve the payment of the General Fund bills and payroll. Motion carried unanimously.**

Clerk Laureto reported that the Emergency Services bills from May 18 through June 11, 2024 totaled \$73,120.38 and the May payroll, which was a 3-payroll month, was \$169,144.98. **Motion J. DePuy, support D. Lewis, to approve payment of the Emergency Services bills and payroll. Motion carried unanimously.**

Fire Chief Operations Report – Chief Ferguson reported that there were 50 calls for the month of May which brings the total for the year to 225. July 7th is the Pancake Breakfast and July 27th is the open house. The department received bids for a new mini pumper truck. His intent is to have a recommendation for next months meeting. The Department sent specs out for a new ambulance. If both vehicles were purchases the delivery on the mini pumper would be early 2027 and the ambulance would be in 2028. They are still waiting to hear back on their four pending grant applications.

Zoning Administrators Report – Submitted in writing

Monthly Assessors Report – Submitted in writing

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

Unfinished Business

1. Clerk Laureto gave a brief update on the new Township Lighting. One fixture came in damaged and a replacement will be installed next week.
2. D. Lewis gave an update on the tennis court project. The irrigation system was moved and raised to accommodate the new edging. He contacted Flaska Landscaping, who did the work on the 2018 upgrade, to install edging and prepare the edge for porous pave. Elmer's will then come and place the net posts and paint the tennis lines.
3. P. Laureto updated the Board on the progress of the security camera project. The wiring and camera install is nearly complete at the Park and Garden. They are waiting on some needed equipment before the cameras are operational.
4. P. Laureto updated the Board on the new server. Netlink has not yet received a ship date for the server but they have all the in-house prep work for data switches, other hardware, and things related to the camera project scheduled for the end of this week and next.
5. P. Laureto gave an update on the emergent removal of the tree in front of the Township Hall. The tree is down. Laureto suggested that the Township Hall looks nice without the tree and she recommended that the stump be removed and grass planted. The Christmas lights can be installed on the remaining tree. The Board agreed to have the stump removed grass planted. The Board also agreed to have the stump in the parking lot removed at the same time.

New Business

1. None

Planning Commission Report: Trustee Hawley reported that the planning commission formally adopted the proposed Zoning Ordinance addition which deals with rules applying to text. PC members were not interested in combining zoning districts, they are happy with the Zoning Districts as they currently exist. The PC began a discussion on fences and will finish up fences in August. There is no meeting scheduled for July. The Keyholing ordinance was discussed but no changes are planned. In September, accessory buildings will be on the agenda followed by accessory dwelling units. J. DePuy asked if containers are on the list of what will be discussed and B. Hawley said there was a long discussion about them. ZA Cypher says that the Zoning Ordinance gives him the ability to regulate containers. T. Laureto asked about the 45-day political sign portion of the ordinance. B. Hawley said that the supreme court ruled that those types of rules are null. T. Laureto asked that the PC work on removing that section from the ordinance.

Public Comments: None

Board Member Comments:

Trustee Hawley thanked D. Lewis for his work on the tennis court project.

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Bob Hawley, Trustee John DePuy, Trustee

Treasurer Lewis asked about the progress of getting a Grand Marshall for the 4th of July parade and T. Laureto said he is working on it. Several names were suggested. D. Lewis also said he worked with the Assessor and they got the tax bills prepped and sent to the printer. He reminded the Board that because the school changed their billing from winter to summer that many calls will be coming in to the office.

Clerk Laureto said that the audit is wrapping up. She has entered the adjusting journal entries and submitted corrections to the management discussion section.

Supervisor Comments:

Supervisor Laureto followed up with the auditor as he is working on the reconciliation with Empire. On July 3rd we will have the 4th of July patriotic concert. Clean out work has been done on the Lake Street sewer and the Road Commission will be returning on Thursday to do additional clean out work.

Meeting adjourned at 8:50 p.m.

Respectfully submitted,

Pamela J. Laureto
Township Clerk

DRAFT