
Glen Arbor Township

6394 W. Western Ave., P.O. Box 276

Glen Arbor, MI 49636

glenarbor@glenarbertownship.com

F AX 231-334-6370

Phone 231-334-3539
Tom Laureto, Supervisor

Pam Laureto, Clerk

Don Lewis, Treasurer

Bob Hawley, Trustee

John DePuy, Trustee

Regular Board Meeting Minutes

3/17/2026

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. Capt. Dykgraaf and 3 members of the public were also present.

The Pledge of Allegiance was recited.

The agenda was presented. **Motion, J. DePuy, support D. Lewis, to approve the agenda. Motion carried unanimously.**

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

Public Comment: none

Minutes of the 2/17/26 Regular Board Meeting were presented. **Motion D. Lewis, support J. DePuy, to approve the minutes of the 2/17/26 Regular Board Meeting as presented. Motion carried unanimously.**

Treasurer's Report as of 2/28/26 – Cash on Hand by Fund Balance was presented.

General Fund \$1,192,478.67

Fisher Lake SAD Fund \$ 73,515.99

Emergency Services Fund \$2,591,928.16

Tax Collection Fund \$1,171,420.86

GLFD Debt Service Fund \$ 104,035.18

Emergency Services Advisory Commission Report – Clerk Laureto reported that ESAC met and reviewed the monthly checklist and payroll and recommended that the Township Board pay the unpaid checks and payroll. ESAC also recommended that the Township Board approve the GLFD FY 25-26 Budget Amendments #2.

Clerk's Report – The General Fund bills from February 18 through March 17, 2026 totaled \$26,609.85 and the February payroll, was \$21,173.70. **Motion D. Lewis, support J. DePuy, to approve payment of the General Fund bills and payroll. Motion carried unanimously.**

Emergency Services bills from February 7 through March 11, 2026 totaled \$109,007.71 and the February payroll was \$102,657.12. **Motion P. Laureto, support B. Hawley, to approve the payment of the Emergency Services bills and payroll. Motion carried unanimously.**

Fire Chief Operations Report – Capt. Dykgraaf reported that the department had 34 calls in February. Lt. Lienard celebrated his 15th year with the department. 415 hours of training was completed including HazMat and Ice Rescue training. The department completed a PTLS class and is now certified as a training facility, able to teach classes to other departments. The logos on department vehicles are being updated so that the logos on all vehicles will be same. A new snowblower for Station 2 was purchased. A concept drawing for landscaping at Station 1 was received and a meeting with the landscaper is set for April 1. Bids for the potential Station 1 remodel were received and opened, and interviews with the vendors have been scheduled. Total cost for the renovations will be approximately 500K. The new turnout gear washer and dryer and the SCBA washer have been ordered and should be arriving by the end of March. Capt. Dykgraaf attend a Chief Development Class in Bay City which he said was an excellent learning experience.

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Monthly Zoning Administrators Report – Submitted in writing

Monthly Assessors Report – Submitted in writing

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

Unfinished Business

1. Ordinance No. 1-2026 to repeal Township Ordinance 1-2018 was presented by Clerk Laureto. **Motion D. Lewis, support B. Hawley to repeal Township Ordinance No. 1-2018. Roll Call Vote. Voting yes: D. Lewis, B. Hawley, J. DePuy, P. Laureto, and T. Laureto; Voting no: none. The Supervisor declared the motion carried.**
2. Ordinance No. 2-2026 to repeal Township Ordinance 2-2018 was presented by Clerk Laureto. **Motion D. Lewis, support B. Hawley to repeal Township Ordinance No. 1-2018. Roll Call Vote. Voting yes: D. Lewis, B. Hawley, J. DePuy, P. Laureto, and T. Laureto; Voting no: none. The Supervisor declared the motion carried.**
3. Ordinance No. 3-2026 repeal the Township Lighting Ordinance was presented by Clerk Laureto. **Motion D. Lewis, support B. Hawley to repeal the Township Lighting Ordinance. Roll Call Vote. Voting yes: D. Lewis, B. Hawley, J. DePuy, P. Laureto, and T. Laureto; Voting no: none. The Supervisor declared the motion carried.**
4. The Board reviewed 5 quotes for a new phone system. The current phone system can no longer be serviced as parts are not available. Treasurer Lewis and Clerk Laureto will meet with the vendor from Utel to gather more detailed information and bring their recommendation back to the board.
5. The Board discussed the need to find a new Zoning Administrator (ZA). Supervisor Laureto will arrange interviews with 4 candidates and will invite local contractors to sit in on the interviews and provide the township with feedback. Each candidate will be given 1 hour, B. Hawley will write up suggested questions, and the interviews will be followed by a Special Board Meeting to select the new ZA. The Township's current ZA will not be renewing his contract but has agreed to continue on a month-to-month basis until a new zoning administrator is hired.

New Business

1. Clerk Laureto presented 3 quotes for a new Township Hall roof. **Motion J. DePuy, support B. Hawley, to accept the quote from Story roofing. Motion carried unanimously.**
2. The board reviewed Resolution #7-2026 – FY 2025-2026 GLFD Budget Amendments #2. **Motion J. DePuy, support D. Lewis, to adopt the FY 2025-2026 GLFD Budget Amendments #2. Roll Call Vote. Voting yes: D. Lewis, B. Hawley, J. DePuy, P. Laureto, and T. Laureto; Voting no: none. The Supervisor declared the motion carried.**
3. The Board discussed the quote from BS&A for cloud-based assessing and tax software packages. BS&A software is used by most Townships. They are phasing out their desktop software and transitioning to cloud based which will allow for seamless work between the assessing and tax processes. Clerk Laureto will explore with BS&A the timing for installation, the payment process, and dates for which the quote is viable.
4. The Clerk informed the board that the Glen Lake Garden Club wished to purchase a tree for the township property and asked the board if they were in favor of planting a new tree on township property. All agreed.

Planning Commission Report: B. Hawley reported that the planning commission is continuing work on the Master Plan. They have completed their work on the zoning ordinance. The PC chair will make the required edits which will be reviewed by the entire board. Once the changes are approved a public hearing will be held and the County Planning commission will review them.

Public Comment: A Glen Arbor taxpayer and Township Clerk from downstate said he enjoyed the meeting and felt the taxpayers of Glen Arbor were being well represented by the Board. He also suggested that our phone quotes could be entered into ChatGPT which would help us to compare them.

Board Member Comments:

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Trustee Hawley said he is looking forward to working through the Zoning Administrator process.

Trustee DePuy said he will be available for the April meeting.

Supervisor Comments: none

Meeting adjourned at 8:40 p.m.

Respectfully submitted,

Pamela J. Laureto, Township Clerk