

Special Board Meeting Minutes

10/9/2026

The meeting was called to order by Supervisor Laureto at 2:00 p.m. The meeting was held in the Glen Arbor Township Meeting Room.

Roll Call – P. Laureto, T. Laureto, D. Lewis, J. DePuy and B. Hawley present. Three members of the public, including two members of the planning commission, were also present. The Pledge of Allegiance was recited.

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

All Board members stated they had no conflict of interest with any item on the agenda.

Public Comment: none

Supervisor Laureto stated that the purpose of the meeting was to discuss the Glen Arbor Township Zoning Administrator (ZA) position and the ZA duties.

All Board members received a copy of the current Zoning Administrators Contract and its Exhibit A. The contract was reviewed with focus on 2. Term of Agreement. It was noted that the contract commenced on May 1, 2026 and that at the end of six months the Township may review the performance of the ZA and must provide a written report of same to the ZA within 30 days. The options of contract extension, termination for cause, and termination without cause were also discussed.

It was noted that the Planning Commission was not satisfied with the communication or interface with the current ZA and that the ZA twice pulled the site plan review on a major project in town because he was not prepared. The planning commission relies on input from the ZA on major issues such as site plans and Master Plan review and currently the ZA has not been responsive. Additionally, there have been numerous complaints called into the office from residents, contractors, and realtors with the main complaints being no response to their calls and/or emails and difficulty obtaining Land Use Permits.

The Township Supervisor, using the duties outlined in Exhibit A, had prepared an Evaluation of the 13 specific Duties and Responsibilities of the ZA. Each duty/responsibility was discussed and Board members filled out their copy of the evaluation form as they saw fit. After review of the 5 evaluation forms the Board agreed the performance has been poor. **Motion J. DePuy, second B. Hawley, to seek guidance from the Township Attorney on how to proceed. Motion carried unanimously.**

Public Comment: None

The meeting adjourned at 2:57 p.m.

Respectfully submitted,

Pam Laureto
Township Clerk