Glen Arbor Township
6394 W. Western Ave. P.O. Box 276
Glen Arbor, MI 49636
Phone 231-334-3539 glenarbor@glenarbortownship.com FAX 231-334-6370
Tom Laureto, Supervisor Pam Laureto, Clerk Don Lewis, Treasurer
John DePuy, Trustee Bob Hawley, Trustee

Special Board Meeting Minutes

10/23/2026

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. Two members of the public, two members of the planning commission, and Scott Scheehan were also present. The Pledge of Allegiance was recited.

The agenda was presented. **Motion D. Lewis, support J. DePuy, 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 interim possibilities. He recapped the Zoning issues discussed at the October 9th Special Meeting and the Boards resolution to allow for the Supervisor, Zoning Enforcement Officer, and Zoning Administrator to enforce zoning issues. Laureto also explained that there are currently a few zoning issues on the table that he and Trustee Hawley are working on. He then asked each Board member to share their thoughts regarding an interim or permanent ZA.

Treasurer Lewis spoke about what needs to happen over the next few weeks or month to end the relationship with MR Consulting. Lewis said he made contact with Scott Scheehan who had been interviewed for the ZA position last April. Mr. Sheehan was still interested in the position. He currently is the ZA in three (3) Leelanau County Townships and is interim ZA in Hamlin Township near Ludington.

Trustee Hawley spoke about a zoning issue that needs to be addressed.

Trustee DePuy said that he needs details on qualifications and payment issues that were addressed at the recent monthly meeting. He believes that the ZA needs to have good communication skills and that communication should be done in a timely fashion.

Clerk Laureto asked the two members of the Planning Commission to talk about what the PC needs from a Zoning Administrator.

D. Lewis stated that the ZA should attend all Planning Commission and Township Board meetings. He also spoke about today's society being a regulatory society so the ZA must be certified and have access to resources.

J. DePuy said that work with the ZA should be a two-way street with the Township Board backing up the ZA's decisions.

Mr. Sheehan was given time to speak. He has completed the Zoning Administration certification courses at MSU. He recently also completed the Land Division course although he has yet to do a land division. He said his goals are the same for all his townships and that is good communication. He also said he would not be able to attend all meetings but would make every attempt to attend when requested to do so.

Clerk Laureto brought up the issue of Township Employee status vs. Contractor Status. She presented information from the Township's insurance carrier stating that Contractors are covered under "Errors and Omissions" in the same way that elected officials are when they are performing duties for the Township. Mr. Sheehan said he would be fine with contractor status as long as the insurance covers him. Laureto presented the Board and Mr. Sheehan with documents from the insurance carrier stating such. A Township specific email and phone number for the ZA was discussed.

APPROVED

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A monthly salary was discussed with additional pay for specific duties such as Land Divisions.

Motion D. Lewis, second J. DePuy, to hire Scott Scheehan with a salary of $2,400/month with stipend pay for additional duties. Motion carried unanimously .

The Supervisor and Clerk will draw up a contract and pass it by the attorney. The start date is scheduled for November 1st.

Public Comment: A member of the public stated he supported the idea of a township specific email for the ZA.

The meeting adjourned at 3:27 p.m.

Respectfully submitted,

Pamela J. Laureto
Township Clerk

APPROVED