



The Village of
Port Sanilac

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Approved Meeting Minutes
Village of Port Sanilac Council Meeting
April 4, 2023

The Pledge of Allegiance to the Flag of the United States of America was led by R. Mach.

President Falcon called the Council Meeting to order at 7:02 pm.

Council Members Present: M. Balysh, S. Balysh, J. Davis, R. Lange, R. Mach, J. Southard, D. Falcon

Staff Present: Dan Finn, Darcy Johnson, Don Morath, Sarah Morath, Larry O'Keefe, Barbara Rabineau

Guests: Al Daum, Casey Johnson, Jeff Lyall, Carol Nader, Joe Nader, Mike Owens, Suzanne Shagena, Mary Simon, Jeff Smeader, Lori Southard, Jenny Sroka, Jim Sroka, Don Thomas, Kathy Vanhoudt

Agenda/Additions:

Motion by R. Lange, seconded by J. Southard to approve Agenda. **Motion Carried.**

Public Comment:

a. Residents raised concerns regarding SEFA and fire services for the Village.

b. Al Daum, Forester Township Trustee stated that Forester Township has no intention of returning to SEFA.

Presidential Appointments: None

Presentations:

a. Bill Sarkella gave a county level report.

Petitions and Communications:

a. Jeanne Harper submitted ad choices for the Port Sanilac Guide. The Finance Committee will review and recommend action to Council.

b. Letter from Calvin Messing dated March 22, 2023 was submitted.

Village Departments, Committees, and Commissions:

Planning Commission:

a. Master Plan Workshop Meeting Minutes dated March 27, 2023 were submitted.

b. RRC Guideline Report update was presented by Mary Simon; she will attend the next Governance Meeting to help develop policies and procedures to meet RRC requirements.

c. Planning Commission Approved Meeting Minutes dated February 28, 2023 were submitted.

d. Planning Commission Unapproved Meeting Minutes dated March 28, 2023 were submitted.

Harbor Oversight Committee:

a. Harbor Oversight Meeting Minutes dated March 27, 2023 were presented by Jon Davis.

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Finance Committee:

- a. Finance Committee Meeting Minutes dated March 28, 2023 were presented by Larry O'Keefe.
 - a1. **Motion** by R. Mach, seconded by M. Balysh to approve Elite Overhead Door quote for \$2,166.20 to replace the garage door on the DPW north building; charge 441-930-0, as recommended by the Finance Committee. **Motion Carried.**
 - a2. **Motion** by J. Davis, seconded by S. Balysh to approve John Haman's proposal for \$420.00 for a solar powered light for the south end Village of Port Sanilac sign; charge 265-930-0, as recommended by the Finance Committee. **Motion Carried.**
 - a3. **Motion** by R. Lange, seconded by J. Davis to approve the Supervisory Control and Data Acquisition (SCADA) equipment from Kennedy Industries for \$4,500.00 for the operation of the water system north well pump; charge 591-930-0, as recommended by the Finance Committee. **Motion Carried.**
 - a4. **Motion** by S. Balysh, seconded by R. Lange to approve Sparks Welding quote for \$2,000.00 to repair the tailgate of the International Harvester truck; charge 661-930-0, as recommended by the Finance Committee. **Motion Carried.**
 - a5. **Motion** by J. Davis, seconded by R. Mach to set the Harbor Master annual salary at \$47,500.00; charge 586-702-0, as recommended by the Harbor Oversight Committee and Finance Committee. **Motion Carried.**

Public Safety Committee:

- a. Public Safety Committee Meeting Minutes dated March 28, 2023 were presented by Larry O'Keefe.
 - a1. **Motion** by R. Mach, seconded by J. Southard to resolve to withdraw from the Sanilac East Fire Authority, as recommended by the Finance Committee and Public Safety Committee.

Roll Call Vote: M. Balysh yes, S. Balysh yes, J. Davis yes, R. Lange yes, R. Mach yes, J. Southard yes, D. Falcon no. **Motion Carried.**

- a2. Resolution 02-2023 – A Resolution to Withdraw From the Sanilac East Fire Authority was read into the record by the Clerk.

Governance Committee:

- a. Governance Committee Meeting Minutes were distributed prior to the Council Meeting and presented by Larry O'Keefe.
 - a1. **Motion** by J. Davis, seconded by R. Mach to authorize Clerk to contact Jeanne Harper regarding the Antique Boat Show. The Village of Port Sanilac is not a party to the event, that dockage space will require CAMIS registration, coordination with the Harbor Master, and the sponsoring organization will need to provide proof of liability insurance listing the Village of Port Sanilac as additionally insured, as recommended by the Governance Committee. **Motion Carried.**

Zoning Administrator's Report:

- a. Zoning Administrator's March Report was presented by Larry O'Keefe.

New Business: None

Previous Business: None

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Bills:

- a. **Motion** by R. Mach, seconded by R. Lange to approve Village bills **PAID** dated March 22, 2023 in the amount of \$2,468.37. **Motion Carried.**

- b. **Motion** by J. Southard, seconded by M. Balysh to approve Village bills **PAID** dated March 28, 2023 in the amount of \$846.34. **Motion Carried.**

- c. **Motion** by R. Lange, seconded by R. Mach to approve Harbor bill **PAID** dated March 27, 2023 in the amount of \$216.93. **Motion Carried.**

- d. **Motion** by S. Balysh, seconded by J. Southard to approve Village bills **TO BE PAID** dated April 4, 2023 in the amount of \$24,985.86. **Motion Carried.**

- e. **Motion** by S. Balysh, seconded by J. Davis to approve Harbor bills **TO BE PAID** dated April 5, 2023 in the amount of \$115.87. **Motion Carried.**

Minutes:

Motion by S. Balysh, seconded by R. Mach to approve the Council Meeting Minutes dated March 21, 2023, as presented. **Motion Carried.**

Treasurer’s Report: Darcy Johnson

- a. Financial Statements – March 2022 and March 2023 were submitted.

- b. Treasurer’s Report dated April 4, 2023 was presented by Darcy Johnson.

Motion by S. Balysh, seconded by R. Lange to approve the following budget adjustment:

a. To budget correct amounts for RRC Grant/Master Plan \$24,500.00 (\$18,375.00 to spend up front NOT \$6,125.00 as originally budgeted for):

i.	RRC Grant Income	111-670-6	+\$18,375.00
ii.	Contracted Services Exp.	111-803-0	+\$18,375.00

Motion Carried.

Business Manager: Larry O’Keefe

- a. Business Manager’s March Report was presented by Larry O’Keefe.

- b. Draft Capital Improvement Plan 2023-2029 was emailed March 28, 2023 to Council.

Clerk: Barbara Rabineau

- a. Recommendations from review of employment documents and policies by Greg Stremers, Corporate Attorney, will be forwarded to Governance for review.

- b. **Motion** by R. Mach, seconded by R. Lange to authorize Clerk to advertise Bookkeeper position in the Sanilac News NTE \$100.00. **Motion Carried.**

Work in Progress:

- a. 2022 Water Project

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Public Comment:

- a. Jeff Smeader thanked Council, coworkers, and residents for the luncheon in his honor celebrating his retirement from the Village of Port Sanilac.
- b. Assistant Fire Chief Thomas spoke to the importance of the fire department remaining fully compliant.
- c. Mary Simon invited residents to an open house to be held on April 25, 2023 to discuss the results of the Planning Commission survey.

Adjournment:

Motion by D. Falcon, seconded by J. Davis to adjourn the council meeting at 8:50 pm. **Motion Carried.**



Barbara Rabineau
Clerk