



The Village of  
**Port Sanilac**

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**Approved Meeting Minutes**  
Village of Port Sanilac Council Meeting  
October 5, 2023

The Pledge of Allegiance to the Flag of the United States of America was led by President Falcon.

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

**Council Members Present:** M. Balysh, S. Balysh, J. Southard, D. Falcon

**Council Members Absent:** J. Davis, R. Mach

**Staff Present:** Don Morath, Larry O'Keefe, Barbara Rabineau

**Guests:** Nancy Cole, Ron Cole, Susan Manier, Brian Moran Sr., Doug Moran, Britton Simon, Jenny Sroka, Jim Sroka, Don Thomas, Amy True

**Agenda/Additions:**

1. Appointment of Trustee to Village Council
2. Amend Ordinance regarding Village Council regular meeting day from Tuesday to Thursday until mid-January
3. Planning Commission unapproved meeting minutes dated 9-26-2023
4. Unapproved meeting minutes – Zoning Board of Appeals 9-28-2023
5. Unapproved meeting minutes – Town Hall Meeting 9-30-2023
6. Revised Financial Statement for September 2023
7. Business Manager's September 2023 Report
8. Master Plan presentation to be re-scheduled for November 2, 2023
9. Letter of Resignation from Ray Mach dated October 3, 2023
10. Letter of Resignation from Jon Davis dated October 3, 2023
11. Appointment of M. Balysh as President Pro-Tem
12. Unapproved Council meeting minutes dated October 3, 2023

**Motion** by S. Balysh, seconded by D. Falcon to approve Agenda and Additions. **Motion Carried.**

**Public Comment:**

- a. Bill Sarkella gave a county level report.

**Presidential Appointments:**

a. **Motion** by D. Falcon, seconded by M. Balysh to appoint Benjamin Hunter to the Village Council to fulfill the open seat vacated by Ray Lange; term extends through 2024. **Motion Carried.**

b. **Motion** by D. Falcon, seconded by S. Balysh to appoint M. Balysh as President Pro-Tem; term extends through 2023. **Motion Carried.**

**Presentations:** None

**Petitions and Communications:**

- a. Letter from Sanilac Township dated September 17, 2023 was read into the record.
- b. Sanilac County Historical Society request for Public Safety assistance was read into the record. Don Morath advised that uniformed officers will be scheduled for the events.
- c. Letter of Resignation from Ray Mach dated October 3, 2023 was read into the record. **Motion** by D. Falcon, seconded by M. Balysh to accept resignation from Ray Mach effective immediately. **Motion Carried.**
- d. Letter of Resignation from Jon Davis dated October 3, 2023 was read into the record. **Motion** by D. Falcon, seconded by J. Southard to accept resignation from Jon Davis effective immediately. **Motion Carried.**
- e. Ordinance Amendment was submitted into the record. **Motion** by S. Balysh, seconded by B. Hunter to amend the Village of Port Sanilac Code of Ordinances §30.16 Council Proceedings to change the meeting day from the first and third Tuesday of the month to the first and third Thursday of the month; this change will be effective through mid-January.
- f. S. Balysh suggested a letter be sent to the Council Members thanking them for their service; letter to be signed by full Council (correction October 19, 2023).

**Roll Call Vote:**

M. Balysh yes, S. Balysh yes, B. Hunter yes, J. Southard yes, D. Falcon yes

**Motion Carried.**

**Village Departments, Committees, and Commissions:**

**Planning Commission:**

- a. Planning Commission Approved Meeting Minutes dated August 22, 2023 were submitted.
- b. Planning Commission Unapproved Public Hearing Meeting Minutes dated September 26, 2023 were submitted.
- c. Planning Commission Unapproved Meeting Minutes dated September 26, 2023 were submitted.
- c1. Master Plan finalization presentation was re-scheduled for November 2, 2023.

**Zoning Administrator's Report:**

- a. Zoning Administrator's September 2023 was presented by Larry O'Keefe.

**Personnel:**

- a. Personnel Committee meeting minutes dated September 21, 2023 were submitted. **Motion** by S. Balysh, seconded by B. Hunter to extend an offer of employment to Candidate #2, for the position of Parks & Recreation Coordinator, subject to a Criminal History Screening. **Motion Carried.**

**New Business:** None

**Previous Business:** None

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**Bills:**

- a. **Motion** by S. Balysh, seconded by D. Falcon to approve Village bills **PAID** dated September 26, 2023 in the amount of \$64,674.53. **Motion Carried.**
- b. **Motion** by M. Balysh, seconded by S. Balysh to approve Harbor bills **PAID** dated September 27, 2023 in the amount of \$235.13. **Motion Carried.**
- c. **Motion** by J. Southard, seconded by M. Balysh to approve Village bill **PAID** dated September 28, 2023 in the amount of \$18,262.50. **Motion Carried.**
- d. **Motion** by S. Balysh, seconded by B. Hunter to approve Village bills **TO BE PAID** dated October 3, 2023 in the amount of \$7,640.05. **Motion Carried.**
- e. **Motion** by M. Balysh, seconded by J. Southard to approve Harbor bills **TO BE PAID** dated October 4, 2023 in the amount of \$12,057.38. **Motion Carried.**

**Minutes:**

- a. **Motion** by S. Balysh, seconded by B. Hunter to approve the Council Meeting Minutes dated September 19, 2023, as presented. **Motion Carried.**
- b. Unapproved Zoning Board of Appeals Meeting Minutes dated September 28, 2023 were submitted. **Motion** by S. Balysh, seconded by J. Southard to approve the Zoning Board of Appeals Meeting Minutes dated September 28, 2023. **Motion Carried.**
- c. Unapproved Town Hall Meeting Minutes dated September 30, 2023 were submitted. **Motion** by D. Falcon, seconded by M. Balysh to approve the Town Hall Meeting Minutes dated September 30, 2023. **Motion Carried.**
- d. Unapproved Council Meeting Minutes dated October 3, 2023 were submitted. **Motion** by B. Hunter, seconded by D. Falcon to approve Council Meeting Minutes dated October 3, 2023. **Motion Carried.**

**Treasurer’s Report:** Darcy Johnson

- a. Financial statements dated September 2022 and September 2023 were submitted.
  - a1. Revised Financial Statement dated September 2023 was submitted.
  - b. Treasurer’s Report dated October 3, 2023 was submitted.
  - b1. **Motion** by S. Balysh, seconded by B. Hunter to adjust Harbor budget to reflect \$79,000.00 in construction cost, \$8,000.00 engineering, and \$44,000.00 grant income for the sidewalk project.

a. Harbor bal. fwd.	586-100-390	+\$28,000.00
b. Harbor Grant Income	586-100-540	+\$44,000.00
c. Major Improvements	586-100-931	+\$72,000.00

**Motion Carried.**

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**b2. Motion** by S. Balysh, seconded by D. Falcon to adjust budgets to reflect changes in fee schedule approved September 19, 2023:

a. Water Fund		
1. Water Quarterly Fees	591-100-448	+\$18,248.00
2. Water Contracted Serv.	591-100-803	+\$12,248.00
3. Water R & M	591-100-930	+\$ 6,000.00
b. Water Annual Bond Reserve Fund		
1. ABR Quarterly Fees	574-100-448	+\$ 2,442.00
2. Annual Bond Reserve	574-100-997	+\$ 2,442.00
c. Water Bond #2		
1. Quarterly Fees	572-100-448	+\$ 9,768.00
2. WB2 Unapp. Exp.	572-100-960	+\$ 9,768.00
d. Water Bond #4		
1. WB4 Quarterly Fee	576-100-448	+\$24,420.00
2. WB4 Unapp. Exp.	576-100-960	+\$11,710.00
3. WB4 Interest Payment	576-100-993	+\$12,710.00
e. Water RRI Fund		
1. RRI Quarterly Fees	571-100-448	+\$ 3,730.00
2. RRI R & M	571-100-930	+\$ 3,730.00
f. Sewer Fund		
1. Sewer Quarterly Fees	590-100-448	+\$ 4,440.00
2. Sewer R & M	590-100-930	+\$ 4,440.00
g. Trash Fund		
1. Trash Quarterly Fees	560-100-448	+\$ 3,830.00
2. Trash Contracted Serv.	560-100-803	+\$ 3,830.00

**Motion Carried.**

**Business Manager:** Larry O'Keefe

a. Business Manager's September Report was presented by Larry O'Keefe.

**Clerk:** Barbara Rabineau

a. Annual Fee Schedule – Amended 9/19/2023 was distributed September 27, 2023.

**b. Motion** by M. Balysh, seconded by D. Falcon to authorize Clerk to advertise two open council seats in the Sanilac County Newspaper. **Motion Carried.**

**c. Motion** by D. Falcon, seconded by B. Hunter to authorize Clerk to post ordinance amendment in the Sanilac County Newspaper. **Motion Carried.**

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**Work in Progress:**

a. 2022 Water Project – Larry O’Keefe reported that soil borings will begin next week; also looking at options to replace culverts.

**Public Comment:**

a. Chief Moran inquired about the SEFA dissolution. President Falcon will provide information at the next Council meeting.

**Adjournment:**

**Motion** by D. Falcon, seconded by B. Hunter to adjourn the council meeting at 7:40 pm.



Barbara Rabineau, Clerk