



The Village of
Port Sanilac

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Approved Meeting Minutes
Village of Port Sanilac Council Meeting
September 19, 2023

The Pledge of Allegiance to the Flag of the United States of America was led by S. Balysh. President Pro Tem Davis called the Council Meeting to order at 7:01 pm.

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

Council Member Absent: D. Falcon

Guests: Todd Brandon, Al Daum, Phil Kolakovich, Jeff Lyall, Paula Lyall, Brian Moran Jr., Mike Owens, Kathryn Rafferty, John Rogers, Jeff Smeader, Don Thomas, Elly Willis, Pam Willis, Kenn Wimmer

Agenda/Additions:

1. Village of Port Sanilac Fire Chief Employment Agreement – DRAFT
2. Village of Port Sanilac Assistant Fire Chief Employment Agreement – DRAFT
3. Governance Committee Meeting Minutes
4. Village of Port Sanilac Ordinance Revision – DRAFT
5. Village of Port Sanilac Fire Department General Rules of Conduct - DRAFT
6. Village of Port Sanilac Fire Service Contract for Forester Township – DRAFT
7. Village of Port Sanilac Fire Service Contract for Sanilac Township – DRAFT
8. Village of Port Sanilac Fire Department Standard Operating Guidelines – DRAFT
9. 4th Quarter Newsletter – DRAFT
10. SEFA re-establishment update – Don Morath

Motion by R. Mach, seconded by J. Davis to approve Agenda and Additions. **Motion Carried.**

Public Comment:

- a. Residents inquired about a town hall meeting. Amy True requested the meeting with or without President Falcon.
- b. Dan Kelly, Sanilac Township Supervisor, read letter sent to the Village of Port Sanilac. He questioned the proposed fire department budget, funding methods, and staffing.
- c. Residents voiced on-going concerns regarding the dissolution of SEFA.

Presidential Appointments:

- a. Sue Balysh was appointed to the Finance Committee as Chairperson by President Falcon. **Motion** by J. Southard, seconded by Mike Balysh to approve appointment of Sue Balysh to the Finance Committee. **Motion Carried.**
- b. Mike Balysh was appointed to the Public Safety Committee by President Falcon. **Motion** by R. Mach, seconded by J. Southard to approve appointment of Mike Balysh to the Public Safety Committee. **Motion Carried.**

Presentations: None

Petitions and Communications:

- a. Facility and Event Use Check List from the Knights of Columbus was submitted for their annual Tootsie Roll Drive. **Motion** by S. Balysh, seconded by R. Mach to approve Knights of Columbus Tootsie Roll Drive collection on October 13th and October 14th from 9:00 am to 3:00 pm at the four corners. **Motion Carried.**
- b. Letter from Touma, Watson, Whaling, Coury & Stremers, P.C. dated September 11, 2023 was read into the record.

Village Departments, Committees, and Commissions:

Public Safety: Don Morath

- a. Sheriff's August Incident Report was presented by Lt. Moore.
- b. Public Safety Committee Meeting Minutes dated September 12, 2023 were presented by Larry O'Keefe.
- b1. Waterfowl Management Contract with Andrew Karr was submitted. **Motion** by R. Mach, seconded by J. Southard to approve waterfowl management contract with Andrew Karr, as recommended by the Public Safety Committee. **Motion Carried.**
- c. SEFA re-establishment update was presented by Don Morath. Findings summary was read into the record by Don Morath.

Personnel:

- a. Personnel Committee Meeting Minutes dated September 14, 2023 were presented by Larry O'Keefe.
- a1. **Motion** by R. Mach, seconded by J. Davis to approve Village of Port Sanilac Non-Union Employee Checklist, as recommended by the Personnel Committee. **Motion Carried.**
- a2. Village of Port Sanilac Fire Department Job Descriptions DRAFT was submitted. **Motion** by J. Davis, seconded by R. Mach to approve Village of Port Sanilac Fire Department Job Descriptions with E1 being changed to read "Obtain and maintains all State of Michigan required firefighter licensure as required by law," as recommended by the Public Safety and Personnel Committees.

Roll Call Vote:

M. Balysh no, S. Balysh no, J. Davis yes, R. Mach yes, J. Southard yes, D. Falcon absent
Motion Carried.

- a3. Village of Port Sanilac Fire Chief Employment Agreement DRAFT was submitted. **Motion** by R. Mach, seconded by J. Southard to approve Village of Port Sanilac Fire Chief Employment Agreement, as recommended by the Public Safety and Personnel Committees, subject to review by Corporate Counsel.

Roll Call Vote:

M. Balysh no, S. Balysh no, J. Davis yes, R. Mach yes, J. Southard yes, D. Falcon absent

Motion Carried.

a4. Village of Port Sanilac Assistant Fire Chief Employment Agreement DRAFT was submitted. **Motion** by R. Mach, seconded by J. Davis to approve Village of Port Sanilac Assistant Fire Chief Employment Agreement, as recommended by the Public Safety and Personnel Committees, subject to review by Corporate Counsel.

Roll Call Vote:

M. Balysh no, S. Balysh no, J. Davis yes, R. Mach yes, J. Southard yes, D. Falcon absent

Motion Carried.

Harbor:

a. Harbor Master Report August 15, 2023 – September 12, 2023 was presented by Anne Soule.

b. Harbor Oversight Committee Meeting Minutes dated August 28, 2023 were presented by J. Davis.

Finance:

M. Finance Committee Meeting Minutes dated September 12, 2023 were presented by Larry O’Keefe.

A1. **Motion** by J. Southard, seconded by J. Davis to approve the cost of additional paving work to be provided by Astec Asphalt with an amended overall budget of \$207,448.00 to fund the project, as recommended by the Finance Committee. **Motion Carried.**

A2. **Motion** by J. Davis, seconded by S. Balysh to approve costs to provide electrical service to the Lighthouse Park including DTE at \$1,450.00 and Krause Electric at \$3,265.00, as recommended by the Finance Committee. **Motion Carried.**

A3. **Motion** by R. Mach, seconded by J. Southard to authorize changes, as recommended by the Finance Committee, to the Annual Fee Schedule for Water/Sewer/Trash Rates as follows:

Water	\$97.55
Sewer	\$60.00
Water RRI (Required for Bond 2, 3 and 4)	\$ 9.80
Annual Bond Reserve 2, 3 and 4	\$ 5.10
Water Bond #2 – Series A \$1, 025,000	\$23.00
Water Bond #3 – Series B \$90,000	\$ 2.20
Water Bond #4	\$27.50
Trash (383 customers)	\$80.00
Lagoon Debt	<u>\$52.00</u>

Total Per Quarter \$357.15

Motion Carried.

A4. **Motion** by S. Balysh, seconded by J. Davis to change invested pooled funds proposed by D. Johnson, Treasurer, from Edward Jones to Huntington Bank, as recommended by the Finance Committee. **Motion Carried.**

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A5. Motion by R. Mach, seconded by J. Davis to approve the Village of Port Sanilac Fire Department budget, as recommended by the Finance Committee.

Roll Call Vote:

M. Balysh no, S. Balysh no, J. Davis yes, R. Mach yes, J. Southard yes, D. Falcon absent

Motion Carried.

A6. Motion by J. Southard, seconded by J. Davis to approve Corrpro Annual Service Agreement for water tower cathodic protection system maintenance for \$985.00, as recommended by the Finance Committee.

Motion Carried.

A7. Motion by S. Balysh, seconded by J. Davis to approve agreement for Temporary Certified Operator Supervision, as recommended by the Finance Committee. **Motion Carried.**

Governance:

a. Governance Committee Meeting Minutes dated September 14, 2023 were presented by Larry O'Keefe.

a1. Village of Port Sanilac Ordinance Revision DRAFT was submitted. **Motion** by R. Mach, seconded by J. Davis to approve updated Village of Port Sanilac Ordinance Chapter 34 when SEFA officially dissolves, as recommended by the Public Safety and Governance Committees.

Roll Call Vote:

M. Balysh no, S. Balysh no, J. Davis yes, R. Mach yes, J. Southard yes, D. Falcon absent

Motion Carried.

a2. Village of Port Sanilac Fire Department General Rules of Conduct DRAFT was submitted. **Motion** by R. Mach, seconded by J. Southard to approve Village of Port Sanilac Fire Department General Rules of Conduct, as recommended by the Public Safety, Personnel, and Governance Committees. **Motion Carried.**

a3. Village of Port Sanilac Fire Service Contract for Forester Township DRAFT was submitted. **Motion** by J. Davis, seconded by R. Mach to approve Village of Port Sanilac Fire Service Contract for Forester Township, as recommended by the Public Safety, Governance, and Finance Committees.

Roll Call Vote:

M. Balysh yes, S. Balysh no, J. Davis yes, R. Mach yes, J. Southard yes, D. Falcon absent

Motion Carried.

a4. Village of Port Sanilac Fire Service Contract for Sanilac Township DRAFT was submitted. **Motion** by R. Mach, seconded by J. Davis to approve Village of Port Sanilac Fire Service Contract for Sanilac Township, as recommended by the Public Safety, Governance, and Finance Committees.

Roll Call Vote:

M. Balysh no, S. Balysh no, J. Davis yes, R. Mach yes, J. Southard yes, D. Falcon absent

Motion Carried.

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a5. Village of Port Sanilac Fire Department Standard Operating Guidelines DRAFT were submitted. **Motion** by J. Davis, seconded by R. Mach to approve Village of Port Sanilac Fire Department Standard Operating Guidelines (SOG) with the following change to VPSFD 23-001, Section II, H1 to read "Obtain and maintain all State of Michigan firefighter and/or Medical First Responder licensure as required by law", as recommended by the Public Safety and Governance Committees.

Roll Call Vote:

M. Balysh yes, S. Balysh no, J. Davis yes, R. Mach yes, J. Southard yes, D. Falcon absent

Motion Carried.

Parks and Recreation:

a. Parks & Recreation August Report from Dan Finn was read into the record. **Motion** by R. Mach, seconded by J. Davis to re-submit expenses for the Sanilac Community Mental Health Grant to include the bounce equipment paid for by the Port Sanilac Business Association and to reimburse the funds to the Business Association. **Motion Carried.**

b. Parks & Recreation Report was presented by Sue Balysh.

New Business: None

Previous Business: None

Bills:

a. **Motion** by S. Balysh, seconded by J. Southard to approve Village bills **PAID** dated September 12, 2023 in the amount of \$13,072.95. **Motion Carried.**

b. **Motion** by R. Mach, seconded by M. Balysh to approve Harbor bills **PAID** dated September 13, 2023 in the amount of \$1,367.93. **Motion Carried.**

c. **Motion** by J. Southard, seconded by J. Davis to approve Village bills **TO BE PAID** dated September 19, 2023 in the amount of \$22,142.90. **Motion Carried.**

d. **Motion** by S. Balysh, seconded by R. Mach to approve Harbor bills **TO BE PAID** dated September 20, 2023 in the amount of \$14,534.86. **Motion Carried.**

Minutes:

Motion by R. Mach, seconded by J. Southard to approve the Council Meeting Minutes dated September 5, 2023, as presented. **Motion Carried.**

Business Manager: Larry O'Keefe – nothing to report.

Clerk: Barbara Rabineau

a. 4th Quarter Newsletter DRAFT was submitted. **Motion** by J. Davis, seconded by J. Southard to approve 4th Quarter Newsletter content.

Roll Call Vote:

M. Balysh no, S. Balysh no, J. Davis yes, R. Mach yes, J. Southard yes, D. Falcon absent

Motion Carried.

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a1. **Motion** by J. Davis, seconded by R. Mach to reproduce, publish and mail fourth quarter newsletter at a cost not to exceed \$400.00.

Roll Call Vote:

M. Balysh no, S. Balysh no, J. Davis yes, R. Mach yes, J. Southard yes, D. Falcon absent

Motion Carried.

b. Open council seat update was provided by the Clerk; ~~three~~ four applications were received prior to the Council meeting.

c. **Motion** by J. Davis, seconded by M. Balysh to approve listing public hearings on the Village sign and Village website. **Motion Carried.**

Work in Progress:

a. 2022 Water Project – Larry O’Keefe advised that we are continuing to provide requested information to the USDA RD; right of way certification process is currently with our attorney, Greg Stremers.

Public Comment:

a. Resident spoke regarding millage and trust issues.

b. Phil Kolakovich requested action to make speed limit sign visible at the south end of town; branches are covering the sign.

c. Mary Simon advised a Master Plan Public Hearing will be held in October; also Zoning Ordinance changes are forthcoming. RRC requirements include two town hall meetings per year. She also spoke to contract negotiations.

d. Jeff Lyall took exception to the Public Safety report regarding the SEFA Articles of Incorporation regarding withdrawal. He also spoke regarding the proposed fire department budget.

e. Don Thomas spoke regarding concerns with staffing the fire department; he advised firefighter classes will not be available until October 2024.

f. Carol Mabry requested packets be made available for residents attending Council Meetings.

g. Residents questioned process for open council seat.

h. Amy True had questions regarding the SEFA Re-establishment Report.

Adjournment:

Motion by R. Mach, seconded by J. Southard to adjourn the council meeting at 8:42 pm. **Motion Carried.**



Barbara Rabineau, Clerk