

VILLAGE OF LEONARD  
23 E. ELMWOOD P.O. BOX 789  
LEONARD, MI 48367  
248-628-7380

**REGULAR MEETING OF THE LEONARD VILLAGE COUNCIL  
December 12, 2022**

President McDonald called the Regular Meeting of the Leonard Village Council to order at 7:00 P.M. in Rowland Hall. President McDonald led the audience in the Pledge of Allegiance and opened the meeting in prayer.

Members Present were: President McDonald, Mrs. Swack, Mr. Hawkins.

Absent: Excused Trustee Kennedy and Treasurer Judy Verse.

Present: Clerk, Loree Zelenock

Motion by Swack to accept the minutes from November 14, 2022 regular meeting, second by Hawkins. All in favor. Motion carried.

Motion by Swack to accept the agenda with the addition of NOTA to new business, second by Hawkins. All in favor. Motion carried.

Strike treasurers report for November

Motion by Swack to authorize the Treasurer Judy Verse and Clerk Loree Zelenock to pay November and December bills subject to approval in January, second by Hawkins. Roll call vote. Motion carried.

Ayes: Hawkins, Swack and McDonald.

**Public Comment:** None

**Audience Members:** Cindy Ashley, Leslie McKenna and Yvonne Pelachyk.

**NEW BUSINESS:**

**Trustee Vacancy:** Motion by McDonald to nominate Yvonne Pelachyk to fill the vacant trustee position until the next General Election, second by Swack. Roll call vote. Motion carried.

Ayes: McDonald, Swack & Hawkins.

**Village Trustee Committee Assignment:** Yvonne Pelachyk will represent the Decorating Committee in reporting to the Village Council.

**Appoint Village President Pro tempore:** Will take place at the January 2023 meeting.

**Amend Electronic Meeting Policy:** VILLAGE OF LEONARD

## PROCEDURES FOR ELECTRONIC MEETINGS AND ATTENDANCE

### I. Circumstances When Remote Electronic Meetings Are Permitted:

The Village of Leonard ("Village") may meet and conduct any of its meetings, utilizing electronic means using telephonic conferencing or video conferencing technology to accommodate members absent due to:

- (a) Military duty;
- (b) Other expressly permissible circumstances described in the Open Meetings Act, as amended.

A Village Council member's remote electronic participation shall be considered attendance for the purpose of establishing a quorum or receiving per diem.

### II. Procedures for Conducting Remote/Electronic Meetings:

1. Military Duty. Village Council meetings may be held in part by electronic means for a member absent due to military duty as follows:

- (a) Each meeting must be conducted in a manner that permits 2-way remote communications (e.g., telephonic conferencing, video conferencing technology, Facebook, Zoom, YouTube, and/or other live streaming platforms).

2.

(b) Members of the Village Council must be able to hear each other and hear and be heard by other members of the Village Council and general public participants.

(c) Deliberations and voting must be live and interactive (not pre-recorded).

(d) At the outset of each meeting, the person chairing the meeting of the Village Council must state clearly, for the record, the reason why some or all members are participating in the meeting remotely.

(e) The members of the Village Council participating remotely for military duty shall give a statement verbally certifying that they are attending remotely, but need not declare their physical location.

(f) Members of the Village Council attending remotely according to these Procedures may fully participate in the meeting and conduct Village business, including voting and attendance in any closed session of the Village Council.

Other Non-Military Related Circumstances. To the extent that participation in Village Council meetings is permitted via remote electronic means for non-military reasons under the circumstances described in Section 1, the Village Council shall follow the procedure set forth in subsections 1.(a) through 1.(f) above, and also as set forth below as follows:

(a) The Village Council members participating remotely for non-military reasons shall give a statement verbally certifying that they are attending remotely and shall also declare their physical location (Village/City and State/Country);

(b) For any wholly electronic meetings, public participation shall be governed as follows:

i. The Village Council may use technology to facilitate typed public comments submitted by members of the public participating in the electronically held meeting, which comments shall be read aloud and shared with members of the Village Council and other participants.

ii. A member of the general public is not required to register or otherwise provide his or her name or other information or otherwise fulfill a condition precedent to attend an electronically-held meeting, other than mechanisms established and required by the

Village Council necessary to permit the individual to participate in a public comment period of the meeting.

iii. Members of the general public attending the meeting, once recognized by the President, shall identify themselves for the record. Comments by the public during meetings held electronically will be limited to the portions of the meeting where public comments are permitted.

iv. Members of the general public otherwise participating in a wholly electronically-held meeting of the Village Council are excluded from participation in a closed session of the Village Council provided that the closed session is convened and held in compliance with the requirements of the Open Meetings Act applicable to closed sessions.

v. A person shall not be excluded from a meeting otherwise open to the public except for a breach of the peace actually committed at the meeting.

### III. Electronic Participation by One or More Excused Members:

Members of the Village Council who will be absent from an otherwise in-person meeting due to military duty or another circumstance permitted under Section 1 of these Procedures, may be accommodated to participate in said meeting by remote electronic means under all of the following conditions:

(a) A Village Council member shall notify the Village President or Village Clerk of the expected absence and request remote participation at least 24 hours in advance of said proceeding to permit any necessary technology to be put in place to accommodate said remote electronic participation.

(b) The remote electronic connectivity to the meeting is sufficient and will not interfere with the progress of the meeting.

(c) There must be an announcement at the start of the meeting that the member attending remotely is in fact attending remotely, which must be reflected in the meeting minutes.

All other members of the Village Council not excused pursuant to this section must be physically present at the meeting to be able to participate.

### IV. Notice Required for Remote Electronic Meetings:

In addition to any other notice required by the Open Meetings Act, when an electronically-held meeting is permitted under Section 1 of these Procedures, advanced notice shall be duly provided and posted on the Village's website as fully accessible to the public. The public notice must be included on either the home page or a separate webpage dedicated to public notices for regular and special meetings held in-person or electronically-held public meetings, and that is accessible through a prominent and conspicuous link on the Village's website home page that clearly describes its purpose for public notification of regular and special meetings.

For any scheduled in-person meeting of the Village Council which may be held in whole or in part as an electronic meeting as permitted by the Open Meetings Act and/or under the circumstances set forth in Section 1 of these Procedures, a notice consistent with these Procedures shall be posted at least 18 hours before the meeting begins. Any notice of the meeting of the Village Council held electronically in whole or part must clearly contain a statement as to why the Village Council, or any of its members, are participating remotely via electronic means.

Any notice of the meeting of the Village Council held wholly via electronic means when permitted under the circumstances in Section 1 of these Procedures, must clearly contain all of the following:

- (a) A statement as to why the Village Council meeting is being held wholly electronically;
- (b) How members of the public may participate in the electronic meeting (if a telephone number, internet address or both are required to participate, that information must be provided in the notice);
- (c) How members of the public may contact members of the Village Council to provide input or ask questions on any business that will come before the Village Council at the meeting; and
- (d) How persons with disabilities may participate in the meeting.

If an agenda exists for a wholly electronically held meeting of the Village Council the Village shall, on a portion of its website that is fully accessible to the public make the agenda of the meeting available to the public at least 2 hours before the meeting begins. This publication of the meeting agenda does not prohibit subsequent amendment of the agenda at the meeting.

#### V. Remote Participation by the Meeting Chair:

The Village President who anticipates his or her absence from a meeting due military duty or another circumstance permitted under Section 1 of these Procedures may request accommodation of his or her absence to permit his or her remote participation in, and voting on, business of the Village Council by two-way telephonic or remote video conferencing communication with notice provided at least 24 hours before the meeting so as to permit any necessary technology to be put in place to accommodate participation of the absent President. The Village President who desires to attend a meeting by telephonic or video conferencing shall inform the Village Clerk, or Village Treasurer. The Village President participating by telephonic or video conferencing is not permitted to chair an otherwise in-person meeting but may do so when all Village Council Members are participating by telephonic or video conferencing.

Motion by Swack to adopt the Resolution of the Leonard Village Council Authorizing Revised Electronic Meetings and Attendance, second by Hawkins. Roll call vote. Motion carried.

Ayes: Swack, Hawkins & McDonald.

**CDBG:** Public meeting December 21, 2022 at 7:00 P.M.

Motion by Swack to adopt the Resolution of the Leonard Village Council Allowing Posting of Public Hearing Notice for CDBG Purposes, second by Hawkins. Roll call vote. Motion carried.

Ayes: Swack, McDonald & Hawkins.

**OAYA Contribution:** Motion by Swack to approve a contribution to Oxford Addison Youth Assistance in the amount of \$300, second by Hawkins. Roll call vote. Motion carried.

Ayes: McDonald, Hawkins & Swack.

**Addison Township Fire Board:** Motion by Swack to authorize the Village President to work with Addison Township and the Fire Board to complete the dissolution of the Fire Board with conditions, second by Hawkins. All in favor. Motion carried.

**Liquor License Ordinance:** Motion by Swack to initiate a liquor license ordinance, second by McDonald. Roll call vote. Motion carried.

Ayes: McDonald, Swack & Hawkins.

**NOTA:** Motion by Swack to authorize the Village President to represent the Village of Leonard at joint NOTA/Oakland County committees and to authorize approval of agreements that will cover Leonard and Addison Township and vote on the behalf of the Village of Leonard and Addison Township, second by Hawkins. All in favor. Motion carried.

**OLD BUSINESS:**

**Sewer Study Update:** December 31, deadline may not be met by Rowe and Associates.

**DPW UPDATE:** The snow pusher was delivered.

**PRESIDENTS REPORT:**

**FOIA Report:** We received one request this month.

**CDBG Application Report:** None

**Ordinance Enforcement:** One notification was sent. It was observed that residents are dumping debris on the trail and at the trail head.

**TRUSTEE REPORTS:**

**Summer Festival Committee:** No report.

**Cable Commission:** No report.

**Decorating Committee:** No report.

**NOTA:** No report.

**Planning Commission:** Motion by Swack to cancel the Planning Commission December and January meetings, second by Hawkins. All in favor. Motion carried.

**Polly Ann Trail Management Council:** There will be a meeting next week. There is a hole by the bridge that needs repair.

**Village Park:** Work on a five year recreation plan is underway.

**Community Development Block Grant:** No report.

**CORRESPONDENCE:** An email inquiry about liquor licenses was received.

There being no further business to come before the Council, upon a motion by Swack and a second by Hawkins, the council voted unanimously to adjourn at 8:29 p.m. All in favor. Motion carried.