**APPROVED MEETING MINUTES**

**May 21, 2026**

The Otsego Lake Township meeting was called to order with the Pledge of Allegiance at 7PM by Supervisor Matelski. There were 5 guests.

**Also present: FD** Training Officer Link Hibernig; Deputy Supervisor Randy Stults.
**Roll call: Board Members Present:** D Matelski; J Bergel; M Brown; D Pallarito; J Brown

**Board Members Absent**:

**Conflicts of Interest**: None

**Additions to Agenda**: Quote for banners; garden project at park; quote for fence; FD quotes

**Approval of Agenda**: Denise Pallarito made a motion to approve the agenda with additions, second by Jerry Brown. **MOTION CARRIED** by unanimous vote.

**Brief Public Comment on agenda items**: None

**Heart Lake SA: Resolution #2026-6 Regarding District No 14:** Denise Pallarito made a motion to wave the reading of the resolution; second by Jerry Brown. **MOTION CARRIED** by unanimous vote. Denise Pallarito made a motion to adopt Resolution #2026-6 Regarding Special Assessment District No 14 Heart Lake; second by Mary Brown. **Rollcall Vote**: J Bergel: Yes; J Brown: Yes; D Matelski: Yes; M Brown: Yes; D Pallarito: Yes. **Resolution adopted**.

**Guthrie Lakes: Roads, Sherice Villeme**: Guthrie Lakes roads are in bad shape and inquired about process for getting their roads repaired. Supervisor Matelski explained the process and the Township's participation. Recommend that Guthrie Lakes contact Kirk Harrier at the Road Commission for a presentation like was just done at Michaywe'.

**County Commissioner: Jason Clement**: Absent

**Supervisor's Report:** Supervisor gave update on issues at Keg Bar involving the fence and drive. Splash Pad at the park is up and running, flagpoles at DAV are repaired and flags all up, signs are up on 27 by State Park and the pavilions are being painted.

**Quote for fence**: additional fencing is needed on the southwest side of Keg Bar on our property line to keep cars from driving on that property (for trail head). Mary Brown made a motion to accept a quote from Apple Constructions for $2460.00 and pay upon completion; second by Jerry Brown. **MOTION CARRIED** by unanimous vote.

**Uline Quote**: Some of the picnic tables at the park are rotting and need replacement. Quote for replacing seven 8' tables; two ADA 8' picnic tables; two 8' metal benches for downtown and shipping total is $12,157.40. Denise Pallarito made a motion to purchase all tables and benches as presented, but we must destroy old tables; second by Jerry Brown. **MOTION CARRIED** by unanimous vote.

**Minutes:** Presented by Mary Brown for April 16, 2026 Regular and May 7, 2026 Special Meeting Minutes. A motion was made by Jerry Brown to approve the meeting minutes; second by Denise Pallarito. **MOTION CARRIED** by unanimous vote

**Clerk's Report**: Presented by Mary Brown**:** Township Bills for the period April 17, 2026 to May 21, 2026; with a total of $240,944.15 (includes payment on 506). Motion made by Denise Pallarito to pay the township bills with a total as presented; seconded by Jerry Brown. **MOTION CARRIED** by unanimous vote. Clerk Brown requested approval to allow her to attend the cemetery conference August 19th-21st in Frankenmuth, $169.00 plus lodging. Jerry Brown made a motion to allow the Clerk to attend; second by Denise Pallarito. **MOTION CARRIED** by unanimous vote. Clerk is putting together a spreadsheet for Bradford Lake & Heart Lake SA for next meeting. Quote for buying new banners for the flag poles was presented from Main Street Design for a total of 52 banners. 6 different designs. We had two options for vinyl grades. Denise Pallarito made a motion to purchase the three-year warranty vinyl in the amount of $3114.78; second by Jerry Brown. **MOTION CARRIED** by unanimous vote. JX Truck credit application presented, Mary Brown made a motion to allow Supervisor to sign application; second by Denise Pallarito. **MOTION CARRIED** by unanimous vote. Additional bills to approve as follows:
MTA Annual Dues for $4112.31, motion made by M Brown to pay; second by Denise Pallarito. **MOTION CARRIED** by unanimous vote. Northern Tank Truck for emergency repair on twp hall parking lot for $1725.00, motion made by J Brown to pay; second by M Brown. **MOTION CARRIED** by unanimous vote. Ahrens Asphalt for emergency parking lot repair for $1,200.00. Mary Brown made motion to pay bill; second by Denise Pallarito. **MOTION CARRIED** by unanimous vote. Northern Tank Truck for adding dirt and topsoil in water hole on south side of trail head parking lot area for $1733.00. Denise Pallarito made a motion to pay the bill once completed to satisfaction; second by Jerry Brown. **MOTION CARRIED** by unanimous vote. Otsego County EMS for rescue boat purchase for $45,000.00. Mary Brown made a motion to pay the invoice; second by Denise Pallarito. **MOTION CARRIED** by unanimous vote. KCI for printing summer tax bills for $2939.25. Jerry Bown made a motion to pay bill; second by Mary Brown. **MOTION CARRIED** by unanimous vote. Otsego County Road Commission invoice for installing signs on 27 near State Park for $1810.63. Denise Pallarito made a motion to pay bill; second by Jerry Brown. **MOTION CARRIED** by unanimous vote.
Early Voting Site change postcards have been mailed out. I met Mike Gombos for our Liability Audit last week. Jerry and I met with our auditors yesterday to start our audit. I submitted the Woker's Comp audit as required.

**Policy #2026-2 Closing Township Hall for Holidays**: Clerk presented policy for closing the township hall for holidays. Currently we have just made the decision to close or stay open. The office assistant is impacted as the only one who is not getting paid. During Covid the office assistant was paid while staying at home. Mary Brown made a motion to approve the policy for closing hall and paying the office assistant the regular 5 hours scheduled; second by Jerry Brown. **MOTION CARRIED** by unanimous vote. Denise Pallarito made a motion to amend the policy to include Christmas Eve and New Year's Eve; second by Jerry Brown. **MOTION CARRIED** by unanimous vote.

**Policy #2026-3 Competitive Bidding Process**: Township attorney stated there is no requirement to have a bidding policy. Denise Pallarito made a motion to suspend and do more research; second by Jeff Bergel. **MOTION CARRIED** by unanimous vote.
**Otsego County Economic Alliance** has sent 2027 agreement in the amount of $1595.00. Mary Brown made a motion to approve the 2027 agreement; second by Jerry Brown. **MOTION CARRIED** by unanimous vote.

Mary Brown made a motion to approve request from the VA to waive rental fee for Lion's Pavilion on August 10th; second by Jerry Brown. **MOTION CARRIED** by unanimous vote.

**Cyber Security Update**: Clerk gave update on numerous meetings with cyber insurance company. Recent meeting with Solis was to sign a contract with them to monitor our system. Mary requested the board hold a special meeting soon with Cutting Edge to see what they recommend. Supervisor agreed to schedule a special meeting.

**Treasurer's Report** presented by Jerry Brown**.** Motion made by Denise Pallarito to accept the Treasurer's report for April 30, 2026; second by Jeff Bergel. **MOTION CARRIED** by unanimous vote.

**Correspondence**: None

**FIRE & EMS REPORT: Training Officer Link Hibernig** gave the Fire Department report: A total of 23 calls, 8 missed calls. Training will be on driving certifications, rescue boat and live aircraft training (already held on May 13th). The Fire Department would like to move forward in purchasing a new turnout gear washer, battery operated exhaust fan and chainsaw (in this budget). Chief is working with the DNR to update truck at no cost to the township. Jerry Brown made a motion to purchase turnout gear washer for $11939.00; second by Mary Brown. **MOTION CARRIED** by unanimous vote. Jerry Brown made a motion to pay for equipment if required to order; second by Denise Pallarito. **MOTION CARRIED** by unanimous vote. Motion made by Denise Pallarito to approve $4850.00 from Dinges Fire for exhaust fan; second by Mary Brown. **MOTION CARRIED** by unanimous vote. Denise Pallarito made a motion to cover any shipping for exhaust fan; second by Mary Brown. **MOTION CARRIED** by unanimous vote. Chief will get batteries and charger at Home Depot or Amazon. Jerry Brown made a motion to allow purchase of battery chain saws from Dinges Fire for $1624.00 and include any shipping. **MOTION CARRIED** by unanimous vote.

**Board Approval of new FD Members:** None

**TRUSTEES REPORT**:
**Denise Pallarito/Planning Commission**: Denise proposed a Native Pollinator Garden at the park celebrating the United States Semi quincentennial (America 250) for $2195.31, the area will be about 600 square feet at the northeast side of the pavilion. The garden will be supplied by Otsego Conservation District with strong volunteer support anticipated. Jerry Brown made a motion to allow the garden not to exceed $3000.00; second by Mary Brown. **MOTION CARRIED** by unanimous vote. There

will be a Memorial Day parade on Monday at 10:00 am in Gaylord. One of the legs on the bench at the labyrinth needs to be straightened.

**Jeff Bergel**: Attended the Road Commission presentation meeting at Michaywe, was very informative. A lot of history on the road commission was shared.

**Iron Belle Trail Update**: We received a bid for the trail head building from Siwecki Builders Inc in the amount of $116,096.25. Denise Pallarito made a motion to accept the bid; second by Mary Brown. **MOTION CARRIED** by unanimous vote.

**Old Business**: Policy #2026-1 Eliminate Fire Department Liaison. Clerk gave history on how this position came to be, after the Fire Board was no longer allowed back in the 1980's. Denise Pallarito made a motion to eliminate the fire liaison position; second by Jeff Bergel. **MOTION CARRIED** by unanimous vote.
Alpine Carpet bid from April meeting, we need to act on this. Mary Brown made a motion to approve the bid for flooring replacement at township hall for $12,795.00 using the 5-year warranty products; second by Jerry Brown. **MOTION CARRIED** by unanimous vote.

**New Business**: None

**Public Comment on non-agenda items were heard**. None

- **Board Comments**: Mary: The Elmira Twp Fire Department is having their open house on May 31st 1-3pm. Thank you to all our Veterans for their service, thank you to Link for his service with the National Guard and congrats on his upcoming retirement.

Meeting adjourn meeting at 8:58 p.m.

Respectfully submitted,

Mary Brown, Clerk
Approved at Board Meeting on June 18, 2026