OTSEGO LAKE TOWNSHIP BOARD

APPROVED MEETING MINUTES

July 18, 2024

The Otsego Lake Township meeting was called to order with the Pledge of Allegiance at 7PM by Supervisor Matelski. There were 9 guests.

Also present: Fire Chief Jeff Schermerhorn, Parliamentarian Randy Stults, Constable Mike Coutant.

Roll call of Board Members Present: J Bergel; M Brown; D Matelski; D Pallarito; J Brown

Board Members Absent:

Conflicts of Interest: None

Additions to Agenda: FD Cancer rider policy with Provident Insurance

Supervisor's Report: Gave report on trash complaints; dumpster issue on Amoco Rd area; The work on Bob White Way will start July 24th. The clerk asked for the Assessing Audit letter he received; it needs to be in the office for Supervisor's retention. Dave will look for it. **Trail Head** update shared from Christine, there is $137,000.00 left in grant for building, fencing and lights. Wade Trim is working with Christine to see what can be done and if DNR will allow it.
Supervisor Matelski questioned Jeff Schermerhorn on if he has kept a **log for the maintenance** he does in the township. This started a very heated discussion about why that would be required when not in his contract. Dave said he gets lots of complaints all the time about township stuff including the mowing not being done. Jerry asked if these complaints are being recorded on the complaint form at the township hall like everyone is supposed to log? Jerry questioned why Dave asked Jeff to keep the log without talking to the rest of the board. Mary suggested if there is a complaint about maintenance why don't Mary, Dave & Jeff S sit down to discuss it, then bring it to the board if necessary. Dave said he doesn't have time to log every complaint as he gets many! Many heated words exchanged and finally point of order was called by Clerk Brown with a fist slam from the Supervisor. **Dave said he wants the maintenance contract issue back on next month's agenda under old business.**

Thunder Over Waters: Mike from festival committee requested to use township property for the festival Labor Day Sunday. All insurance documents have been turned into the Clerk. Mary Brown made a motion to **allow Thunder Over Waters Festival to use township property** on Labor Day Sunday; second by Denise Pallarito. All ayes. **MOTION CARRIED**. The fireworks permit was signed by the Supervisor and Fire Chief.

Meeting Minutes Presented by Mary Brown for June 28, 2024, regular meeting minutes and special meeting on July 16, 2024. A motion was made by Denise Pallarito to accept regular meeting minutes as presented for June 28th; second by Jeff Bergel. All ayes. **MOTION CARRIED**. Mary Brown made a motion to accept the minutes for the Election Commission Special Meeting on July 16th; second by Jerry Brown. All ayes. **MOTION CARRIED**.

Clerk's Report: Presented by Mary Brown: Township Bills for the period June 21, 2024, to July 18, 2024, with a total amount of $269,829.45. Note: We paid for roads redone in Arbutus Beach Highlands and **a**

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large fire truck repair bill. Motion made by Denise Pallarito to pay the township bills as presented; with total of $222,673.49 from the General Fund; $30,465.55 for the Fire Fund and $16,690.41 for Trash Fund, seconded by Jerry Brown. All ayes: **MOTION CARRIED**. There are additional bills that came in this week totaling $7,929.58 to pay. Earthplan $500.00; Dan Smith for audit $7,000.00; Quill $292.97; Election Source $136.61. Mary Brown made a motion to pay the additional bills as presented; second by Jeff Bergel. All ayes. **MOTION CARRIED.**

Security Policy #2019-01: Review of policy. Trustee Pallarito stated she is very upset by the email the Clerk sent to the board recently, making her feel like a criminal because she needed to make copies, the Supervisor provided her with his codes to enter office and deactivate the alarm. She stated that she, as an elected official should have the codes to get in to use the copier, "the office manager has more rights than she does." A very heated discussion took place on this issue. The Clerk had sent the email along with the policy as it is in place to provide security to the office area and all the records, taxes, election stuff etc. The policy should be enforced, we are not to share our codes. Mary Brown said she had been a Trustee for 20 years on this board she never had access to the office area. Supervisor Matelski said if Al Blackburn called him because he needed copies for a meeting, he would give him the codes also! Dave stated he has asked for the polices to be given to board members and they were not provided. After much discussion Jerry Brown said he could put his old printer in the outer area allowing the trustees to use it to make any needed copies. Jerry Brown made a motion to change the policy to state "**vendor approved by the board**" instead of Protection 1 (in first sentence of existing policy), second by Mary Brown. All ayes. **MOTION CARRIED**. Motion made by Mary Brown, second by Jerry Brown to put printer in meeting room for Trustee's use. All ayes. **MOTION CARRIED**. Jerry will put his old printer out for use.

Township Board Administration Policy #1-2014. Denise Pallarito made a motion to postpone this policy until the August 15th board meeting under old business; second by Jeff Bergel. All ayes. **MOTION CARRIED**.

Treasurer's Report presented by Jerry Brown**.** Motion made by Denise Pallarito to accept the Treasurer's report for June 30, 2024, second by Jeff Bergel. All ayes: **MOTION CARRIED. Ken Jensen requested** Jerry have a balance sheet available with his report for review. Jerry will work on that for the next meeting.

FIRE & EMS REPORT: 17 total calls, 9 EMS, 7 Fire, 1 Missed Calls. The Fire Chief gave his report. Chief Schermerhorn reported that the state mandatory reports are not being submitted through ESO program, it will not transmit the reports and now Chief was notified the fire department is late on reporting. We were very mislead on what the ESO program capabilities were when we paid for it. The Chief is exploring other options. There has been no response to his emails to ESO rep. The members are currently manually entering all reports for past two years (over 300 a year) in order to be compliant. The chief is getting a bid on the roof at the fire department north building, he was told the roof needs to be replaced. If it is sealed it would have to be done every year. Hart Well Drilling was the only company to provide an estimate to repair water well pump at the fire hall in the amount of $11,169.00. Denise Pallarito made a motion **to approve the quote from Hart Well Drilling** for $11,169.00, second by Mary Brown. All ayes. **MOTION CARRIED**. The Firefighters Association would like to do a **fundraiser lunch** during Thunder Over Waters Festival. Denise Pallarito made a motion to allow the fundraiser at the fire hall, second by Jeff Bergel. All ayes. **MOTION CARRIED**.

Provident Insurance Cancer policy rider: The insurance for our firefighters used to include fire related cancer coverage, it is now a rider to the insurance policy for $3,648.00 annually if we want to continue the coverage. There was discussion about how this is a benefit that may help attract members to the department and thought it a good idea to continue. Denise Pallarito made a motion to add the cancer rider to the existing policy for $3,648.00, second by Mary Brown. All ayes. **MOTION CARRIED**.

CONSTABLE REPORT: Mike Coutant reported all establishments checked out.

PUBLIC COMMENTS: Comments about board behavior made by Al Blackburn and Ken Jensen. Janelle Blackburn told Jeff Schermerhorn the cemetery looks great.

NEW BUSINESS: None

OLD BUSINESS:

Wade Trim agreement: Dave presented an agreement with Wade Trim to update the Topographic Survey at the cemetery and an Engineering Design for the parking lot. The quote is for $800.00 for topo, $2500.00 for engineering, total of $3,300.00. Mary brought up again the soil erosion permit requires seeding and that is still not done, Dave said he will contact Johnson Landscaping. Mary also expressed concerns about complying with ARPA, she has to do reporting by December. It was suggested by Mary to look at making amendments to the current budget to pay back half of what we paid Bisballe along with permit fee, then we may have enough to do the parking lot and would comply with ARPA. No other input on matter. Denise Pallarito made a motion to approve the Wade Trim agreement for $3,300.00, second by Jeff Bergel. Ayes: Matelski, Pallarito & Bergel. NO; J Brown & M Brown. **MOTION CARRIED**.

Mary Brown gave quotes to **purchase signs for the cemetery** for in and out one way, parking and cameras in use. There is a huge issue with people coming in for a funeral and parking on graves, there are no directions for where they go, and it was very bad last weekend with about 25 cars at a funeral. After more discussion Denise Pallarito made a motion to allow the purchase of all signs for up to $3500.00, second by Mary Brown. All ayes. **MOTION CARRIED**. Mary asked if we could possibly look at using two lots at the cemetery on the east side as a handicap parking spot, we have a lot of people using walkers and canes attending funerals or visiting loved ones. This would make it easier for them to park closer to the older section of the cemetery. Possibly use lot 80 & 81, Joan and Mary will go and verify if this is a good spot to use.

Lease agreement for the Township Park Rentals: It has been an ongoing problem with trash being left/dropped at the park. There was much discussion on what to do at the park to help with this issue. Denise Pallarito made a motion to update the park fees as follows: Township Resident $50.00; Non-Resident $80.00; Businesses $100.00. **All rentals must pay a $75.00 refundable cleaning deposit**. Second by Jeff Bergel. Discussion about effective date of January 1, 2025, someone will need to police this every time the park is rented. Mary Brown stated that Joan Elenz is not policing the park, she is very uncomfortable doing that. It is thought the township board and maintenance will police the park? All ayes. **MOTION CARRIED**.

TRUSTEE REPORT:

Denise Pallarito:

PLANNING COMMISSION: There was a meeting held. Denise provided information on a grant available through MISHDA that Heather at NEMCOG had told her about. You can apply for up to $50,000.00 and use it for anything related to our Master Plan, including wages, costs, and anything pertaining to that project. That would allow our Township to have a Master Plan for the park, cemetery, fire department or anything else deemed necessary. Mary questioned the requirements of the grant; how we use the money, etc. Denise said the initial payment of $25,000.00 would be paid very quickly, then the second $25,000.00 later. You must spend it within two years. Ken Jensen recommended checking with other municipalities that have received the grant. Jeff Bergel made a motion to allow Denise Pallarito to **apply for the $50,000.00 grant** (not the $3,000.00 approved last months meeting) from MISHDA for our Master Plan, second by Denise Pallarito. All ayes. **MOTION CARRIED**. Denise also stated she had received a complaint about the new fence company being built on Marlette Rd. She will talk to the lady with Josh, fence company owner.

Jeff Bergel:

PARK & RECREATION COMMITTEE: Jeff Bergel and Mike Coutant have put up the signs for trail head.

County Commissioner Jason Clement: Absent

Meeting adjourn meeting at 9:17 p.m.

Respectfully submitted,

Mary Brown

Mary Brown, Clerk

Minutes approved at Board Meeting August 15, 2024