OTSEGO LAKE TOWNSHIP BOARD

APPROVED MEETING MINUTES

February 20, 2025

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, Deputy Clerk Pat Kaiser, Deputy Supervisor Randy Stults, Matt Barresi, Otsego County Administrator and Paul Slough, Township Attorney

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: Invoices added to Clerk's report for approval

Approval of Agenda: Mary Brown made a motion to approve the agenda, second by Jerry Brown. All ayes. **MOTION CARRIED.**

Brief Public Comment on agenda items: None

County Commissioner: Jason Clement: Absent

Budget Public Hearing for fiscal year April 1, 2025-March 31, 2026: Opened at 7:02 pm. No public comment heard by residents attending the public hearing. **Motion made** by Mary Brown to close budget hearing at 7:03 pm; second by Denise Pallarito. All ayes. **MOTION CARRIED.**

Bradford Lake Special Assessment: Redetermination of annual costs for 2025. Resolution #2025-1 for Establishing Cost of Special Assessment District No 13, read by Clerk Brown to set annual fees to be collected with 2025 winter taxes at $110.00 per parcel. **Motion made** by Mary Brown to adopt the resolution as read; second by Denise Pallarito.
Rollcall vote: Matelski: Yes; M Brown: Yes; Pallarito: Yes; Bergel: Yes; J Brown: Yes. All ayes. **Resolution declared adopted.**

Supervisor's Report: Dave reports the roof is all done on fire department north building. The GFL Trash contract is done on March 31st, they will pick up trash on Monday, March 31st. Waste Management agreed to pick up trash on April 2nd for no additional fee and then normal weekly pickup starting Monday April 7th moving forward. Trash totes will be delivered to households in March.

Township Maintenance Contract; Open Sealed Bids: No sealed bids were turned into the township by the deadline date of February 13, 2025, at 1:00 pm. We did receive an estimate to do the maintenance by Johnston's Landscaping. The estimate was broken down for each area of the township we need to have done. Motion made by Jerry Brown to approve a one-year contract with Johnston's Landscaping as presented, for $42,320.00 without snow plowing, this is a per time estimate so it may be much less

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over the period of the contract; second by Jeff Bergel. All ayes. MOTION CARRIED. The supervisor will contact Johnston's Landscaping to let them know.

Meeting Minutes Presented by Mary Brown for January 16, 2025, regular meeting minutes and January 16th Special Meeting Minutes for Budget Workshop #1. A motion was made by Denise Pallarito to accept the meeting minutes as presented for the January 16th regular and special meetings:
second by Jerry Brown. All ayes. **MOTION CARRIED**

Clerk's Report: Presented by Mary Brown**:** Township Bills for the period January 17, 2025, to February 20, 2025; with a total of $76,379.46. Note: Mullet Twp will be reimbursing us $400.00 for Bobbi's MTA Conference costs. Motion made by Denise Pallarito to pay the township bills as presented; with a total of $41,037.73 from the General Fund; $17,749.73 for the Fire Fund and $17,592.00 for Trash Fund seconded by Jerry Brown. All ayes: **MOTION CARRIED. Motion** made by Denise Pallarito to pay invoice for the roof replacement at Fire Dept North building for **$69,600.00**; second by Jerry Brown. All ayes. **MOTION CARRIED**. Fire Safety USA for the FD in the amount of $4718.95 was approved by the board on 12-19 to buy new hose for new truck. **Motion to pay invoice** made by Mary Brown; second by Denise Pallarito. All ayes. **MOTION CARRIED**. Northwood Plumbing gave an estimate to repair sump pump, replacement of ejection pump is $1000.00 Ken does not agree with other plumber to re-route pipe to boiler and not have water softer hooked up to it. Ken recommends closing off only the back of fire dept north building to save heat costs, and make sure doors kept closed at top of stairs to attic, leave heat on low for front of building. A key to the mechanical room needs to be given to the township for access. Ken said it would cost about $1000.00 to winterize the entire building, and that doesn't include the well. Mary Brown made a **motion to repair the sump pump** for $1000.00; second by Jerry Brown. All ayes. **MOTION CARRIED**. The board agreed not to do anything with the boiler/water softener; and to allow Ken to close the back half of the fire dept north to save heating costs. Note: When Ken was doing routine maintenance, he noted the fins on the boiler at the fire hall were rusting and most likely the boiler will need replacement in the next year or two. We received the invoice for Provident **Firefighters AD&D with Cancer rider in the amount of $2527.00** that the board previously approved. Denise Pallarito made a motion to pay the invoice as presented; second by Jeff Bergel. All ayes. **MOTION CARRIED**.
The Clerk has signed Election Agreements for a 4-year period with Otsego, Crawford and Roscommon Counties.

2025 Agreement with Straits Area Narcotics: Mary Brown made a motion to approve the 2025 agreement with SANE for $500.00; second by Denise Pallarito. All ayes. **MOTION CARRIED**.

Assistant Assessor Agreement: The current agreement with Teri Witulski is up on March 31st. There are no changes to the new agreement per Assessor Balazovic. Denise Pallarito made a **motion to sign the agreement for assessing services** with Theresa Witulski paying $25.00 per parcel for April 1, 2025 through March 31, 2026; second by Mary Brown. All ayes. **MOTION CARRIED**.

Treasurer's Report presented by Jerry Brown**.** Motion made by Denise Pallarito to accept the Treasurer's report for January 31, 2025, report now includes Bradford Lake SA balance as requested last month, second by Jeff Bergel. All ayes: **MOTION CARRIED.**

Correspondence: Otsego County Economics Alliance sent a thank you letter for our continued support. Lorraine Markovich has stepped down from the Park Committee effective January 26th. The township thanks her for her many years of service to this community.

FIRE & EMS REPORT: 25 total calls, 13 EMS, 8 Fire, 4 Missed Calls. The Fire Chief gave his report. The tires on 525 need to be replaced and alignment done, estimate at ATS Fleet is $1113.00. Mary Brown made a motion to approve the repairs for $1,113.00; second by Jeff Bergel. All ayes. **MOTION CARRIED.**

Approval of New Members: There are 2 new members, Jeff Blanzy and Patrick Leary; Mary Brown made a **motion to approve** the hiring of both members; second by Jerry Brown. All ayes. **MOTION CARRIED.** Both members will come to a board meeting when they are not working to meet the board members.

Fire Chief: Handling complaint on EMS run: Supervisor Matelski advised Chief Schermerhorn that the board wanted to discuss his handling of the EMS complaint, advising Chief he had the right to request Closed Session. Chief Schermerhorn advised he was an open book and did not need to go into closed session. Clerk Brown read the facts of the recent complaint and the Chief's handling and responding to the board. On January 21, 2025, I sent a letter to Chief Schermerhorn via email advising him I had received a call from a resident complaining about the handling of a CPR call on January 18th, procedures and policies being followed were questioned and the Clerk was asked to please investigate it. That evening at 5:32 I received a call from the Chief asking who made the complaint, the fire department members said they deserved to know who called me. I told the Chief it didn't matter who it was, but he needed to respond to the letter from the Township Board. On January 24th I texted the Chief and asked if he had got the report done and he responded that it was on his desk ready to go but he was dealing with a broke down plow truck. On February 3rd (2 weeks) the Chief dropped off his report in the drop box. He basically copied the narrative in the EMS call verbatim and added a couple sentences. It was not a professionally written report, it lacked information of an investigation into the following of policies or procedures. The Chief then gave a verbal report and indicated that Gary (a former member) was on scene doing CPR when Station 5 arrived, Chief took over CPR and said Gary was drunk and wearing a fire department coat. The chief explained who went to scene in personal vehicles and why they did. Township Attorney Paul Slough said that what the Chief just explained verbally would have been great information and wishes he would have included that in his report. Clerk Brown said the Chief should not have discussed this with other members of the department as it was a complaint he was to investigate per the Township Board.

TRUSTEES REPORT:

Denise Pallarito: Nothing to report as Trustee

PLANNING COMMISSION:

Denise said she did not make it to the meeting as she was out of town.

Jeff Bergel:

PARK & RECREATION COMMITTEE:

Christine is seeking an extension on the grant for the trail head. The Park & Rec Plan is still not approved. Jeff is working on a quote for fencing at the trail head.

New Business: Earned Sick Time starts tomorrow; Mary will do a policy after attending MTA Conference
OLD BUSINESS: Financing new fire truck; the board would like Township Attorney Paul Slough to provide input on proper options.

Public Comment on non-agenda items: None

Meeting adjourn meeting at 8:11 p.m.

Respectfully submitted,

Mary Brown

Mary Brown, Clerk
Minutes approved at Board Meeting March 20, 2025