OTSEGO LAKE TOWNSHIP BOARD

APPROVED MEETING MINUTES

July 14, 2025

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

Also present: Fire Chief Jeff Schermerhorn, 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:

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

Brief Public Comment on agenda items: Al Blackburn gave an update on county business for County Commissioner Jason Clement who was absent.

County Commissioner: Jason Clement: Absent

Supervisor's Report: Supervisor Matelski said someone took a trash can from behind the fire department and placed it at the Leonard Jensen pavilion, there was no bag in it and no one to take care of it. The trash bins are at the other two pavilions and get emptied by Waste Management. No other cans are to be put out. The vault toilets will be cleaned 3 times per week unless extra needed, the cleaning people will monitor them. The banners were hung up. The splash pad needs to be cleaned; Dave will make arrangements to get it done.

Fire Department Water Heater: Northwoods Plumbing did inspection and found water heater system needs to be replaced. Mary Brown made a motion to allow repairs to be made for $1,500.00 to $1,700.00 per quote; second by Jerry Brown. **MOTION CARRIED** by unanimous vote.

Meeting Minutes: Presented by Mary Brown for June 19, 2025 regular meeting minutes and Special Meeting minutes for June 30th. A motion was made by Jerry Brown to approve all the meeting minutes as presented; second by Denise Pallarito. **MOTION CARRIED** by unanimous vote.

Clerk's Report: Presented by Mary Brown**:** Township Bills for the period June 20, 2025, to July 17, 2025; with a total of $75,780.11. Motion made by Jerry Brown to pay the township bills with a total as presented; seconded by Denise Pallarito. **MOTION CARRIED** by unanimous vote. Two bills were received today from Northwood Plumbing. Mary Brown made a motion to pay both bills in the amount of $640.50; second by Jerry Brown. **MOTION CARRIED** by unanimous vote

FYI: All quarterly reporting was completed.

☑ APPROVED

Cemetery Ordinance 96-1 as amended: The ordinance was presented. Denise Pallarito made a motion to approve the amended ordinance; second by Jerry Brown. Rollcall vote: Pallarito: Yes, J Brown: Yes, Matelski: Yes, Bergel: Yes, M Brown: Yes. Ordinance approved as amened with publication in Weekly Choice paper on July 24th, **effective date of August 23, 2025**.

Ethics Policy #2025-3: Policy presented to board. Denise Pallarito made a motion to approve as presented; second by Jeff Bergel. **MOTION CARRIED** by unanimous vote.

Deputy Clerk & Deputy Treasurer Office Hours Policy #2025-4: Policy presented to board. Jerry Brown made a motion to approve as presented; second by Denise Pallarito. **MOTION CARRIED** by unanimous vote.

Cash Handling Policy #2025-5: Policy presented to board. Denise Pallarito made a motion to approve as presented; second by Jeff Bergel. **MOTION CARRIED** by unanimous vote.

Social Security Number Privacy Policy #2025-6: Policy presented to board. Denise Pallarito made a motion to approve as presented; second by Jeff Bergel. **MOTION CARRIED** by unanimous vote.

Payroll Policy #2025-7: Policy presented to board. Jerry Brown made a motion to approve as presented; second by Denise Pallarito. **MOTION CARRIED** by unanimous vote.

Education Policy #2025-8: Policy presented to board. Denise Pallarito made a motion to approve as presented; second by Jeff Bergel. **MOTION CARRIED** by unanimous vote.

Post Audit Policy #2025-9: Policy presented to board. Denise Pallarito made a motion to approve as presented; second by Jeff Bergel. **MOTION CARRIED** by unanimous vote.

Treasurer's Report presented by Jerry Brown**.** Motion made by Denise Pallarito to accept the Treasurer's report for June 30, 2025; second by Jeff Bergel. **MOTION CARRIED** by unanimous vote.

Correspondence: Law firm on condominium project; complaint letter on air B&B and garbage; site inspection at cemetery all ok now, our file is closed; comp insurance certificate sent to DNT for our grant; report done for the election security grant; DTE will be working near DAV this week; our water testing will only be required once a year instead of twice.

FIRE & EMS REPORT: The Fire Chief gave his report. A total of 43 calls, with 4 missed calls. The fire department association will be holding a fundraiser during Thunder Over Waters and needs to make our insurance aware of it. The clerk will handle it. Quote from Dinges Fire presented for equipment for 506, in the amount of $17,632.50. Denise Pallarito made a motion to approve the equipment purchase as presented; second by Mary Brown. **MOTION CARRIED** by unanimous vote. Tentative in-service date for the new truck (506) is August 14th.

Board Approval of new FD Members: No new members

TRUSTEES REPORT:

Denise Pallarito:

Trustee Pallarito attended the County Commissioners meeting and presented a certificate of appreciation to Matt Barresi thanking him for his service. Matt was very pleased to receive this from our board.

Planning Commission:

Denise gave report on the Master Plan survey results; there were a total of 124 surveys turned into NEMCOG. The planning commission apparently requested the cemetery plan be done by NEMCOG, this is not allowed under the MSHDA grant we received. It was quoted in the contract with NEMCOG and the township but not approved by the board to do plan.

Jeff Bergel:

Trustee Bergel said the nature trail signs are done and at hall to be installed soon. The bill is $2,000.00 to be paid. Motion made by Jeff Bergel to pay the bill as presented; second by Denise Pallarito. **MOTION CARRIED** by unanimous vote.

Old Business: None

New Business: None

Public Comment on non-agenda items: Al Blackburn made public comment about Clerk Brown's comment made at a previous meeting. Jeff Schermerhorn recommended digital speed signs to slow down traffic.

Board Comments: None

Meeting adjourn meeting at 8:10 p.m.

Mary Brown

Respectfully submitted,

Mary Brown, Clerk

Approved at Board Meeting on August 21, 2025