OTSEGO LAKE TOWNSHIP BOARD

APPROVED MEETING MINUTES

December 18, 2025

The Otsego Lake Township meeting was called to order with the Pledge of Allegiance at 7PM by Supervisor Matelski. **There were 13 guests**.

Also present: Interim Fire Chief Tony Rooker, Deputy Supervisor Randy Stults, Sheri Rivest, Gaylord Regional Airport.

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: FD quote for ice rescue gear, Acrisure insurance renewal

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

Brief Public Comment on agenda items: None

County Commissioner: Jason Clement: Absent

Supervisor's Report: Supervisor Matelski gave his update. Reminder when there is a trash complaint from our residents, they should contact Joan at the hall or go on the WM website, we have a process in place.

Quote to add insulation at FD North: We received three quotes to add insulation to the attic area, install gable vents of the fire department north building. Denise Pallarito made a motion to approve the quote of $3,990.00 from Premier Insulators LLC, if they provide proper insurance certificates, second by Mary Brown. **MOTION CARRIED** by unanimous vote.

Board of Review Members Training with MTA: Deadline to sign up is January 27th, for BOR Training at Tree Tops on February 18th. Please let the Clerk know if you are attending.

Planning Commission appointments: There are two members' terms expiring December 31, 2025. Denise Pallarito made a motion to appoint Al Blackburn and Leo Sensabaugh to another three-year term, ending December 31, 2028, second by Jerry Brown. **MOTION CARRIED** by unanimous vote.

Meeting Minutes: Presented by Mary Brown for November 20, 2025 Regular Meeting minutes. A motion was made by Denise Pallarito to approve all the meeting minutes; second by Jeff Bergel. **MOTION CARRIED** by unanimous vote.

Clerk's Report: Presented by Mary Brown: Township Bills for the period November 21, 2025, to December 18, 2025; with a total of $72,502.93. Motion made by Denise Pallarito to pay the township bills with a total as presented; seconded by Jerry Brown. **MOTION CARRIED** by unanimous vote. JX Truck gave an application for credit, we will pay them by check. We received the invoice from the Road Commission for putting up the signs and installing posts at the cemetery in the amount of $920.41. Mary Brown made a motion to pay the invoice; second by Jerry Brown. **MOTION CARRIED** by unanimous vote.

Acrisure Insurance renewal: The insurance coverage for the entire township renews February 1, 2026, the total invoice is $36,233.25. This is an increase of $5,676.00 from last year but includes the new fire truck. There was discussion on other insurance companies. Denise Pallarito made a motion to renew the policy and pay the invoice as presented; second by Mary Brown. **MOTION CARRIED** by unanimous vote.

MTA Conference registration opens on January 5th, please let the Clerk know if you are attending so I can register everyone that plans on attending. Dates are April 20-23, 2026. I will need housing codes as it opens January 27th.

Approval of JX Truck Center invoice: Supervisor Matelski had approved an emergency repair on Truck #514, parts are on order. Dave Matelski made a motion to approve repairs totaling $2,741.26 and paying the invoice when truck is done; second by Denise Pallarito. **MOTION CARRIED** by unanimous vote.

Otsego County Economic Alliance Service Agreement: Mary Brown made a motion to approve the OCEA agreement as presented in the amount of $1,595.00 annually January 1, 2026 through December 31, 2027; second by Jerry Brown. **MOTION CARRIED** by unanimous vote. Mary Brown made a motion to pay the annual agreement invoice #293 in the amount of $1,595.00; second by Jerry Brown. **MOTION CARRIED** by unanimous vote.

TruGreen savings for next year: We received an offer to save $29.40 by pre-paying our plan for next summer treatment season. Mary Brown made a motion to accept and pay the discounted price of $558.30 which is discounted $29.40 ($587.70 if we pay next year); second by Jeff Bergel. **MOTION CARRIED** by unanimous vote.

2026 Meeting dates: Meeting dates for Township Board meetings and Planning Commission meeting dates were presented. Jerry Brown made a motion to approve the meeting dates as presented; second by Jeff Bergel. **MOTION CARRIED** by unanimous vote.

Resolution #2025-11 FOIA Coordinator: The board previously voted to appoint Mary Brown as the Freedom of Information Coordinator. Mary read & presented Resolution #2025-11 appointing Mary Brown as FOIA Coordinator. Denise Pallarito made a motion to appoint Mary Brown as FOIA Coordinator; second by Jerry Brown. **Roll call vote**: M Brown: Yes; Pallarito: Yes; Matelski: Yes; J Brown: Yes; Bergel: Yes. **Resolution declared adopted**.

Update on Ad-Hoc Committee: There was a meeting on December 16th. Thom Marquardt asked again that the townships email our top concerns to him or Christine. There was discussion about zoning enforcement and what is the best way to handle it.

FEMA: Mary had two zoom meetings with FEMA. Everything has been completed at our end. We are now waiting for funds to be disbursed to us.

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

Correspondence: None

Estimates for Security Cameras at Fire Halls: We have a quote from Cutting Edge Computers to install security cameras in the amount of $4,604.95, these are the same cameras we have at the township hall. Mary Brown made a motion to approve the bid as presented; second by Jeff Bergel. **MOTION CARRIED** by unanimous vote.

FIRE & EMS REPORT: The Fire Chief gave his report: A total of 30 calls, 16 missed EMS calls, 1 Mutual Aid call. The report has days adjusted for October report. So far this month there have been 12 calls with 0 missed calls, things are improving. Gave report on December training. The Santa parade was a great success again this year. Deven had a truck in the Gaylord Santa parade too. The FD is in need of ice rescue gear. Tony presented a quote for Ice Rescue Kit for Team of 4 in the amount of $4,795.00. Mary Brown made a motion to allow the Fire Chief to purchase the ice gear; second by Denise Pallarito. **MOTION CARRIED** by unanimous vote.

Board Approval of new FD Members: No new members

Hiring of new Fire Chief: An ad was placed in the Weekly Choice, and it was posted at Michigan Works. The only application we received was from Anthony Rooker. His resume was provided to the board members for review prior to the meeting. Denise Pallarito made a motion to hire Anthony Rooker as the new Fire Chief; second by Jerry Brown. **MOTION CARRIED** by unanimous vote.

Fire Chief's Contract: The fire chief's contract was presented with a term of December 18, 2025 to March 31, 2026, this changes it to the budget fiscal year instead of September 30th. Mary Brown made a motion to approve the Fire Chief's contract as presented; second by Jerry Brown. **MOTION CARRIED** by unanimous vote.

TRUSTEES REPORT:

Denise Pallarito:

Trustee Pallarito reported helped with Wreathes Across America at our cemetery and it was very nice.

Planning Commission:

The work on the Master Plan is ongoing. They are currently looking at battery storage and data centers and will provide their remarks at a future meeting.

Jeff Bergel:
No updates

Iron Belle Trail Update: Christine Boyak-Wohlfeil said that the deadline for the Clerk to receive sealed bids will be January 15, 2026 at 2:00 pm.

Old Business: None

New Business: None

Special Meeting Dates: Budget Workshop #1 will be on January 15, 2026 at 5:00 pm; Budget Workshop #2 will be on February 19, 2026 at 5:00 pm; the Budget Public Hearing will be on February 19, 2026 at 7:00 pm. All will be posted on our website.

Public Comment on non-agenda items: None

Board Comments: All board members wished everyone a Merry Christmas.

Meeting adjourn meeting at 8:03 p.m.

Respectfully submitted,

Mary Brown, Clerk
Minutes approved at Board Meeting on January 17, 2026