OTSEGO LAKE TOWNSHIP BOARD

APPROVED MEETING MINUTES

December 19, 2024

The Otsego Lake Township meeting was called to order with the Pledge of Allegiance at 7PM by Supervisor Matelski. There were 8 guests.

Also present: Fire Chief Jeff Schermerhorn, Deputy Supervisor Randy Stults and Matt Barresi, Otsego County Administrator

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: Township's insurance binder & invoice, agreement to collect summer taxes

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

Brief Public Comment on agenda items: None

County Commissioner Jason Clement: Absent

Supervisor's Report: Dave and Randy met with Otsego Lake Association about the milfoil weed issues they are having. Possibility of doing a special assessment but Bagley Township would have to agree to participate also. Wreathes Across America hung wreathes at the cemetery on Saturday. The Supervisor has talked to the Road Commission about doing Opal Lake Rd, this would need participation from Bagley Twp also. The clerk thought the Road Commission was going to be following the Phaser ratings for the road projects.

Acrisure Insurance invoice: Clerk presented the township insurance policy binder & invoice. Total for township's insurance is $27,646.00, Cyber Insurance is $2,911.25; for a total of $30,557.25 for plan year beginning February 1, 2025. Denise Pallarito made a motion to approve and pay the insurance as presented; second by Jeff Bergel. All ayes. **MOTION CARRIED.**

Board of Review Appointments: There is one regular member opening on BOR and two alternate members. Denise Pallarito made a motion to appoint Mike Coutant, Christine Boyak-Wohfeil and Al Blackburn as regular members and appoint Mike Houghland and William Horsell as alternate members, all member terms will end 12-31-2026. All ayes. **MOTION CARRIED.** The Clerk will need to give all BOR members the Oath of Office by December 31st. There is also mandatory training on February 13th at Tree Tops they all need to attend.

Approval of Meeting Dates for 2025: Meeting dates for the Township Board meetings, Park & Rec Committee meetings and Planning Committee meeting dates provided for 2025 (Planning only date so far

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at Board Meeting

is January 9th). Motion made by Mary Brown to accept meeting dates as presented and allow Planning to update their dates after they have a meeting; second by Denise Pallarito. All ayes. **MOTION CARRIED.**
The Clerk has received the Annual Report from the Planning Committee along with their budget request, **the Park Committee (no annual report turned in) and the Fire Department have not turned in budget requests**. (Jeff Bergel gave a written budget request after the meeting).

Set Dates for Budget Workshops: The Supervisor would like to have the #1 workshop on January 16th at 4:00 pm; and the #2 workshop on February 20th at 5:00 pm. Mary & Dave will meet on February 18th at 10:00 am to review. All Board members agreed to set dates and times.

Meeting Minutes Presented by Mary Brown for November 14, 2024, regular meeting minutes. A motion was made by Jerry Brown to accept the meeting minutes as presented for the November 14th meeting: second by Denise Pallarito. All ayes. **MOTION CARRIED**

Clerk's Report: Presented by Mary Brown: Township Bills for the period November 15, 2024, to December 19, 2024, with a total amount of $109,668.91, this includes additional bills not on bill report I gave everyone, FD $259.49 for Blarney Castle and Verizon; Twp extra $382.70 for Cutting Edge and BSB Communication. Motion made by Denise Pallarito to pay the township bills as presented; with a total of $67,568.20 from the General Fund; $8,719.89 for the Fire Fund and $33,380.82 (2 invoices paid in one month) for Trash Fund seconded by Jeff Bergel. All ayes: **MOTION CARRIED**
An additional bill that needs to be paid is for repairs made to Truck 505 at **ATS in the amount of $415.30**. Motion made by Mary Brown to pay the bill; second by Jerry Brown. All Ayes. **MOTION CARRIED**. We have received payment from the MISHDA Grant for the Master Plan in the amount of $20,000.00. The clerk would like to now pay the **invoice from NEMCOG for $15,000.00**. Jeff Bergel made a motion that we allow the clerk to pay the invoice for $15,000.00; second by Denise Pallarito. All ayes. **MOTION CARRIED.**
Mary Brown would like to go to her second year of **Michigan Association of Municipal Clerks** (MAMC) Institute in March. **The class is $700.00 plus lodging**, in Mt. Pleasant. Denise Pallarito made a motion to allow the clerk to attend the institute; second by Jerry Brown. All ayes. **MOTION CARRIED.**
Northwood Plumbing did the fall maintenance on the boiler system, repairs to the heat exchanger is needed that will cost between $500.00 to $1,000.00. There is no guarantee that the boiler will just clonk out. We have known for a few years we will need to replace the boiler and have budgeted for it. If we opted to replace the boiler it would be between $10,000.00 to $12,000.00. Jerry Brown made a motion to **replace the boiler instead of repairing**, with a cost of up to $12,000.00; second by Jeff Bergel. All ayes. **MOTION CARRIED.**

Catholic Human Services: We have been asked if the Township would allow to have a **Naloxone vending machine** at either the Township Hall or the Fire Hall. Anyone that needed Narcan due to an overdose would be able to access the medication from the vending machine. It would be restocked and maintained by **Catholic Human Services**. Randy Stults recommended that we request a Hold Harmless Agreement with them and get approval from Risk Management first. Denise Pallarito made a motion to allow the **vending machine at the Fire Hall as long as we get the agreement as stated**; second by Mary Brown. All ayes. **MOTION CARRIED.**

Treasurer's Report presented by Jerry Brown. Motion made by Jeff Bergel to accept the Treasurer's report for **November 30, 2024**, second by Mary Brown. All ayes: **MOTION CARRIED.**

Agreement for Collection of Summer Taxes for C.O.O.R. Intermediate School District: We received the agreement for tax collection for 2025 for the Supervisor and Treasurer to sign. Mary Brown made a motion to allow the Supervisor & Treasurer to sign the agreement with C.O.O.R. Intermediate School District for **the collection of school property taxes**; second by Denise Pallarito. All ayes. **MOTION CARRIED**.

Correspondence: Department of State Police forfeiture report was submitted by the Clerk, with nothing to report. The Otsego Conservation District sent the township the field report on the soil erosion permit inspection. Governor Whitmer sent a letter urging for support of House Bills 4274 & 7475, Revenue Sharing Trust Fund. Letter to a former fire department member for EMT Class books we paid for right before he quit, requesting payment of $380.66.

FIRE & EMS REPORT: **13** total calls, 6 EMS, 5 Fire, 2 Missed Calls. The Fire Chief gave his report. Chief Schermerhorn said the tree lighting with Santa had a good turnout. The Santa parade was December 16th & 17th. The new fire truck is still on schedule, they are starting the box next month with an expected completion in April. The chief stated the new truck will need **20 rolls of fire hose in a few sizes** which are about 10,000 feet with a cost of **$4,719.00**. Mary Brown made a motion to allow the Chief to order the hoses needed for the new fire truck in the amount of $4,719.00; second by Jeff Bergel. All ayes. **MOTION CARRIED**. The Chief reported they are 100 % compliant with the reporting all done.

Fire Chief's Annual Contract: The chief's contract expired on September 30th. A new contract was drafted with no changes except the date. Mary Brown made a motion to approve the **Fire Chief's annual contract** for October 1, 2024, to September 30, 2025; second by Denise Pallarito. All ayes. **MOTION CARRIED**.

Bidding Process for Township Maintenance Contract RFP: The maintenance contract will be up for renewal on March 31, 2025. The board discussed options of how to bid out the maintenance. Do we continue the way it is or do we break it out for the plowing, mowing, cleaning vault toilets etc. There is a possibility that the Park & Rec crew from the County Park would be able to bid it for costs only, they currently take care of the trail head in Gaylord, Ironton Springs and Wah Wah Soo. The Supervisor will follow up with the contact's name Rany Stults provided. The Supervisor and Clerk will have a meeting to further discuss the RFPs, and the Clerk will have it ready for approval at the January board meeting so we can move forward with the bid process. Jeff Schermerhorn questioned who would take care of the parks' needs on weekends when things come up? He currently has handled issues even when he's camping. The board will make sure this is addressed in bid.

TRUSTEES REPORT:

Denise Pallarito: There was a soft opening of the Iron Pig Restaurant at their new location on 27 South, by Otsego Lake Towing, they don't have their liquor license yet. The Members in the House in Lansing is done for the year. Dollar General is approved with the sidewalk.

PLANNING COMMISSION:

There are two members of the Planning Commission whose terms are ending December 31, 2024, Josh & Nora. Denise Pallarito made a motion to approve the Otsego Lake Township Planning Commission's recommendation to the board, to **approve the reappointment** of Josh Carlson and Nora Corfis for a **3-year term**, beginning January 1, 2025, through December 31, 2027; second by Jerry Brown. All ayes. **MOTION CARRIED**.

The MSHDA Grant was reduced by $10,000.00 because the Master Plan can not include the Cemetery Master Plan or the Park Rec Plan. The total grant will now be $40,000.00

Jeff Bergel:

PARK & RECREATION COMMITTEE:

The Park Committee has discussed options for the trail head project. Is the bathroom required by the DNR? Possibly they could put in the fencing and a small pavilion. Denise would like to explore the possibility of a flush toilet with a small pavilion. An L shaped fence to define the property line from the Keg Bar would be good. Nothing can be done until the DNR contact is back to work.

NEW BUSINESS: None

OLD BUSINESS: Status on the Fire Department North roof? Some supplies have been dropped off. Supervisor Matelski talked to the roofing company, they have been texting and emailing updates to previous supervisor's phone and email. The roof is being worked on currently.

Public Comment on non-agenda items: Al Blackburn asked Supervisor Matelski why he quit his position, why he came back, and will he stay now? The supervisor responded it was personal, and he wasn't going to discuss it.

Meeting adjourn meeting at 8:20 p.m.

Respectfully submitted,

Mary Brown

Mary Brown, Clerk

Approved at Board Meeting January 16, 2025