OTSEGO LAKE TOWNSHIP BOARD

APPROVED SPECIAL MEETING MINUTES

June 3, 2024

The Otsego Lake Township meeting was called to order with the Pledge of Allegiance at 9:30 AM by Supervisor Matelski. There were 3 guests.

Also present: Parliamentarian Randy Stults

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

Board Members Absent:

Phase III: Cemetery site plan for parking lot and service drive.

Trustee Pallarito gave information on the cemetery expansion. We need to have a survey and site plan done. Mr. Stults explained the benefits of a topo survey and then the need to obtain approval from County Zoning for the parking lot. Treasurer Brown reminded the board that a Resolution was passed stating the Clerk is in charge of the cemetery. Phase 4 will include gravel for the parking area. Clerk Brown questioned the money that was to come to the township for the trees at the cemetery? Trustee Pallarito explained that the tree money would have been $6,000.00 which Bisballe took off the final invoice, she stated the trees were not in good condition due to disease and most was chipped, Supervisor Matelski said most of the trees ended up at Road Commission site across the street. Clerk Brown expressed concerns about the project not an ARPA compliant project. When questioned it was explained that the trees being cut are not an ARPA project. There is also only $20,050.00 left in the budget for this total project, how will that cover the parking lot? Also, we are not compliant with the permit, it requires grass seed being planted in entire cleared area!

Discussion on signage needed at the cemetery, we need a rules sign, message center, enter and exit signs and parking signs. Clerk Brown has a company recommended and used by the Road Commission to get the signs from. It was thought about 30 parking spots will be good and we will also make mandatory handicap assessable parking spots. Clerk Brown thought we should look at making a handicap parking spot on the east side closer to Old State Rd if area available.

Trustee Pallarito made a **motion** to contract with Wade Trim for a bid and site plan to present to Otsego County Zoning for approval for 30 parking spaces, then to present to our board. Second by Trustee Bergel. Four ayes (M Brown; Matelski; Bergel & Pallarito) No (J Brown). **MOTION CARRIED**.

Trustee Pallarito made a **motion** to use the vendor for signs recommended by the Road Commission for exit, enter, parking, rules handicap, message board. Second by Clerk Brown. All ayes. **MOTION CARRIED**.

Mr. Stults pointed out there is an exception for bidding out professional services (that's why no bids requested).

Trustee Pallarito made a motion to have Wade Trim include the service drive on west side in the site plan. Second by Trustee Bergel. 4 ayes (Matelski, Pallarito, J Brown, Bergel) No, (M Brown). Trustee Pallarito questioned why Clerk Brown voted no? The clerk doesn't believe that part of the project being a good idea.

Establish time frame for trash bids: Discussion on timeline for having on tax bills? Treasurer will need everything by November to put on December tax bills. Supervisor Matelski questioned whether a letter of credit could be used instead of the bond requirements? Clerk Brown recommends consulting with our attorney for input. Supervisor Matelski will work on the RFP for trash contract for the board to approve

APPROVED

BY: Board DATE: 6-27-24

at our June meeting. We will open sealed bids at our August board meeting and hold our required public hearing at our September board meeting.

Correction to Trash Resolution for SAD 1: Supervisor Matelski said there is an error in the current resolution with the ending date. It reads March 31, 2026, it should be March 31, 2025. Mr. Matelski had our attorney prepare a corrected resolution for the board to adopt. Clerk Brown will re-do the resolution in proper format to present to board. Notice for the public hearing will need to be published.

Opening of Iron Belle Trail parking lot: Supervisor Matelski has talked to our attorney about opening the parking lot for use with no lights. The attorney said there is no problem opening the lot. Discussion about signs. Mr. Matelski found signs for $31.60 each, he stated the Road Commission will sell us the posts and install the signs (no charge to install). We determined we need a total of 5 signs, 3 in parking spots and 2 for the street light poles. Clerk Brown made a **motion** to purchase the 5 signs for $31.60 each and the posts from the Road Commission with them installing the signs. Second by Trustee Bergel. All ayes. **MOTION CARRIED**.

Clerk Brown made a **motion** to not open the parking lot up until the signs are in place, second by Treasurer Brown. 2 ayes (J Brown & M Brown). 3 NO's (Matelski, Bergel, Pallarito) **MOTION FAILED**.

Trustee Bergel made a **motion** to open the parking lot now, second by Trustee Pallarito. 3 ayes (Pallarito, Bergel, Matelski). 2 No's (J Brown & M Brown). **MOTION CARRIED**.

PUBLIC COMMENT: Al Blackburn made comments about the cemetery not being part of our Master Plan, he will ask at planning meeting.

Meeting adjourn meeting at 10:50 a.m.

Respectfully submitted,

Mary Brown

Mary Brown, Clerk

Minutes approved at Board Meeting June 27, 2024