OTSEGO LAKE TOWNSHIP BOARD

APPROVED MEETING MINUTES

October 17, 2024

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

Also present: Fire Chief Jeff Schermerhorn, County Commissioner Clement, & Constable Mike Coutant.

Roll call of Board Members Present: J Bergel; M Brown; D Pallarito; J Brown; T Wagar

Board Members Absent:

Conflicts of Interest: None

Additions to Agenda: NEMCOG Contract

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: The Commissioner's have been meeting weekly to work on the budget, there has been a 27% increase in health insurance; airport lights are being repaired; there has been and Ad-Hoc committee put together to review the Boards Bi-Laws. There are 4 spots on the Road Commission to fill and one more at the end of October when Mike Dipzinski's spot opens up. The annual Chamber State of The State Event was held at E-Free Church recently. Commissioner Clement wanted to share that there are 25 mobile hot spots available to the public to check out at the library if needed. Reminder that 9-11 millage is on the ballot to generate enough money to cover a budget shortfall. Administrator Matt Barresi will be working on the ORV ordinance, should be ready for spring.

2025 Service Contract renewal for Otsego County Economic Alliance: The service agreement for 2025 is up for renewal. Everyone feels we have had very good communications from the Economic Alliance, and they have been busy all over the county, including Waters. Denise Pallarito made a motion to renew the agreement for 2025 with the Otsego County Economic Alliance; second by Mary Brown. All AYES. **MOTION CARRIED.**

Supervisor's Report: Tom attended the MTA Regional Meeting at Treetops and the MTA County Chapter meeting recently where there was a presentation on election security.

Resignation of Parliamentarian: Randy Stults has resigned as our Parliamentarian effective October 7, 2024. Denise Pallarito made a motion not to fill the vacant spot for Parliamentarian; second by Mary Brown. All AYES. **MOTION CARRIED.** Supervisor Wagar thanked Randy for his service.

Meeting Minutes Presented by Mary Brown for September 19, 2024, regular meeting minutes. A motion was made by Denise Pallarito to accept the meeting minutes as presented for the September 19th meeting; second by Jerry Brown. All ayes. **MOTION CARRIED.** Minutes of the Election Commission

APPROVED

BY: [illegible] DATE: 11-14-2024

Meeting were presented for October 10, 2024. Jerry Brown made a motion to accept the minutes as presented; second by Tom Wagar. Three ayes. **MOTION CARRIED**.

The clerk reminded everyone that our next meeting will be November 14th instead of 21st. The Board of Review term is ending December 31st. Mary will send current members an application if they are interested in remaining on the BOR. All BOR Members along with the Fire Chief, Assessor, Planning Commission Members and all Board members are required to take the Oath of Office. The Township Board members & Fire Chief can be sworn in at our next board meeting; any Planning Committee member can also be sworn in at that meeting or the clerk will plan with them. The Board of Review will have to be sworn in before December 31st. **Election Update**: We have mailed out 870 ballots and received back 452 so far. Our **public accuracy test** was done on October 10th, thank you Tom & Jerry for all your help that day, both fed ballots for 1 ½ hours. **Early Voting Public Accuracy** testing was done at Gaylord City Hall on October 17th, 4 clerks and 1 worker did the testing for over 8 hours. I was awarded an election security grant for $6,000.00; we did receive the check. I would like to buy a fire-resistant cabinet for storing election tabulators and EPB laptop and other items, also purchase of additional security equipment such as ballot bags. It was suggested looking into items recommended from recent assessment that was done. **Jerry Brown made a motion** to allow the purchase of a fire cabinet for $3,762.00; **second by Jeff Bergel**. All ayes. **MOTION CARRIED**. **Security Advisor from CISA/Department of Homeland Security** was here on September 26th, also Deputy Sterly from our sheriff's department. We went over many things in our hall, and I have many suggestions to consider. One will be implemented for our November 5th election with my AVCB. It was a very good presentation. The clerk asked permission to replace the office chair mats with glass mats, the plastic ones are cracking, and our chairs get stuck when trying to move. They are $310.85 each. Denise Pallarito made a motion to allow the purchase of the Vitrazza glass chair mats for up to $1000.00 total for the offices in need of new one, second by Jeff Bergel. All ayes. **MOTION CARRIED.**

Clerk's Report: Presented by Mary Brown: Township Bills for the period September 20, 2024, to October 17, 2024, with a total amount of $194,876.08. Motion made by Jerry Brown to pay the township bills as presented; with total of $169,408.53 from the General Fund; $8,777.14 for the Fire Fund and $16,690.41 for Trash Fund, seconded by Denise Pallarito. All ayes: **MOTION CARRIED**

Treasurer's Report presented by Jerry Brown. Motion made by Jeff Bergel to accept the Treasurer's report for September 30, 2024, second by Mary Brown. All ayes: **MOTION CARRIED.** The parcels that had not been charged for the Special Assessment for trash have been corrected. There were 37 parcels involved that were identified. The Treasurer and Assessor met with the Township attorney about following the correct procedure to make the correction. Al Blackburn would like the BOR to have a copy of those owners affected. There will be a ribbon cutting at Visual Edge IT on October 30th at 1:00pm, everyone is invited to it. Their new business location is 400 W. Main St.

Correspondence: None

FIRE & EMS REPORT: 21 total calls, 9 EMS, 6 Fire, 6 Missed Calls. The Fire Chief gave his report. Chief Schermerhorn said that truck #505 went in for exhaust repairs; repairs are needed for the drain. Supplies will be purchased, and the members will do the work. Erick Thorpe resigned from the department; he has moved to Mancelona. The Chief will contact him about reimbursing the Township for the recently purchased EMT books. There is one member in EMT class currently. There is one new

applicant for membership; truck #514 will need the 4 batteries replaced. The chief presented a quote to replace a couple of jump bags that are worn out and some supplies for EMS in the amount of $821.40. Mary Brown made a motion to allow the Chief to purchase needed supplies; second by Jeff Bergel. All ayes. **MOTION CARRIED**.

Constable's Report: Mike Coutant reported that everything checked out.

TRUSTEES REPORT:

Denise Pallarito:

PLANNING COMMISSION:

There was no Planning meeting.

NEMCOG Contract for Master Plan:

There is a new NEMCOG contract for our Master Plan in the amount of $20,000.00, with option for Cemetery Master Plan for $3,000.00 and Recreation Plan Review/Possible Edits for $7,000.00. Once the contract is signed, NEMCOG can start working on it and request the first draw of $25,000.00 from the grant. There were questions about the process for money coming to the Township for disbursing as needed. It is done via the State of Michigan like the DNR grant was (EFT). Denise Pallarito made a **motion to approve the NEMCOG grant with the additions for a total of $30,000.00** to be paid for with the approved grant awarded for $50,000.00 Trustee Pallarito applied for. Second by Jeff Bergel. All ayes. **MOTION CARRIED**. Denise advised that longtime resident Laverne Greenwood is not doing good right now. The Greenwoods just celebrated their 75th wedding anniversary. Denise thought it would be nice if the board could waive the hall rental fee since their daughter had inquired to rent the hall for a Celebration of Life when the time came, there was much discussion about whether it was lawful expenditure or not or if it was a good idea to set precedent. Randy Stults advised to be careful as it is not a civic organization. Denise Pallarito made a **motion to waive the rental fee if it is deemed lawful** by MTA Attorney (Clerk will contact), second by Jerry Brown. All ayes. **MOTION CARRIED**.

Jeff Bergel:

PARK & RECREATION COMMITTEE: There was no Park meeting. Jeff gave an update on the gravity rail. Nothing will be done this year on the playground equipment. The sign has been completed and installed at the Leonard Jensen Trail, Jeff Bergel made a motion to pay the bill of $250.00 for the sign, second by Jerry Brown. All ayes. **MOTION CARRIED**. The DNR Grant status is still not settled, discussions coming with DNR & Christine about the Iron Belle project. The streetlights for parking lot still need to be done, waiting for DNR input. The Township has been budgeting for replacing the existing streetlights in the future. There could be cost savings if done at same time as trail head parking lot lights. Supervisor Wagar expressed concerns as to weather or not it is lawful for township as that was originally done as a special assessment involving the Waters Business Group. The clerk will also ask about this with the MTA attorney.

NEW BUSINESS: None

OLD BUSINESS: Cemetery: last month Leo Sensabaugh had asked for clarification as to what phase we were on with the cemetery expansion. The Clerk said that Phase 1 was the driveway on the west side in July 2023; Phase 2 was cutting the trees on west side in August 2023; the parking lot should be considered Phase 3.

Quotes on Cemetery parking lot: We received two bids to do the parking lot. #1 was from Jack Millikin Inc in the amount of $10,880.00, Optional upgrade of materials used to 23A crushed limestone would be $1,850.00, we could expand the parking lot to 65' width to allow for easier use lot for vehicles to turn around for up to $1,750.00. The second bid was from Northern Tank Truck Service, Inc in the amount of $11,900.00 for 21AA gravel or $14,800.00 to use processed millings. Mary Brown made a motion to approve Jack Millikin Inc **bid for a total of $14,480.00** including the upgrade to 65' width and using the 23A crushed limestone, second by Jerry Brown. All ayes. **MOTION CARRIED**.

Public Comment on non-agenda items:
A Blackburn would like a list of the parcels that the SA was added in the event someone asks about that at BOR.

Meeting adjourn meeting at 9:02 p.m.

Respectfully submitted,

Mary Brown

Mary Brown, Clerk

Minutes approved at Board Meeting on November 14, 2024