

OTSEGO LAKE TOWNSHIP BOARD

MEETING MINUTES

APRIL 21, 2022

The Otsego Lake Township meeting was called to order with the Pledge of Allegiance at 7PM by Supervisor Matelski. All board members were present, there were 17 guests.

Also present: Fire Chief Dale Tucker

Supervisor Update: Dave attended the Road Commission meeting today with other Supervisors from our county to find out details on the road millage money collected in all townships. Townships wanted to find out how the money is being spent in each township compared to the amount collected with the millage.

Minutes for March 17, 2022, meeting done by Mary Brown (James Baker did not do minutes) Motion made by Jerry Brown to accept the **March 17, 2022**; minutes as prepared; second by Gary Johnson;

MOTION CARRIED

Motion made by Denise Pallarito to accept the **March 21, 2022**; Special Meeting minutes as presented; second by Jerry Brown; **MOTION CARRIED**

Motion made by Jerry Brown to accept the **March 28, 2022**; Special Meeting minutes as presented; second by Gary Johnson; **MOTION CARRIED**

Motion made by Jerry Brown to accept the **March 30, 2022**, Special Meeting minutes; second by Denise Pallarito; **MOTION CARRIED**

Motion made by Gary Johnson to accept the **April 4, 2022**, Special Meeting minutes; second by Jerry Brown; **MOTION CARRIED**

Motion made by Jerry Brown to accept the **April 11, 2022**, Special Meeting minutes; second by Gary Johnson; **MOTION CARRIED**

Mary Brown presented a proposal from BS&A for clerk training on our accounting software, in the amount of \$3,000.00 Motion made by Denise Pallarito to approve training and additional if any lodging is required, second by Gary Johnson; **MOTION CARRIED.**

Mary Brown asked to adopt a resolution for plan administrator on our John Hancock plan. Resolution # 2022-0421 was read aloud. Roll Call Vote: Gary Johnson: YES; Dave Matelski: YES; Jerry Brown: YES; Denise Pallarito: YES; Mary Brown: YES. **RESOLUTION ADOPTED.**

Joan Elenz has been hired as the new **Office Assistant**; she starts May 2, 2022.

Township Bills were presented by Mary Brown with a total amount of \$72,145.03 (I overpaid Dave Matelski \$30.00 and will correct next payroll); the report looks different this month, but totals are correct.

Note: \$5861.01 in bills and \$1945.10 in payroll should have been paid last budget year by Mr. Baker.

Some of the bills did not get paid on time so our current budget numbers will be impacted by that, the deposit amounts also were not entered by previous clerk, some payroll templates were manually deleted too. Per Nicolet Bank. Dan Smith, Accountant came into our office on April 20, 2022, and took some initial reports to prepare for upcoming audit, he said he may be able to do budget adjustments to have bills correctly coming out of last budget year.

Motion made by Jerry Brown to pay the township bills for \$23,836.29 plus \$15,818.70 in payroll for the General Fund; \$10,287.81 plus \$5,511.82 payroll for Fire Fund and \$16,690.41 for Trash Fund, seconded by Gary Johnson. **MOTION CARRIED.**

Bid to paint in the township hall for a total of \$1,100.00 from Misty Heidman for labor plus the cost of paint and supplies. This is for the offices of clerk, assessor, supervisor, the office assistant counter, both

APPROVED

as corrected

BY: Board DATE: 5-14-22

bathrooms and the basement stairwell. Motion by Mary Brown to approve the bid of \$1,100.00 plus up to \$500.00 for paint/supplies, second by Gary Johnson; **MOTION CARRIED**

Heart Lake & Fawn Lake Associations (residents raised the money) have requested the township partner with them to spray for Gypsy Moth infestation in part of our Township Park. It would keep the infestation better handled to include the park area. It would cost the township up to \$1,100.00. Motion was made by Denise Pallarito to include the portion effected in the Township Park for \$1,100.00, second by Gary Johnson. **MOTION CARRIED.**

Treasurer's Report presented by Jerry Brown. He noted that the balance of \$1,053,082.45 includes the ARPA funds for \$152,290.56. Motion made by Denise Pallarito to accept the Treasurer's report for March 31, 2022, second by Gary Johnson. **MOTION CARRIED**

GENERAL FUND

Beginning Balance \$1,058,862.14
Receipts
Disbursements
Ending Balance \$1,053,082.45

FIRE FUND

Beginning Balance \$320,809.98
Receipts
Disbursements
Ending Balance \$329,828.47

TAX ACCOUNT

Beginning Balance \$18,979.70
Receipts \$48.42
Disbursements \$16,586.11
Ending Balance \$2,442.01

TRASH FUND

Beginning Balance \$101,035.31
Receipts \$50,293.17
Disbursements \$17,608.80
Ending Balance \$133,719.68

FIRE & EMS REPORT 24 Calls, 15 EMS, 9 Fire, 1 Missed Calls and 1 Cancelled Call Average enroute time of 6.73 minutes. Air pack testing and fit testing for the year is complete. Phoenix Safety was at firehall on April 12th and serviced the air compressor and packs.

CONSTABLE REPORT: MIKE COUTANT ABSENT

ORDINANCE ENFORCEMENT REPORT: MIKE COUTANT ABSENT. Dave reported that Frontier Cabins sold, and the new owner is cleaning up.

NEW BUSINESS: Passenheim Road work will start around June 1st

TRUSTEE REPORT:

1. Gary Johnson asked about the survey on Otsego Lake that was approved (February meeting) for \$1,000.00, questioning the use of township funds being spent on property not currently owned by the township. Dave has asked for our township attorney to give his opinion on expenditure for the survey. The Special Assessment for Bradford Lake is expired and there won't be enough time to renew in order to treat the lake.
2. Denise Pallarito asked Jeff to be careful when doing maintenance around the headstones at the cemetery as some are very old and fragile. Jeff assured us he will use caution.

APPROVED

DATE: _____

PLANNING COMMISSION: Gary gave report on Planning meeting via review of provided minutes.

PARK & RECREATION COMMITTEE No meeting

CEMETERY COMMITTEE No meeting

COUNTY COMMISSIONER Rob Pallarito said there is a new hanger at the airport to accommodate businesses. They have been approached by air ambulance service to lease it. Guardian Flight will have a hanger, there will also be fire crews arriving at our airport soon. Rachel Frisch, Otsego County Administrator will be retiring soon, the county is starting to search for her replacement, she has agreed to stay on during the transition. There will be another survey later in the year on the gypsy moth infestation, Rob encourages everyone to participate so the county can identify problem areas.

NEW BUSINESS - None

PUBLIC COMMENT - None

Motion by Mary Brown to adjourn at 8:11 p.m., second by Gary Johnson; **MOTION CARRIED**

Respectfully submitted,



Mary Brown, Clerk

Minutes approved as correct May 19, 2022