

**ONOTA TOWNSHIP BOARD**  
MINUTES OF REGULAR MEETING  
DECEMBER 3, 2018

**I. CALL TO ORDER**

The meeting was called to order at 7:00 pm.

Present: Terry Pihlainen, Supervisor  
Cheryl Lane, Treasurer  
Catherine Kimar, Clerk

Connie Lacko, Trustee  
Brian Bresette, Trustee

Absent: *none*

**II. AGENDA**

A motion was made to accept the agenda as amended (*under new business – merge A & C into "A. quickbooks & payroll cost approval"; reorder "Budget Amendments" as C; add "D. Zoning Board of Appeals"*).

Motion: Brian Bresette  
Support: Cheryl Lane  
Motion carried.

**III. MINUTES**

A motion was made to accept the minutes as presented.

Motion: Cheryl Lane  
Support: Catherine Kimar  
Motion carried.

**IV. REPORTS**

A. Financial Report

The treasurer presented the bills for payment.

A motion was made to pay the monthly bills as presented:

- » \$8,286.88 for the general fund, checks #4229 to #4259;
- » \$1,265.11 for the fire fund, checks #1865 to #1872; and
- » \$5,342.46 for the solid waste fund, check #1171.

Motion: Catherine Kimar  
Support: Brian Bresette  
Motion carried.

A motion was made to approve the monthly balance sheet and profit & loss statements for the general fund, fire fund, solid waste fund and tax fund as presented by the clerk.

Motion: Brian Bresette  
Support: Cheryl Lane  
Motion carried.

Roll call vote:  
Ayes: Cheryl Lane  
Terry Pihlainen  
Connie Lacko  
Brian Bresette  
Catherine Kimar

B. Assessor Report

The clerk read the report from the assessor (*copy on file*).

C. Zoning Administrator Report

The ZA gave a verbal report. No zoning applications were received this past month. A public hearing was held by the Planning Commission for a conditional use permit (AT&T cell tower on Onota Hill). The ZA has been attending continuing education classes on recent updates and changes in zoning.

D. Fire Department Report

Chief Kimar read the Fire Department Report (*copy on file*).

A motion was made to approve up to \$700 for a replacement [properly fitted] telescoping light pole for the pumper.

Motion: Terry Pihlainen

Support: Brian Bresette

Motion carried.

E. Planning Commission Report

Trustee Bresette reported that [as mentioned by the ZA] the Planning Commission held a public hearing for the Onota Hill cell tower at their November meeting. The hearing was attended by several residents and the AT&T representative. The application for the cell tower will be resubmitted by AT&T to meet the requirements of the zoning ordinance (e.g. land area leased must cover fall/collapse zone of the tower). The updated application will be reviewed at the next meeting.

F. Supervisor Report

The supervisor reported on the following:

- \* Regional quarterly meeting – The Alger County building inspector is proposing to require that vacation rental properties must apply for a business permit and undergo regular inspection (*3 year permit tentatively*) as there have been safety & code concerns with these unregulated properties. He would appreciate support from the townships and cities on this enforcement issue.
- \* Boat launch – there is debate on how this site is referred to (1) the AuTrain boat launch (being that it is not in AuTrain Township) vs (2) the Brownstone Boat launch.
- \* Brownstone Creek – a homeowner was issued a five-year DEQ permit for dredging the creek.
- \* Tyoga – the AuTrain-Onota school children would like to participate in this community project.
- \* Signs should be placed at township historical sites to promote education & interest in local history.

**V. CORRESPONDENCE**

- \* Letter regarding Planning Commission public hearing (*the clerk briefly summarized this letter*).
- \* Alger Regional Community Foundation – request for donations

**VI. PUBLIC COMMENT**

Opened: 7:24 pm

Comment was received from: John Highlen on progress with the Friends of Tyoga Trail non-profit group and future grant applications / trail projects; and Char McDonnell on the AT&T cell tower and the AT&T proprietary "FirstNet" system for emergency responders.

Closed: 7:40 pm

**VII. UNFINISHED BUSINESS**

A. Generator Bids

One bid was received from Imperial Electric in the amount of \$6,270 to install a 16KW generator (specs as listed on the bid sheet) and an separate (requested) option of \$1,300 for upgrading the master electrical panel in the back office (\$7,570 total). They noted that the gas line would need to be run by another contractor and its cost was not included.

The board discussed this, and it was agreed that this was important to move forward on, since there is no other public building that could act as a community shelter in the event of a power outage or disaster (as the school is a secure facility).

A motion was made to move \$6,070.00 from 850-965 Contingency Fund to 265-973 Equipment Purchases for the generator installation and electrical panel upgrade project (*\$7570 + \$500 for gas line installation – \$2000 in 265-973 = \$6070*).

Motion: Catherine Kimar  
Support: Brian Bresette  
Motion carried.

Roll call vote  
Ayes: Cheryl Lane  
Connie Lacko  
Terry Pihlainen  
Brian Bresette  
Catherine Kimar

A motion was made to accept the bid of \$7,570.00 from Imperial Electric for the generator installation and electrical panel upgrade.

Motion: Terry Pihlainen  
Support: Cheryl Lane  
Motion carried.

Roll call vote  
Ayes: Connie Lacko  
Catherine Kimar  
Brian Bresette  
Cheryl Lane  
Terry Pihlainen

## VIII. NEW BUSINESS

### A. Quickbooks renewal approval + end of year payroll

The clerk presented the expected costs for each of these respective items.

A motion was made to approve up to \$1,180.00 for quickbooks software renewal (\$730) and for end of year payroll processing (\$450).

Motion: Catherine Kimar  
Support: Terry Pihlainen  
Motion carried.

Roll call vote:  
Ayes: Connie Lacko  
Terry Pihlainen  
Cheryl Lane  
Brian Bresette  
Catherine Kimar

### B. Planning Commission re-appointment

A message was received from Martin Dolan, confirming his interest in continuing his role with the Planning Commission. The supervisor made a recommendation to appoint him to another term.

A motion was made to accept the recommendation of the supervisor and reappointment of Martin Dolan to the Planning Commission for a 3 year term (Dec 2018 – Dec 2021).

Motion: Catherine Kimar  
Support: Brian Bresette  
Motion carried.

### C. Budget Amendments

The clerk explained that the Alger County Clerk had opted to start charging precincts for actual costs of printing & publishing and precinct kits (in the past, these costs were covered by the county). As the county gave no notice of this new policy other than sending a bill after the August primary, the election line item overran its costs this year. The clerk expected only two more minor expenses in this category – (1) mileage to retrieve election items after a recount - \$25 (2) new felt tip pens for ballots - approx \$20 for 36 pens.

A motion was made to move \$300.00 from 850-965 Contingency Fund to 262-000 Elections – Other (*to make a record of the overage cost for future planning*).

Motion: Catherine Kimar  
Support: Terry Pihlainen  
Motion carried.

The clerk also noted that the supervisor's line item for mileage was likely to go over cost due to the number of regional and area meeting he attended this year.

A motion was made to move \$100.00 from 850-965 Contingency Fund to 171-860 School & Mileage to cover expected mileage overage cost before fiscal year-end.

Motion: Catherine Kimar  
Support: Cheryl Lane  
Motion carried.

D. Zoning Board of Appeals

Gregg Quinn questioned the township regarding pay of the ZBA members. Upon looking into it, the clerk found that somehow payment of the ZBA had been overlooked since its inception, and no members had been paid for their service. The board felt this was an error of omission, as there was a line item under zoning for meeting compensation.

A motion was made to compensate Zoning Board of Appeals members at the rate of \$30/member and \$40/chair & secretary.

Motion: Catherine Kimar  
Support: Brian Bresette  
Motion carried.

A motion was made to move \$200.00 from 850-965 Contingency Fund to 722-704 to compensate the ZBA members for meetings held this fiscal year.

Motion: Catherine Kimar  
Support: Cheryl Lane.  
Motion carried.

**IX. PUBLIC COMMENT**

Opened: 8:07 pm

Comment was received from: Terry Lane on road commission work in the township.

Closed: 8:15 pm

**X. BOARD CONCERNS**

Catherine – water heater needs the anode rods replaced (the supervisor said he could do this).

Connie – Asked what happened to the container from the hall porch that was holding a plant arrangement, as it belongs to Pam Ivers (the clerk said she had placed it on the front porch so it was protected from snow damage).

*No other concerns were expressed.*

**XI. ADJOURNMENT**

A motion was made to adjourn the meeting at 8:16 pm.

Motion: Brian Bresette  
Support: Catherine Kimar  
Motion carried.

Respectfully Submitted,

Onota Township Clerk

Proposed: 12/03/18

Approved: 01/07/19