

**MINUTES  
LAKE CHARTER TOWNSHIP  
BOARD MEETING  
January 19, 2016  
7:00 p.m.**

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

The meeting was called to Order by Supervisor John Gast at 7:00 p.m. The meeting opened with the Pledge of Allegiance to the Flag.

**ROLL CALL**

Clerk Payne called the roll. Board members present were John Gast, Supervisor; Gloria Payne, Clerk; Robert Clark Treasurer; Trustees Terry Eichler, John Wilk, James Stine, Jr., and Patricia L. Heyn. Eight visitors were present in the audience.

**APPROVAL OF AGENDA**

It was moved by Payne seconded by Stine to add item (G) Purchase of Dell Computers, to the Agenda. All ayes, motion carried.

**PUBLIC COMMENT**

None.

**APPROVAL OF MINUTES**

***December 15, 2015 Board Meeting Minutes***

It was moved by Heyn seconded by Clark to approve the December 15, 2015 board meeting minutes. All ayes, motion carried.

**APPROVAL OF BILLS**

It was moved by Clark seconded by Eichler to approve the bills of December 2015 in the amount of \$216,914.07. All ayes, motion carried.

**COMMUNICATIONS/CORRESPONDENCE PACKET**

The following information was included in board members packets: Lake Charter Township Planning Commission meeting minutes of January 4, 2016; Galien River Sewer District Authority agenda and minutes; Bridgman Public Library meeting minutes; Utility Committee Meeting minutes; Asset Allocation Committee meeting minutes; Lake Charter Township Zoning Board of Appeals meeting minutes; Medic One agenda and meeting minutes; Township Insights; Lake Charter Township Fund Balances as of December 31, 2015; Water Filtration Plant report.

Copy of a letter from Rambo Inc., not being able to maintain the grapes on Red Arrow Highway by Graceland Cemetery; copy of a check from State of Michigan for Revenue Sharing; Copy of a letter from Berrien County Road Commission regarding Shawnee Road project.

**REPORTS**

***Supervisor's Report***

Supervisor Gast reported as follows:

- a. Attended Galien River Sewer District Authority meeting;
- b. Attended Medic One meeting;
- c. Attended Lake Charter Township Board of Review;
- d. Signed Auditor Contract for 2015 Audit;
- e. Met and reviewed Contract with Custodians;
- f. Met with Reliable Disposal and signed Extension and Curbside Recycling addendum;
- g. Met with City Plumbing regarding HVAC System at the Public Safety Building;
- h. Met with AEP regarding additional Street Lights;
- i. Met with Dale Layman regarding Medic Quarters construction.

### Clerk's Report

Clerk Payne reported as follows:

- a. Attended Baroda-Lake Township Police Board meeting;
- b. Prepared W-2's and 1099's;
- c. Preparing for 2015 Audit February 1 - 5, 2016;
- d. Preparing for Worker's Compensation Audit February 22, 2016.

### Treasurer's Report

Treasurer Clark reported as follows:

- a. Attended Berrien County Treasurer's tax training class by BS&A;
- b. Attended Utility Committee meeting;
- c. Attended Baroda-Lake Police Board meeting.

Heading into the final stretch for winter tax payments. A lot of payments received prior to year-end and from escrow companies.

Final 2015 budget comparison shows 109% revenue and 87% expenses. Sewer income 103.7% and Water income 103.4%

General fund budget shows we are carrying significantly more fund balance now than 2014.

Renewed a CD for 11 months at 1%, which is a good rate in comparison to last year, rates are slowly increasing.

Auto water payments are at 150 customers now using it.

Preparing for the 2015 Audit February 1 – 5, 2016.

### Planning Commission Report

Trustee John Wilk reported the Planning Commission elected the same officers at 2015. John Murphy Chair, Gaylord Rochefort Vice-Chair, Christin Rice, Secretary.

An informal presentation was made by Robert Schmude regarding the proposed manufactured home park expansion.

Discussed and accepted Williams & Works proposed Conditional Rezoning Ordinance changes.

### Water Plant Report

Mark Panzegrav, Lake Charter Township Water Plant Superintendent reported:

- a. 48.0102 million gallons of water were pumped for the month of December;
- b. The monthly operating report was sent to the State of Michigan Department of Environmental Quality;
- c. Attended Utility Committee meeting;
- d. SARA Title II report sent to State of Michigan and Berrien County hazmat office.

### GRSD Sewer Authority Report

Supervisor Gast reported:

- a. Approved \$2.7 2016 Budget;
- b. Elected 2016 Officers – John Gast, Vice Chair, Juan Ganum, Secretary, Rose Dudiak, Treasurer, Wayne Warner, Deputy Treasurer and Recording Secretary Chris Bennett, with Margaret Whitaker, Alternate;
- c. Approved FHC payment request #2;
- d. Approved Roto Mixer and additional valves for digester.

### Police Department

Trustee Terry Eichler reported for 2015 Baroda-Lake Township Police Department responded to 2,751 calls. Purchased three tasers. Ordered a 2016 Ford Explorer. Hired Jonathan Douglas and Trevor Peterman as Reserves. Hired Duncan Gast as a part-time officer working approximately 30 hours per week.

### Fire Department/Fire Chief

Fire Chief Harold Heyn reported 372 calls were answered by the Lake Charter Township Fire Department in 2015. The basic fire data standard report was handed out to board members for the year 2015. In the month of December 27 calls, of which one was a structure fire, 19 medical calls, four vehicle reports and three fire alarms.

### Park Report

Treasurer Clark reported no meeting was held.

### Library Report

Gretchen Evans, Bridgman Public Library Director reported the Library is now beginning the 50<sup>th</sup> year Anniversary celebrations with a potluck on the 26<sup>th</sup> of January at 6:00 p.m., featuring 60's novels, comedy albums, movies and TV shows. February 17, 2016 will feature 60's board games.

#### Cemetery Committee Report

Clerk Payne reported for the year 2015, 26 burials and 10 cremations were held in Lake Charter Township. One full burial for this year, 2016.

#### Building Department Report

James Gast, Lake Charter Township Building Official reported for the year 2015, construction costs totaled \$2,914,369.33, down by 1/3<sup>rd</sup> from 2014. Forty electrical permits, 47 plumbing permits, 49 mechanical permits, 10 water taps, seven sewer taps and 15 lot splits.

#### Lake Township Economic Growth Alliance Report

Robert Clark reported the Annual Meeting will be held on January 28, 2016 from 5:00 p.m. - 7:00 p.m. at Pebblewood.

#### Utility Committee Report

Supervisor Gast reported most of tonight's agenda items were discussed at the Utility Committee meeting.

#### Capital Improvement Committee Report

Treasurer Clark reported no meeting was held. The next meeting is scheduled for February 2, 2016 at 10:00 a.m. and Robert Burch of Chemical Bank will be present to discuss Lake Charter Township's capital improvements.

### **AGENDA ITEMS**

#### **Watermain Replacement – Shawnee Road**

Supervisor Gast introduced Rob Andrew of Merritt Engineering, Lake Charter Township's engineer. Mr. Andrew discussed approximately 8,000 feet of watermain replacement on Shawnee Road to Gast Road, replacing 8" pipe with 16" pipe. Approval is needed to send the project plans to Michigan Department of Environmental Quality and to go out for bid estimates. Phase 1 is from Shawnee Road water tower west to Gast Road. Phase 2 is from Gast Road to Lemon Creek and hook up to the 16" pipe at that juncture.

Further, approval is needed for the invoice of Merritt Engineering in the amount of \$29,000.00 for the whole project.

It was moved by Gast seconded by Wilk to approve. approximately 8,000 feet of watermain replacement on Shawnee Road to Gast Road, replacing 8" pipe with 16" pipe, to send the project plans to Michigan Department of Environmental Quality and to go out for bid estimates. Further to approve the invoice of Merritt Engineering in the amount of \$29,000.00. All ayes, motion carried.

#### **GIS Mapping Program**

Supervisor Gast turned the floor over to Mark Panzegrau, Lake Charter Township's Water Plant Superintendent. Superintendent Panzegrau asked board members to approve from Spatial a GIS mapping program for \$6,500.00. This will allow each truck to access GIS coordinates, mapping and locate items at any time without an online connection. The cost includes initial set-up, data processing and training. This is a 2016 budgeted item.

It was moved by Wilk seconded by Heyn to purchase from Spatial, a GIS mapping program for \$6,500.00 to include initial set-up, data processing and training. All ayes, motion carried.

#### **Clarifier Bearing Replacements**

Supervisor Gast turned the floor over to Mark Panzegrau, Lake Charter Township's Water Plant Superintendent. Superintendent Panzegrau asked board members to approve the purchase of 48 sealed greased bearings from Applied Industrial Technologies, Inc., for a total of \$18,607.90. The existing bearings are 39 years old and need replacing.

It was moved by Wilk seconded by Clark to purchase from Applied Industrial Technologies, Inc., 48 sealed greased bearings for a total of \$18,607.90. All ayes, motion carried.

#### **20/20 Operator/Lead Worker**

Supervisor Gast turned the floor over to Mark Panzegrau, Lake Charter Township's Water Plant Superintendent. Superintendent Panzegrau asked board members to review the job description for the 20/20 Operator. Further, to approve posting the position internally and if no one applies, post the position externally.

Also, approval for designating a Lead Worker in the lab and in the distribution area. Said Lead Worker would be paid a \$1,500.00 stipend at the end of the year.

It was moved by Stine seconded by Wilk to approve the job of a 20/20 Operator, posting the position internally first and then externally, lastly to approve designating a Lead Worker in the lab and in the distribution area, said Lead Worker to be paid \$1,500.00 stipend at year end. All ayes, motion carried.

### **Budgeted Project Approval**

Supervisor Gast brought board members attention to allowing Mark Panzegrau, Lake Charter Township's Water Plant Superintendent, the ability to proceed with budgeted maintenance projects and approve expenditures accordingly. Items exceeding budgeted amounts would continue to come to the Lake Charter Township Board for their approval. Superintendent Panzegrau will continue to report to the Board the completion and status of the projects.

It was moved by Clark seconded by Heyn to allow Mark Panzegrau, Lake Charter Township's Water Plant Superintendent, the ability to proceed with budgeted maintenance projects and approve expenditures accordingly. Items exceeding budgeted amounts would continue to come to the Lake Charter Township Board for their approval. All ayes, motion carried.

### **2016 Lake Charter Township Fire Department Officers**

Supervisor Gast presented to board members the 2016 Officers as follows: Harold Heyn, Fire Chief, Dan Scheer, Assistant Fire Chief, Tony Jones, Captain, Mike Essig Lieutenant, James Orr Engineer, Jim Hausmann, Safety Officer and Allen Weich, Training Officer.

It was moved by Gast seconded by Payne to approve the 2016 Lake Charter Township Fire Department slate of Officers: Harold Heyn, Fire Chief, Dan Scheer, Assistant Fire Chief, Tony Jones, Captain, Mike Essig Lieutenant, James Orr Engineer, Jim Hausmann, Safety Officer and Allen Weich, Training Officer. All ayes, motion carried.

### **Purchase of Dell Computers**

Supervisor Gast turned board members attention to the quote from Double K Enterprises, Inc., for the purchase of replacement computers for the Lake Charter Township Hall offices. The computers to be Dell Computers with 8GB 1,600MHz DDR3 memory, including Microsoft Office Professional 2016, and a three-year warranty. Each computer is \$1,485.51. Five computers are needing replacement for a total of \$7,427.55

Clerk Payne reported the existing computers were purchased in 2010. The life span of a computer is three to four years. We have exceeded that by three years.

It was moved by Stine seconded by Gast to accept the quote of Double K Enterprises, Inc., for the purchase of five (5) Dell desktop computers for a total of \$7,427.55, for Lake Charter Township Hall offices. All ayes, motion carried.

### **PUBLIC COMMENT**

Loren Berndt expressed his concerns over Curbside Recycling, a Tax Abatement meeting being held a week before the regular board meeting, Lincoln Township's landscaping and Lake Township's landscaping. Further a remark that was made in the township hall office by a board member asking what he was in the office complaining about, and lastly minutes that were missing on the website.

### **ANNOUNCEMENTS**

The next regular meeting is scheduled for February 16, 2016 at 7:00 p.m., Lake Township Hall, Bridgman, Michigan.

Lake Charter Township Planning Commission meeting is February 1, 2016 at 7:00 p.m., Lake Township Hall, Bridgman, Michigan.

Lake Charter Township Zoning Board of Appeals meeting is March 10, 2016 at 7:00 p.m.

**ADJOURNMENT**

With no further objection and no further business it was moved by Payne seconded by Stine to adjourn the meeting. All ayes. Motion carried. Meeting adjourned at 8:10 p.m.

Dated: \_\_\_\_\_

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Gloria A. Payne, Clerk

Dated: \_\_\_\_\_

\_\_\_\_\_  
John Gast, Supervisor