

**MINUTES  
LAKE CHARTER TOWNSHIP  
BOARD MEETING**

**January 19, 2021**

**7:00 p.m.**

*Electronic meeting via zoom, per Governor Whitmer's Order*

LINK:

[https://us02web.zoom.us/rec/share/9PVa07IqZKFvDiP\\_qOxaIFemXdnFXKDVhbLNJyP8dk8P7FLgeguL0Yc4vs-e1UP.psYNZ1M\\_IQYR4RUx](https://us02web.zoom.us/rec/share/9PVa07IqZKFvDiP_qOxaIFemXdnFXKDVhbLNJyP8dk8P7FLgeguL0Yc4vs-e1UP.psYNZ1M_IQYR4RUx)

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**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.

**ROLL CALL**

Clerk Payne called the roll. Board members present were John Gast, Supervisor; Gloria Payne, Clerk; Robert Clark, Treasurer; Zach Carson, Trustee; Mike Essig, Trustee; Nancy Mensinger, Trustee and John Wilk, Trustee. A quorum of the board was present.

**GUESTS**

Eight visitors were present.

The meeting procedure was included in board members' packets. (A copy of this is attached).

**APPROVAL OF AGENDA**

It was moved by Essig seconded by Wilk to approve one addition to the agenda. Roll Call Vote: All Yes, motion carried.

**PUBLIC COMMENT**

None.

**APPROVAL OF MINUTES**

**December 15, 2020**

It was moved by Clark seconded by Wilk to approve the December 15, 2020 meeting minutes. Roll Call Vote: All Yes, motion carried.

**Special Board Meeting Minutes January 5, 2021**

It was moved by Mensinger seconded by Carson to approve the special meeting minutes of January 5, 2021. Roll Call Vote: All Yes, motion carried.

**APPROVAL OF BILLS**

After review and explanation of the December bills, it was moved by Essig seconded by Clark to approve the December bills in the amount of \$671,605.11. Roll Call Vote: All Yes, motion carried.

**COMMUNICATIONS/CORRESPONDENCE PACKET**

Lake Charter Township account balances for December 2020.  
2020 Revenue and Expenditure Report.

**Supervisor's Report**

Attached.

Clerk's Report

Attached.

Treasurer's Report

Attached.

Treasurer Clark reported the Lake Charter Township Hall offices are now open, as of January 18, 2021. After making the amendments to the 2020 Budget, the numbers look good.

Planning Commission Report

Lake Charter Township Planning Commission Meeting minutes are on file in the Township Hall offices.

Water Plant Report

Attached.

2020 Year-End Report attached.

GRSD Sewer Authority Report

Galien River Sewer District Authority meeting minutes attached.

Police Department

Baroda-Lake Township Police Board approved the hiring of Matt Vestrate to a full-time position with benefits effective February 1, 2021. There were 2,042 calls for service in 2020 and 102, so far in 2021.

A copy of the November 10, 2020 meeting minutes are attached.

Fire Department Report

2020 Year-End Report attached.

Park Committee Report

Attached.

The off season has been well used by disc golfers, in the snow.

Library Report

Dennis Kreps, Bridgman Public Library Director reported the Library is having a lot of virtual programs. They are still offering curbside service.

Cemetery Committee Report

Attached.

2020 Year-End list of burials and cremations are attached.

Building Department Report

2020 Year-End Report attached.

Lake Township Economic Growth Alliance Report

Treasurer Clark reported, so far \$4,000.00 in gift cards for "Buy Local Bridgman" has been purchased. Initial plans are being made to have a Makers Trail Festival at Weko Beach in October 2021.

Medic One Report

Medic One information attached.

Utility Committee Report

Attached.

Capital Improvement Report

No meeting.

Zoning Board of Appeals Report

The Lake Charter Township Zoning Board of Appeals meets March 11, 2021.

## **AGENDA ITEMS**

### **Lake Charter Township Zoning Administrator**

Supervisor Gast reported, a motion to hire Richard Kubsch as the Zoning Administrator is needed. An oversight on when we hired him as the Lake Charter Township Building Official. The job offer was presented to him for both the Building Official and Zoning Administrator positions.

It was moved by Gast seconded by Wilk to offer the Zoning Administrator position to Richard Kubsch. Roll Call Vote: All Yes, motion carried.

### **Lake Charter Township Hummer Repairs**

Supervisor Gast turned the floor over to Harold Heyn, Lake Charter Township Fire Chief. While the Hummer was being repaired, they looked a little further and when they placed a scope on the cylinders, they discovered a piston is cracked. With this damage the engine has to come out and be torn down. The mechanic located a new short block for the unit at an additional cost of \$5,844.00. Then the vehicle will be repaired and done in one week to ten days. This is a budgeted item. This is more cost efficient to repair, then to replace with a new Hummer.

It was moved by Clark seconded by Carson to approve the additional Hummer repairs of \$5,844.00. Roll Call Vote: All Yes, motion carried.

### **Lake Charter Township Fire Department 2021 Slate of Officers**

Supervisor Gast reported, included in board members' packet is the list of the 2021 Lake Charter Township Fire Department 2021 Slate of Officers. Harold Heyn, Chief; Dan Scheer, Assistant Chief; Mike Essig, Lieutenant; Andrew Daniel, Dan Scheer, Engineer; Shawn Martin, Safety Officer; Allen Weich, Fire Training Officer and Medical Advisor.

It was moved by Gast seconded by Payne to approve the Lake Charter Township Fire Department 2021 Slate of Officers. Roll Call Vote: All Yes, motion carried. (Copy Attached).

### **BS&A Building Department Module**

Supervisor Gast reported that the newly hired Building Official/Zoning Administrator is computer literate and would like to request the purchase of the Building Department module for BS&A. This module integrates with our existing Accounts Payable, Assessor, Cash Receipting, and General Ledger modules. The cost specific to the needs for Lake Charter Township is \$10,300.00.

It was moved by Payne seconded by Clark to approve \$10,300.00 for purchase of the Building Department module to integrate with BS&A. Roll Call Vote: All Yes, motion carried.

### **County Resolution for Designated Assessor**

Supervisor Gast presented to board members Resolution #0119202. This resolution requires that each county notify the State Tax Commission of an individual who would serve as the County's Designated Assessor. Berrien County has developed an Interlocal Agreement naming the designated assessor which shall be binding upon all assessing districts. This resolution speaks to the County of Berrien nominating John R. Baumann as the Berrien County Designated Assessor. Lastly this Resolution also authorizes Supervisor John Gast to execute the Interlocal Agreement with Berrien County. This is in the event only if the audit of the Assessor is questionable two years in a row.

It was moved by Payne seconded by Mensinger to approve Resolution #01192021. Roll Call Vote: All yes, motion carried.

### **City of Bridgman Grant Application**

Supervisor Gast reported that the City of Bridgman is making application for a grant to look into a feasibility study to purchase water from Lake Charter Township. Supervisor Gast turned the floor over to Juan Ganum, City of Bridgman Manager. He reported that the City of Bridgman will be working with their city Engineer, Whitman & Associates in an effort to work at making it possible. The City Council did discuss developing an Authority, which will be addressed and looked at in the feasibility study as well.

It was moved by Gast seconded by Wilk to support the grant effort of the City of Bridgman to look into a feasibility study to purchase water from Lake Charter Township. Roll Call Vote: All yes, motion carried.

**800 MHz Radios**

Supervisor Gast turned the floor over to Lake Charter Township Fire Department Chief, Harold Heyn. Chief Heyn reported that he needs approval to purchase of four 800 MHz Radios, two dual head mobile units and two portable radios. The County of Berrien has the funds for the templates. It will take approximately seven months to receive them. The total cost is \$17,828.39. This is a 2021 budgeted item.

It was moved by Clark seconded by Mensinger to approve purchase of four 800 MHz Radios, two dual head mobile units and two portable radios, not to exceed \$18,000.00. Roll Call Vote: All yes, motion carried.

**PUBLIC COMMENT**

Nancy Mensinger asked about the Sober/Decker Drain project. Supervisor Gast reported it currently is on hold.

Fire Chief Harold Heyn, on behalf of the Firemen thanked the Lake Charter Township Board for the Christmas Bonus.

Juan Ganum reported that John R. Baumann is their City Assessor and is currently studying for his Level 4 Assessors' license.

**ANNOUNCEMENTS**

The next regular meeting is scheduled for February 16, 2021 at 7:00 p.m., Lake Township Hall, Bridgman, Michigan.

Lake Charter Township Planning Commission is scheduled for February 1, 2021 at 7:00 p.m., Lake Charter Township Hall, Bridgman, Michigan.

Lake Charter Township Zoning Board of Appeals is scheduled for March 11, 2021 at 7:00 p.m., Lake Charter Township Hall, Bridgman, Michigan.

**ADJOURNMENT**

With no further objection and no further business it was moved by Payne seconded by Clark to adjourn the meeting. Roll Call Vote: All yes. Motion carried. Meeting adjourned at 8:04 p.m.

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

\_\_\_\_\_  
Gloria A. Payne, Clerk

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

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