

MINUTES
LAKE CHARTER TOWNSHIP
BOARD MEETING
January 20, 2015
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 Clerk, Treasurer, Trustees Terry Eichler, Patricia L. Heyn, James Stine Jr., and John Wilk. Eleven visitors were present in the audience.

APPROVAL OF AGENDA

It was moved by Eichler seconded by Wilk to add one item to the agenda. All ayes, motion carried.

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

December 16, 2014

It was moved by Clark seconded by Heyn to approve the December 16, 2014 board meeting minutes. All ayes, motion carried.

January 7, 2015 Special Board Meeting

It was moved by Clark seconded by Payne to approve the January 7, 2015 special board meeting minutes. All ayes, motion carried.

APPROVAL OF BILLS

After a few explanations, it was moved by Stine seconded by Payne to approve the bills of December 2014 in the amount of \$351,766.83. All ayes, motion carried.

COMMUNICATIONS/CORRESPONDENCE PACKET

The following information was included in board members packets: copy of Lake Charter Township Planning Commission meeting minutes of January 5, 2015; Township Insights; Galien River Sanitary Sewer Authority Agenda and meeting minutes; Water Filtration Plant report; Lake Charter Township Fund Balances of December 2014; Bridgman Public Library meeting minutes of November 25, 2014; Medic One meeting minutes; Zoning Board of Appeals meeting minutes of January 8, 2015; 2014 Budget vs. Actual report.

A copy of a check, in the amount of \$40,824.00, from State of Michigan for Revenue Sharing. A copy of a bill from the 2015 Accident Fund in the amount of \$16,185.00 for workers compensation insurance.

REPORTS

Supervisor's Report

- a. Attended Special Meeting held on January 7, 2015;
- b. Attended Utility Board meeting;
- c. Attended Industrial Facilities Tax Exemption meeting;
- d. Met with Merritt Engineering on manhole inspections;
- e. Met with Representative from Cintas;
- f. Met with Chris Brooks and toured old fire station regarding possible renovations.

Clerk's Report

Clerk Payne reported as follows:

- a. Attended Special Meeting held January 7, 2015;
- b. Attended Baroda-Lake Township Police Board meeting;
- c. Met with Representative from Cintas;

Clerk Payne also reported that Brian Wisneski of Gerbel and Company will begin the 2014 audit on Monday, January 26, 2015.

Treasurer's Report

Treasurer Robert Clark reported as follows:

- a. Met with auditor to prepare for audit;
- b. Attended Special Meeting held on January 7, 2015;
- c. Attended the Community Growth Alliance meeting;
- d. Met with Representative from Cintas;
- e. Attended Capital Improvement meeting;
- f. Attended Baroda-Lake Township Police Board meeting;
- g. Attended Industrial Facilities Tax Exemption meeting.

Treasurer Clark also reported he collected more than \$350,000 in the final two weeks of 2014. Payments have slowed some before the deadline of February 17, 2015. Received \$317.74 in water payments that were placed on tax bills and \$1,670.50 for the demolition of the house on Browntown Road.

We are preparing for the 2014 audit with Brian Wisneski of Gerbel and Company who will begin on Monday, January 26, 2015.

The website is up and fully functional. We have had 82 visits to the website in the last week and expect this number to increase as people realize what it has to offer.

The year-end budget looks good 93% revenue and 92% expenses for all funds.

Planning Commission Report

Trustee Wilk reported the Planning Commission elected their officers for 2015. John Murphy remains as Chair, Gaylord Rochefort as Vice-Chair and William Geukes as Secretary.

Discussed the ordinance text amendment regarding setback measurements and fence height in front yards.

Water Plant Report

Mark Panzegrav, Lake Charter Township Water Plant Superintendent reported:

- a. 50.0418 million gallons of water were pumped for the month of December;
- b. The monthly operating report was sent to the State of Michigan;
- c. Attended the utility board meeting;
- d. Attended Capital Improvement meeting;
- e. One tap was sold on California Road.

GRSD Sewer Authority Report

Supervisor Gast reported as follows:

- a. Approved 2015 meeting dates;
- b. Discussed and approved 2015 budget;
- c. Met with Schaffer & Layher for 2015 audit;
- d. Discussed and approved updating to a non-union pension program;
- e. Met with Berrien County Road Commission regarding the new drain system in Harbert.

Supervisor Gast also reported that officers include Chair Jim Reimann, Vice Chair, John Gast, Treasurer Rose Dudiak, Deputy Treasurer, Wayne Warner and Recording Secretary Christine Bennett.

Police Department

Trustee Terry Eichler reported the Baroda-Lake Township Police took possession of the 2015 Explorer, which is equipped and in service. 2,203 calls were handled in 2014.

Fire Department/Fire Chief

Fire Chief Harold Heyn reported 32 calls were answered, 24 medical, eight fire related. He will report on his yearly statistics later on in the agenda.

Park Report

Treasurer Bob Clark reported the Park Committee is still on hiatus, however, \$1,209.00 was received from the local soccer association for one-half of the expense from Tru Green for fertilizing and weed control. Also, met with Patrick regarding the drainage project which should be done by mid March.

Library Report

Gretchen Evans, Bridgman Public Library Director reported that more people are using the website instead of foot traffic in the Library. The Library now has streaming movies. She reported that a group of children toured the Lake Charter Township Water Plant. February 5, 2015, a Professor from Western Michigan University will be present to report on archeology in the 18th Century.

Cemetery Committee Report

Clerk Payne reported five full burials took place since our last board meeting. Forty-four burials occurred in the year 2014 with 31 full burials and 13 cremations.

Building Department Report

James Gast reported he issued six building permits, eight electrical permits, sixteen plumbing permits and eight mechanical permits. One water tap. Met with Chris Brooks regarding old fire station. Processed the paperwork for the ordinance text amendment, answered calls, complaints and inspections.

Lake Township Economic Growth Alliance Report

James Stine, Jr., reported the EGA came within \$70.00 of their 2014 budget. The Growth Alliance will kick in \$5,000.00 for a study regarding our trailways and waterways.

Utility Committee Report

Supervisor Gast reported as follows:

- a. Rob Andrews from Merritt Engineering reviewed the reliability study/master plan update;
- b. #2 Backwash pump has been rebuilt for \$24,500.00;
- c. Marshall "Cody" Tucker might work three days per week in the distribution portion of the water plant;
- d. Fifteen items on the 2014 department projects were accomplished, only one, the water tower paint project, was moved into 2015.

Capital Improvement Report

Treasurer Clark reported the committee met with Mark Panzegrau and 12 items recommended by our engineering firm are prioritized for completion. Rough estimates will be received soon.

The year-end cash balances were reviewed. We are down \$216,375 due to the California Road project, but the general checking is up \$295,221 over last year.

AGENDA ITEMS

Year-End Report Water Department

Supervisor Gast turned the floor over to Sandi Denman, Water Billing Clerk who reported 666,158,425 gallons of water were used, amounting to \$1,409,958.77 in water and \$398,617.82 in sewer. During 2014 there were 113 transfers in properties in Lake Township in comparison to 105 transfers in 2013 due to foreclosures, sales of homes, transfer of renters, etc. There were no un-collectibles for 2014, however, we did place five customer's delinquent water/sewer bills on the tax rolls for 2014. During 2014 approximately 100 - 150 payments were late each month which remains very standard.

This report was placed on file.

Year-End Report Building Department

Supervisor Gast turned the floor over to James Gast, Lake Charter Township Building Official. For the year 2014, he reported that total building permit fees were \$11,817.00; \$5,621.00 in electrical costs; \$5,985.00 in plumbing permit costs; \$6,345.00 in mechanical permit costs; \$19,520.00 in water taps; \$7,325.00 in sewer taps and \$300.00 in lot splits. His report was placed on file.

Year-End Report Fire Department

Supervisor Gast turned the floor over to Harold Heyn, Fire Chief. For the year 2014 360 fire calls were dispatched. He noted the response times for a volunteer department were very good. This report was placed on file.

Fire Department Slate of Officers

Supervisor Gast brought before board members the 2015 slate of officers for the Lake Charter Township Fire

Department. Harold Heyn, Fire Chief, Assistant Fire Chief, Daniel Scheer; Captain, Tony Jones; Lieutenant Mike Essig; Engineer Jim Orr; Safety Officer James Hausmann and Training Officer Allen Weich. It was moved by Gast seconded by Wilk to approve the 2015 Lake Charter Township Fire Department Slate of Officers. All ayes, motion carried.

Text Amendment to Zoning Ordinance

Supervisor Gast brought board members attention to the letter from the Berrien County Planning Commission which reviewed the text amendments to the Lake Charter Township Zoning Ordinance. The Commission concurred with the planning commission's recommendation to define the measurement of setbacks to the eaves or nearest line of main buildings.

It was moved by Gast seconded by Clark to adopt the amendment to define the measurement of setbacks to the eaves or nearest line of main building, having it be approved upon publication. All ayes, motion carried.

The Berrien County Planning Commission did not concur, after considerable discussion, of the proposed amendment to increase the maximum fence height in front yards unconditionally in all zoning districts, and further decided not to concur with the Township planning commission's recommendation for approval. The Commission does acknowledge, however, that approval of the amendment as presented doesn't appear to legally conflict with the remainder of the Township's zoning ordinance.

It was moved by Gast seconded by Heyn to return the Fence Height in Front Yards back to the Lake Charter Township Planning Commission to continue their review. All ayes, motion carried.

Water Plant 2015 Work Proposal

Supervisor Gast turned board members' attention to the letter from Peerless Midwest, Inc., who outlined four projects, that are budgeted for 2015. Those being: Remote Rack Upgrade, #3 Low Service pump overhaul, Low Service Station basement wiring, and an additional SCADA screen for the lab room. The total estimate for these projects totaling \$81,450.00.

Peerless Midwest, Inc., proposes to bill us for ten months at \$8,145.00 per month, commencing in March through December 2015 to pay for the projects.

It was moved by Gast seconded by Eichler to approve Peerless Midwest, Inc., to conduct four budgeted projects, Remote Rack Upgrade, #3 Low Service pump overhaul, Low Service Station basement wiring, and an additional SCADA screen for the lab room, and bill us for ten months at \$8,145.00 per month, commencing in March through December 2015 to pay for the projects, for a total of \$81,450.00. All ayes, motion carried.

Water Plant GPS Receiver

Supervisor Gast presented a quote from Michigan Surveyors for a GPS Receiver in the amount of \$11,508.00 so water plant personnel could conduct our own locating of curb boxes, valves, manholes, piping etc. Upon discussion, it was moved by Gast seconded by Payne who decided to table this agenda item, to gather information on whether this GPS Receiver has a warranty and a maintenance agreement. All ayes, motion carried.

PUBLIC COMMENT

Fire Chief Harold Heyn thanked the Lake Charter Township Board for their support. The Public Safety Building is a unique building and the firemen appreciate getting cleaned and showered before they return to their personal vehicles. They also appreciated the flashlights and the equipment we supply.

ANNOUNCEMENTS

The next regular meeting is scheduled for February 17, 2015 at 7:00 p.m., Lake Township Hall, Bridgman, Michigan.

Lake Charter Township Planning Commission is scheduled for February 2, 2015 at 7:00 p.m., Lake Charter Township Hall, Bridgman, Michigan.

Lake Charter Township Board of Appeals is scheduled for March 12, 2015 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 Eichler to adjourn the meeting. All ayes. Motion carried. Meeting adjourned at 8:16 p.m.

Dated: _____

Gloria A. Payne, Clerk

Dated: _____

John Gast, Supervisor