

**MINUTES
LAKE CHARTER TOWNSHIP
BOARD MEETING
October 18, 2016
7:00 p.m.**

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Supervisor, John Gast, called the meeting to Order 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, Patricia L. Heyn, John Wilk and James Stine Jr. A quorum of the board was declared to be present. Four visitors were present in the audience.

APPROVAL OF AGENDA

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

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

September 20, 2016

It was moved by Heyn seconded by Wilk to approve the September 20, 2016 Lake Charter Township board meeting minutes. All ayes, motion carried.

APPROVAL OF BILLS

It was moved by Clark seconded by Payne to approve the September 2016 bills in the amount of \$326,800.88. All ayes, motion carried.

COMMUNICATIONS/CORRESPONDENCE PACKET

The following information was included in board members packets: copy of Township Insights; Galien River Sanitary Sewer Authority Agenda and meeting minutes; Lake Charter Township Planning Commission meeting minutes; Bridgman Public Library meeting minutes; Water Filtration Plant report; Lake Charter Township Fund Balances of September 2016; Utility Committee meeting minutes; Medic One meeting minutes; Baroda-Lake Township Police Board meeting minutes and bills; Fire Department Report through September 2016 and 3rd Quarter Lake Charter Township 2016 Budget.

REPORTS

1 Supervisor's Report

Attached.

Clerk's Report

Attached.

Treasurer's Report

Attached.

Planning Commission Report

Meeting minutes on file in the Township Hall offices.

Water Plant Report

Attached.

GRSD Sewer Authority Report

Attached.

Police Department

Attached.

Fire Department

Attached.

Park Report

No meeting in September 2016.

Library Report

Library meeting minutes attached.

Gretchan Evans Bridgman Public Library Director reported the Library is holding home brewing classes, added noise reduction to the community room and having a Halloween Party on October 20, 2016.

Cemetery Committee Report

Attached.

Building Department Report

Attached.

Lake Township Economic Growth Alliance Report

Treasurer Robert Clark reported the CGA Board will be reducing the number of members appointed by City, Township and membership, resulting in a 12-member board instead of 15.

The City of Bridgman is hosting a Michigan Municipal League training December 1, 2016 from 6:00 p.m. - 9:00 p.m. (Location to be determined). It will include an overview of municipal laws, charters, ordinances, open meetings act, consequences of improper actions, civil liability and how to make things work better.

Brewer's Festival will be held October 29, 2016 1:00 p.m. - 7:00 p.m. at Weko Beach.

Holiday Village is scheduled for December 8, 2016 5:30 p.m. - 7:30 p.m.

Utility Committee Report

Attached.

Capital Improvement Report

No meeting in September 2016.

AGENDA ITEMS

Pajay, Inc., Pay Request #5-Final Gast Road Water Main Replacement Project

Supervisor Gast turned the floor over to Rob Andrew of Merritt Engineering who presented to board members pay request #5-Final, in the amount of \$66,066.22 from Pajay, Inc., for the Lake Charter Township Gast Road water main replacement project for the period covering August 6, 2016 through October 1, 2016.

After discussion, it was moved by Eichler seconded by Stine to pay Pajay, Inc., for pay request #5-Final, in the amount of \$66,066.22 for the Lake Charter Township Gast Road water main replacement project for the period covering August 6, 2016 through October 1, 2016. All ayes, motion carried.

Merritt Engineering

Supervisor Gast presented Invoice #88065 from Merritt Engineering for the Gast Road water main replacement in the amount of \$2,406.00.

It was moved by Payne seconded by Heyn to pay Invoice #88065 from Merritt Engineering for the Gast Road water main replacement in the amount of \$2,406.00. All ayes, motion carried.

Review of Extension Offer of Audit Contract

Supervisor Gast reported he received an offer from Gerbel & Company, P.C., for extension of the Lake Charter Township independent public accountant services for the years ending December 31, 2017, 2018 and 2019.

Lake Charter Township's payment for December 31, 2016 will be \$9,625.00. The offer consists of \$9,914.00 for December 2017; \$10,211 for December 2018 and \$10,517 for December 2019.

Discussion included whether there was an "opt out" clause in the agreement, should there be a future issue with retirement, staff leaving, turnovers, etc., it was agreed that most places would let you opt out should there be a problem. It was moved by Gast seconded by Wilk to approve continuing our services with Gerbel & Company, P.C., for independent public accountant services for \$9,914.00 for December 2017; \$10,211.00 for December 2018 and \$10,517.00 for December 2019. All ayes, motion carried.

Resolution Approving Refunding Contract

Supervisor Gast informed board members that the Galien River Sanitary District is deemed necessary to refund certain maturities of the GRSD Sewer Authority's General Obligation Limited Tax Bonds, so as to produce interest savings to the Galien River Sewer Authority. The allocation of the bonds is 20% to each holder, i.e., City of Bridgman 20%; City of New Buffalo 20%; New Buffalo Township 20%; Chikaming Township 20% and Lake Charter Township 20%.

It was moved by Clark seconded by Stine to approve the Lake Charter Township Supervisor and the Lake Charter Township Clerk sign the Preamble and Resolution to refund certain maturities of the GRSD Sewer Authority's General Obligation Limited Tax Bonds. Roll Call Vote: All yes, motion carried.

Posting of Park Property - No Hunting

Supervisor Gast brought board members attention to the fact that the Lenardson property that Lake Charter Township recently purchased, had allowed hunting. All municipal government property is "No Hunting."

It was moved by Stine seconded by Clark to approve posting "No Hunting" signs on the newly purchased property that is now Lake Charter Township Park. All ayes, motion carried.

2016 Budget Amendment Resolution

Supervisor Gast read Resolution #2016-02 wherein the Lake Charter Township Board desires to amend the 2016 Budget due to the following reasons:

- (a) At the time the 2016 Lake Charter Township was prepared, it was unknown that Lenardson property would be put on the market for sale and that a bond refinancing would take place;
- (b) The Lake Charter Township paid attorney expenses associated with the bond refinancing of \$26,897.50, bond rating update expense of \$11,000.00, attorney expenses of \$4,062.50, and an environmental study of \$13,176.17 associated with the Lenardson property purchase;
- (c) The line item budget professional fee-Attorney/ Legal expense needs to be amended in the amount of \$20,000.00 to account for the attorney expense for the bond refinancing and Lenardson property purchase attorney fees; total amendment to \$60,000.00;
- (d) The line item professional fees-consultant needs to be amended in the amount of \$25,000.00 to account for the bond rating expense and the environmental study; total amendment to \$35,000.00.

It was moved by Gast seconded by Wilk to approve amending the Lake Charter Township budget in the amount of \$45,000.00. Roll call vote: All yes, motion carried.

Petition for Zoning Amendment - Beverly Hildebrandt Parcel No. 11-11-0136-0028-03-8

Supervisor Gast asked board members to look over the Petition for Zoning Amendment. Beverly Hildebrandt petitioned Lake Charter Township to change Parcel No. 11-11-0136-0028-03-8 from Residential-Agricultural to Commercial. This requires sending the paperwork to the Planning Commission, they in turn, act on it and send it to the Berrien County Planning Commission and then it comes back to the Lake Charter Township Board.

It was moved by Stine seconded by Eichler to send the request of Beverly Hildebrandt, Parcel No. 11-11-0136-0028-03-8 to the Lake Charter Township Planning Commission for their review. All ayes, motion carried.

Addition of Fire Department Personnel

Supervisor Gast, turned the floor over to Harold Heyn, Lake Charter Township Fire Chief, who requested that Amanda Leigh Mastin be added to the Lake Charter Township Fire Department. She has passed the background check, completed Firefighter I & II and has asked to be on the Lake Charter Township Fire Department.

It was moved by Gast seconded by Clark to add Amanda Leigh Mastin to the Lake Charter Township Fire Department roster. All ayes, motion carried.

PUBLIC COMMENT

None.

ANNOUNCEMENTS

Lake Charter Township next regular meeting is scheduled for November 15, 2016 at 7:00 p.m., Lake Charter Township Hall

Lake Charter Township Planning Commission meeting is scheduled for November 7, 2016 at 7:00 p.m., Lake Charter Township Hall

Lake Charter Township Zoning Board of Appeals meeting is scheduled for November 10, 2016 at 7:00 p.m., Lake Charter Township Hall

Trick or Treat is scheduled for October 31, 2016 5:30 p.m. - 7:00 p.m.
Veteran's Day is November 11, 2016, Lake Charter Township Hall Office closed
Thanksgiving is November 24, 2016 and November 25, 2016, Lake Charter Township Hall Office closed.

ADJOURNMENT

With no further business, it was moved by Payne seconded by Stine to adjourn the Lake Charter Township board meeting. All ayes, motion carried. Meeting adjourned at 7:38 p.m.

Dated: _____

Gloria A. Payne Lake Charter Township Clerk

Dated: _____

John Gast, Lake Charter Township Supervisor