

**MINUTES
LAKE CHARTER TOWNSHIP
BOARD MEETING
October 19, 2021
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.

ROLL CALL

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

APPROVAL OF AGENDA

It was moved by Payne seconded by Wilk to add two items to the agenda. All ayes, motion carried.

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

September 21, 2021

It was moved by Wilk seconded by Mensinger to approve the September 21, 2021 meeting minutes. All ayes, motion carried.

Special Board Meeting September 27, 2021

It was moved by Payne seconded by Essig to approve the special meeting minutes of September 27, 2021. All ayes, motion carried.

APPROVAL OF BILLS

After discussion and clarification, it was moved by Clark seconded by Mensinger to approve the September 2021 bills in the amount of \$488,332.43. All ayes, motion carried.

COMMUNICATIONS/CORRESPONDENCE PACKET

Included in board members' packet were the account balances for September 2021. Third quarter revenue and expenditure report.

Supervisor's Report

Attached.

Clerk's Report

Attached.

Treasurer's Report

Attached.

Planning Commission Report

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

Water Plant Report

Attached.

GRSD Sewer Authority Report

Galien Sewer Authority meeting minutes of August 25, 2021 attached.

Police Department

Baroda-Lake Township Police Board is schedule for November 9, 2021.

Fire Department Report

None.

Park Committee Report

Attached.

Library Report

Bridgman Public Library meeting minutes of August 24, 2021 are attached.

Cemetery Committee Report

Attached.

Building/Mechanical/Plumbing/Electrical Department Report

Attached.

Lake Township Economic Growth Alliance Report

Attached.

Medic One Report

Medic One meeting minutes of August 26, 2021 attached.

Utility Committee Report

Attached.

Capital Improvement Report

No meeting.

Zoning Board of Appeals Report

The Lake Charter Township Zoning Board of Appeals meeting minutes are on file.

AGENDA ITEMS

Boss Plow for 3/4 Ton Pick-up Truck

Supervisor Gast presented to board members the Mike and Son, LLC quote for the 8'2"DXT Steel Boss Plow for \$7,526.26 to place on the 3/4 Ton Ford F-150.

It was moved by Essig seconded by Mensinger to approve the purchase of the 8'2" D.T. Steel Box Plow from Mike & Son LLC for \$7,526.26. All ayes, motion carried.

Hopkins Pay Request

Supervisor Gast presented Pay Request #1 and Final for the Hopkins Lane Watermain Project 20-242 in the amount of \$70,500.00 payable to Southwest Transport Company.

It was moved by Gast seconded by Carson to pay Southwest Transport Company \$70,500.00 for the Hopkins Lane Watermain Project 20-242 pay request #1 and Final. All ayes, motion carried.

Merritt Engineering Invoices

Supervisor Gast brought before board members an invoice from Merritt Engineering in the amount of \$6,106.00 for engineering services on the Hopkins Lane Watermain project. It was moved by Gast seconded by Wilk to approve the Merritt Engineering invoice in the amount of \$6,106.00 for engineering services on the Hopkins Lane Watermain project, only upon the receipt of the easements from the seven (7) homeowners. All ayes, motion carried.

Amendment to Personnel Policy

Supervisor Gast informed board members of a clerical difference in the personnel policies wherein the health insurance is granted to those who work 32 hours per week. In one area of the personnel policies it states 35 hours. So some housekeeping needs to be cleaned up.

Both Trustee Carson and Trustee Essig felt that an employee should work 40 hours to be eligible for health insurance. The 32 hour per week is a mandate of the health insurance carrier. Precedent has been set, in that former Water Billing Clerk, Sandi Denman was allowed to perform her job duties at 32 hours per week and also had her pay and pension reduced, thus saving the township money. Another issue of concern for Trustee Carson and Trustee Essig, was, what if someone in the water plant wanted to reduce their hours. Since the State of Michigan dictates that the water plant be staffed 24/7, it would be highly unlikely we could offer that to inside water plant operators. Outside personnel would be at the discretion of the Water Plant Superintendent.

After discussion, it was moved by Gast seconded by Payne to amend the Lake Charter Township Personnel policies to reflect the clerical error on page 7 of the personnel manual to read 32 - 40 hours per week, instead of 35 - 40 hours per week, part-time, to be eligible for health insurance.

Roll call vote: John Gast Yes; Gloria Payne Yes; Robert Clark Yes; Mike Essig No; Nancy Mensinger yes; Zach Carson No; John Wilk Yes. Five to two, motion carried.

Park Master Plan

Supervisor Gast presented a proposal from Williams and Works for update of the Lake Charter Township Park Master Plan, in the amount of \$11,810.00 to include Community Description, Administrative Structure; Recreation Inventory; Description of Planning and Input Process, Goals and Objectives, as well as Action Program.

It was moved by Mensinger seconded by Essig to approve Williams and Works fees not to exceed \$11,810.00 for the update of the Lake Charter Township Park Master Plan. All ayes, motion carried.

Trick or Treat

Supervisor Gast indicated the Trick or Treat hours will be set for Sunday, October 31, 2021 from 5:30 p.m. to 7:00 p.m. It was moved by Gast seconded by Payne to set Lake Charter Township Trick or Treat hours October 31, 2021 from 5:30 p.m. to 7:00 p.m. All ayes, motion carried.

Amendment to Zoning Ordinance

Supervisor Gast at the recommendation and suggestion of the Lake Charter Township Planning Commission to change Section 1 Amendment of Section 9.04 in the Lake Charter Township Ordinance, address the front yard set backs in the C-1 commercial district along with the Planned Unit Development setbacks in the commercial district. Section 1 Amendment of Section 9.04 to be amended in the Lake Charter Township Ordinances. This change to be forwarded to the Berrien County Planning Commission for their recommendation.

It was moved by Gast seconded by Clark to forward the recommended change of Section 1 Amendment of Section 9.04 in the Lake Charter Township Ordinance to the Berrien County Planning Commission for their recommendation. All ayes, motion carried.

PUBLIC COMMENT

Zina Murray, 3625 Shawnee Road, Bridgman was present and commented that she purchased the Duane Larson home and has moved here permanently from Illinois, along with her company Logan Square Kitchens. A Michigan State graduate, she just wanted to attend our meeting and see what is going on. She thought we are doing a good job. Supervisor Gast thanked her for attending and possibly encouraged her to serve on any of our committees.

ANNOUNCEMENTS

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

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

Lake Charter Township Zoning Board of Appeals is scheduled for November 18, 2021 at 7:00 p.m., Lake Charter Township Hall, Bridgman, Michigan.

Fifth Monday Meeting is scheduled for November 29, 2021.

ADJOURNMENT

With no further objection and no further business it was moved by Payne seconded by Clark to adjourn the meeting. All ayes. Motion carried. Meeting adjourned at 8:06 p.m.

Dated: _____

Gloria A. Payne, Clerk

Dated: _____

John Gast, Supervisor