

**MINUTES
LAKE CHARTER TOWNSHIP
BOARD MEETING
November 16, 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. Four visitors were present.

APPROVAL OF AGENDA

The agenda stands as presented.

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

October 19, 2021

It was moved by Wilk seconded by Essig to approve the October 19, 2021 meeting minutes. All ayes, motion carried.

A copy of Lake Charter Township budget workshop minutes were placed on file.

APPROVAL OF BILLS

After discussion and clarification, it was moved by Clark seconded by Mensinger to approve the October 2021 bills in the amount of \$353,618.20. All ayes, motion carried.

COMMUNICATIONS/CORRESPONDENCE PACKET

Included in board members' packet were the account balances for October 2021.

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 scheduled for December 14, 2021.

Fire Department Report

None.

Park Committee Report

Attached.

Library Report

Bridgman Public Library meeting minutes of September 28, 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 ambulance report 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

Membrane Filter Replacement

Supervisor Gast turned the floor over to Jeff Burkhard, Lake Charter Township Water Plant Superintendent, who reported the current membrane filters in use, are from September 2013. The filters have a seven to eight-year life span.

The quote from FilmTec Corporation is for 252 filters at \$830.00 which is valid until November 30, 2022. This will be invoiced for, and taken out of the 2022 budget.

It was moved by Payne seconded by Clark to approve the purchase of 252 membrane filters from FilmTec Corporation for \$209,160.00. All ayes, motion carried.

Rate Increase

Supervisor Gast turned the floor over to Robert Clark, Lake Charter Township Treasurer. During discussions regarding the 2022 budget, it is necessary that the sewer and water rates be increased by 5%. A copy of the water rate increase considerations is attached to these minutes.

It was moved by Gast seconded by Wilk to increase the water and sewer rates 5% for Lake Charter Township water customers. A transfer from general to water is still needed to balance the budget numbers. All ayes, motion carried.

Firefighter Applications

Supervisor Gast turned the floor over to Harold Heyn, Lake Charter Township's Fire Chief. He brought before board members' five applications of firefighters to be considered for placement on the roster. After discussion, it was recommended that we choose three firefighters with a review in April 2022 to see how things are progressing. Due to two of them being on the City of Bridgman Fire Department, board members reiterated that they not be paid by both Fire Departments.

It was moved by Gast seconded by Mensinger to add Wesley Koza, Joel Buist and Scott Davis to the Lake Charter Township Fire Department with a review in April 2022. Roll Call Vote: Gast yes; Payne yes; Clark yes; Essig abstained; Mensinger yes; Carson yes and Wilk yes. Motion carried.

Jaws Tool Spreader

Supervisor Gast turned the floor over to Harold Heyn, Lake Charter Township Fire Chief who presented board members with a quote from Apollo Fire Equipment for Hurst Tool and Battery jaws of life spreader for \$12,435.00. This can still be taken out of the 2021 budget.

It was moved by Payne seconded by Wilk to purchase the Hurst Tool and Battery jaws of life spreader from Apollo Fire Equipment for \$12,435.00 to be taken out of the 2021 budget. All ayes, motion carried.

Cost of Living

Supervisor Gast presented information that Social Security will increase 5.9% in 2022. Economic increases are evident through rising inflation costs. Therefore, a proposal for 4% cost of living increase for employees and elected officials across the board is open for discussion.

After discussion, it was moved by Essig seconded by Gast to approve a 4% cost of living increase to employees and elections officials. All ayes, motion carried.

Liability Insurance Renewal

Supervisor Gast and Clerk Payne met with our existing liability insurance agent, as well as the Decker Agency who brought to us a lower quote for liability insurance. We asked the Decker Agency if they could guarantee the price of \$52,988.65 for two years. They declined.

We then informed our current agent of the price we were quoted, and he came in at \$53,567.00. Rather than making a change for \$578.35 difference, and a possible larger increase from the Decker Agency in the future, (5%) we opted to renew with our current carrier, EMC.

It was moved by Clark seconded by Carson to renew the liability insurance with EMC for \$53,567.00. All ayes, motion carried.

Update of Lake Charter Township Master Plan

Supervisor Gast drew board members' attention to the quote from Williams and Works, for approximately \$20,000.00 - \$30,000.00, for renewal and rewrite of Lake Charter Township's master plan. The current plan indicates that it was adopted in 2007.

It was moved by Gast seconded by Payne to accept the quote of Williams and Works, not to exceed \$25,000.00 for the rewrite of the Lake Charter Township Master Plan. All ayes, motion carried.

Server Replacement

Supervisor Gast reported that Kevin Kramp of Double K Enterprises, Inc., who is our internet and computer technician has alerted us to the need of replacing the server. The quote from Double K Enterprises is for \$9,854.70 and getting another quote just isn't advantageous since Kevin is most familiar with our hardware and software needs. Further, the cost for replacement can be taken out of the 2021 budget.

It was moved by Mensinger, seconded by Clark to accept the quote of Double K Enterprises for replacement of Lake Charter Township's server in the amount of \$9,854.70 to be taken out of the 2021 budget. All ayes, motion carried.

Fire Department Air Paks

Supervisor Gast turned the floor over to Harold Heyn, Lake Charter Township's Fire Chief who is requesting two air paks and four replacement cylinders via a quote from West Shore Fire for \$18,082.00. This to be taken out of the 2021 budget.

It was moved by Payne seconded by Clark to accept the quote from West Shore Fire for two air paks and four replacement cylinders for \$18,082.00. All ayes, motion carried.

PUBLIC COMMENT

None.

ANNOUNCEMENTS

The next regular meeting is scheduled for December 21, 2021 at 7:00 p.m., Lake Township Hall, Bridgman, Michigan.

Lake Charter Township Planning Commission is scheduled for December 6, 2021 at 7:00 p.m., Lake Charter Township Hall, Bridgman, Michigan.

Lake Charter Township Zoning Board of Appeals is scheduled for December 9, 2021 at 7:00 p.m., Lake Charter Township Hall, Bridgman, Michigan.

Joint Lake Charter Township/City of Bridgman 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 Essig to adjourn the meeting. All ayes. Motion carried. Meeting adjourned at 8:29 p.m.

Dated: _____

Gloria A. Payne, Clerk

Dated: _____

John Gast, Supervisor