

**MINUTES
LAKE CHARTER TOWNSHIP
BOARD MEETING
November 17, 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 Clark Treasurer; Trustees Terry Eichler, John Wilk, and Patricia L. Heyn. James Stine, Jr., Trustee was absent. Seven visitors were present in the audience.

APPROVAL OF AGENDA

The agenda stands as presented.

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

October 20, 2015

It was moved by Heyn seconded by Wilk to approve the October 20, 2015 board meeting minutes. Six ayes, motion carried.

APPROVAL OF BILLS

It was moved by Clark seconded by Eichler to approve the bills of October 2015 in the amount of \$394,972.88. Six ayes, motion carried.

COMMUNICATIONS/CORRESPONDENCE PACKET

The following information was included in board members packets: Lake Charter Township Planning Commission meeting minutes of November 2, 2015; Medic One agenda and meeting minutes; Township Insights; Lake Charter Township Fund Balances as of October 30, 2015; Galien River Sanitary Sewer Authority Agenda and meeting minutes; Water Filtration Plant report; Baroda-Lake Police Board meeting minutes and bills; Bridgman Public Library meeting minutes; Utility Committee meeting minutes; Lake Charter Township Zoning Board of Appeals meeting minutes.

Copy of a check from State of Michigan for Revenue Sharing and a copy of a check from Accident Fund for reimbursement of workers' compensation.

REPORTS

Supervisor's Report

Supervisor Gast reported as follows:

- a. Attended Utility Committee meeting;
- b. Attended Bridgman Legion meeting;
- c. Met with Accu-Die regarding a request for a tax abatement;
- d. Attended three 2016 budget workshops;
- e. Met with Chris Brooks to discuss the finalization of the medic quarter's project;
- f. Attended Galien River Sanitary District special meeting.

Clerk's Report

Clerk Payne reported as follows:

- a. Held the Bridgman Public Schools millage renewal election;
- b. Attended three 2016 budget workshops;
- c. Attended Baroda-Lake Police Board meeting.

Issued 220 absent voter ballots, 153 people came in to vote for the November 3, 2015 Bridgman Public Schools millage renewal election. Lowest voter turnout since 1997.

Treasurer's Report

Treasurer Clark reported as follows:

- a. Attended a trail town meeting and assessment for CGA;
- b. Attended an after hours for CGA;
- c. Attended a Berrien County Treasurer's Association meeting, appointed as Chair;
- d. Attended three 2016 budget workshops;
- e. Met with Warren Dunes regarding trail project;
- f. Attended CGA trail town wrap-up meeting;
- g. Attended Baroda-Lake Police Board meeting.

Winter tax bills were committed Friday and will go out in early December. They are due February 16, 2016, this year due to Sunday and President's Day on the 15th. An informational meeting will be held on payment options and web site capabilities. The bond payment was made of \$406,556.27 due in October. Balances are down about that amount from last month.

Planning Commission Report

Trustee John Wilk reported the Planning Commission had no new business. Along with James Gast, Lake Charter Township Zoning Administrator, discussed the conditional rezoning from surrounding townships.

Water Plant Report

In the absence of Mark Panzegrau, Lake Charter Township Water Plant Superintendent, Water Plant Operator, Toban Riley reported:

- a. 57.6 million gallons of water were pumped for the month of October;
- b. The monthly operating report was sent to the State of Michigan;
- c. Attended 2016 budget workshop;
- d. Attended Utility Committee meeting;
- e. Sent total organic carbon samples to the Lab;
- f. Conducted GIS from Browntown Road to Baldwin Road.

GRSD Sewer Authority Report

Supervisor Gast reported:

- a. Due to a resignation, seeking to replace an employee;
- b. Discussed a 10% rate increase in sewer for 2016;
- c. Began discussions on the 2016 GRSD Sewer Authority budget;
- d. Prien/Newhoff discussed the sludge pump installation in the digester.

Police Department

Trustee Terry Eichler reported Baroda-Lake Township Police Department answered 2,469 calls to date. They are planning on replacing the Crown Vic with a Ford Explorer.

Fire Department/Fire Chief

Fire Chief Harold Heyn reported 25 calls were answered in the month of October, of which 18 were medical, two structure fires, one garage car fire, one chimney fire, one accident and one stand by. Replaced the tires on 1127, the 2004 Freightliner Fire truck.

Park Report

Treasurer Clark reported no meeting was held, however, the drainage project should be finalized by year-end.

Library Report

Gretchen Evans, Bridgman Public Library Director was absent. The Bridgman Public Library meeting minutes were included in board members' packet.

Cemetery Committee Report

Clerk Payne reported two full burials took place since our last board meeting.

Building Department Report

James Gast, Lake Charter Township Building Official reported three building permits, ten mechanical permits, eight electrical permits, five plumbing permits, two water taps and two sewer taps were issued. Handled a land combination, sent out the legal notices for the planning commission. Handled phone calls, complains, inspections and walk-ins.

Lake Township Economic Growth Alliance Report

Robert Clark reported the Community Growth Alliance approved changes to the bylaws, held election of officers and discussed the Holiday Village scheduled for November 28, 2015 from 3:30 p.m. to 6:00 p.m.

Utility Committee Report

Supervisor Gast reported:

- a. Discussed Merritt Engineering projects for 2016;
- b. Discussed replacing locator;
- c. Peerless update;
- d. Discussed VFD's possible savings;
- e. Discussed Baroda Water Agreement.

Capital Improvement Committee Report

Treasurer Clark reported the Michigan Department of Environmental Quality needs the 20-year plan finalized by January 1, 2016.

AGENDA ITEMS

Reinstatement of 401 (a) Defined Contribution Plan

Supervisor Gast turned board members' attention to the letter from Burnham and Flower, Lake Charter Township's Insurance Group handling the 401 (a) Defined Contribution Pension Plan. The Internal Revenue Service (IRS) requires retirement plan sponsors to restate their plan documents at regular intervals. This brings us into compliance with the Pension Protection Act of 2006. It was moved by Gast seconded by Payne to sign the Lake Charter Township Board Resolution restating the Lake Charter Township Governmental Non-ERISA Retirement Plan. Six ayes, motion carried.

Utility Locator

Supervisor Gast turned the floor over to Water Plant Operator, Dan Scheer, for replacement of a pipe location device. The quote from C&S Solutions, Inc., includes a receiver, transmitter, 4" induction clamp and soft case, for a cost of \$4,762.81. This includes a three-year warranty on locators, one year on cameras, free on-site training, 24/7 support and free software upgrades. Mr. Scheer asked to have the motion be not to exceed \$5,000.00, so as to purchase the rechargeable batteries.

It was moved by Gast seconded by Heyn to purchase the pipe location device from C&S Solutions, Inc., which includes a receiver, transmitter, 4" induction clamp and soft case, for a cost not to exceed \$5,000.00, to purchase rechargeable batteries. Six ayes, motion carried.

Final Medic Quarters Pay Request

Supervisor Gast reported, included in board members' packet was the final Medic Quarters Renovation Project in the amount of \$44,447.98. The project came in under budget and was done in less time than anticipated.

It was moved by Wilk seconded by Payne to pay the sum of \$44,447.98 to D. Layman Construction for the final payment of the Medic Quarters Renovation Project. Six ayes, motion carried.

Approval of 2016 Appointments

Supervisor Gast brought board members attention to the 2016 Appointments. Supervisor Gast publicly thanked Robert Kamradt for his years of service, serving on the Zoning Board of Appeals.

After discussion, it was moved by Clark seconded by Eichler to approve the Supervisor's recommendations for 2016 Appointments. (Copy Attached) Six ayes, motion carried.

PUBLIC COMMENT

Loren Berndt asked what was handled by Attorney Dienes for John Hopkins and Elmo. It was explained that Attorney Dienes helped with the sale of Elmo to John Hopkins.

Loren Berndt asked what the cost would be for a curbside pick-up for recycling. It was explained that it would be \$3.15 per stop.

Loren Berndt indicated that he was almost killed on Woodland, trying to get onto Red Arrow Highway. The Macaws sign is in the right-of-way and asked what could be done.

It was explained that Mr. Berndt would need to contact the Berrien County Road Commission.

ANNOUNCEMENTS

The next regular meeting is scheduled for December 15, 2015 at 7:00 p.m., Lake Township Hall, Bridgman, Michigan.

Lake Charter Township Planning Commission Meeting is December 7, 2015 at 7:00 p.m., Lake Township Hall, Bridgman, Michigan.

Lake Charter Township finalized of 2016 Budget Workshops - to be announced.

Lake Charter Township Public Hearing on 2016 Budget November 30, 2015 at 7:00 p.m.

Lake Charter Township Hall Offices will be closed December 24 & 25, 2015 in observance of the Christmas Holiday.

ADJOURNMENT

With no further objection and no further business it was moved by Payne seconded by Clark to adjourn the meeting. Six ayes. Motion carried. Meeting adjourned at 7:37 p.m.

Dated: _____

Gloria A. Payne, Clerk

Dated: _____

John Gast, Supervisor