

**MINUTES  
LAKE CHARTER TOWNSHIP  
BOARD MEETING  
November 21, 2017  
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 Nancy Mensinger, Patricia L. Heyn, James Stine Jr., and John Wilk. Three visitors were present in the audience.

**APPROVAL OF AGENDA**

There were no additions or deletions to the agenda. The agenda stands as presented.

**PUBLIC COMMENT**

None.

**APPROVAL OF MINUTES**

**October 17, 2017 Meeting Minutes**

It was moved by Heyn seconded by Stine to approve the October 17, 2017 meeting minutes. All ayes, motion carried.

**November 16, 2017 Budget Public Hearing Meeting Minutes**

It was moved by Wilk seconded by Mensinger to approve the November 16, 2017 Budget Public Hearing meeting minutes. All ayes, motion carried.

**APPROVAL OF BILLS**

After explanations and one revision, it was moved by Mensinger seconded by Clark to approve the bills of October 2017 in the amount of \$264,024.27. All ayes, motion carried.

**COMMUNICATIONS/CORRESPONDENCE PACKET**

Lake Charter Township account balances for October 2017

Joint City of Bridgman/Lake Charter Township meeting minutes October 30, 2017

Michigan Townships Insights

A copy of a check for franchise fees from Comcast

A letter and a check from Koop & Burr, Lake Township's worker's compensation insurance carrier, for a refund of \$2,772.77 representing a group dividend

**REPORTS**

**1Supervisor's Report**

Attached.

**Clerk's Report**

Attached.

**Treasurer's Report**

Attached.

**Planning Commission Report**

Meeting minutes are on file in the Township Hall offices.

**Water Plant Report**

Attached.

GRSD Sewer Authority Report

Galien River Sanitary District meeting minutes are attached.

Police Department

Baroda-Lake Township Police Board meeting minutes attached.

Fire Department Report

None.

Park Committee Report

Attached.

Library Report

Bridgman Public Library Board of Directors meeting minutes attached.

Gretchan Evans informed members that the Library now has three Notary Public's on staff.

Cemetery Committee Report

Attached.

Building Department Report

None.

Lake Township Economic Growth Alliance Report

The EGA is working on the budget for 2018. Looking at reconfiguring the types of festivals that will be planned and the dates.

Join us for the Holiday Village, December 16, 2017 from 4:00 p.m. - 6:00 p.m.

The Annual meeting is scheduled for January 24, 2018 at 5:30 p.m., at Pebblewood.

Medic One Report

Agenda and meeting minutes attached.

Utility Committee Report

Attached.

Capital Improvement Report

None.

Zoning Board of Appeals Report

Meeting minutes are on file in the Township Hall offices.

**AGENDA ITEMS**

**Fisher Basement Flood Damage**

Supervisor Gast reported on October 18, 2017, Lake Charter Township resident Linda Fisher, 3690 Shawnee Road, was awoken by a water main break at the corner of Shawnee and Gast Roads. Three feet of water entered into her basement and flooded the contents. Lake Charter Township enlisted ServiceMaster of Berrien County for cleaning and sanitizing the basement in the amount of \$2,866.89. Lake Charter Township had Cooper-Carlson Heating & Air Conditioning service the furnace in the amount of \$1,467.24 and purchased a washer and dryer from Lowe's for \$944.74.

Mrs. Fisher brought a list of the contents of the basement that were stored in plastic tubs, however, due the amount of time the tubs were floating in the water, in the basement, the contents still sustained damage.

After checking with Lake Charter Township's insurance company, EMC, Company, who indicated we do not have flood coverage, and Mrs. Fisher checking with her home owners insurance, and finding out these

items were also, not covered, Mrs. Fisher is asking for \$4,200.00 for replacement of those items (copy attached).

Supervisor Gast made a motion to replace those items for \$4,200.00. Clerk Payne asked whether Supervisor Gast would have Mrs. Fisher sign a letter holding the township harmless from any further liability, that no further claims would be made and both parties consider the matter closed. Mrs. Fisher was agreeable to this.

It was moved by Gast seconded by Wilk to pay \$4,200.00 to Linda Fisher, 3690 Shawnee Road, Bridgman, Michigan for reimbursement of items damaged in the October 14, 2017 water main break at the corner of Shawnee and Gast Roads, further to sign a letter holding the township harmless from any further liability. All ayes, motion carried.

#### **Adoption of 2018 Budget**

Supervisor Gast reported after having five budget workshops, and a Budget Public Hearing, the 2018 Budget has now been finalized.

The 2018 general millage amount to be levied remains at 3.0. The budget, as in the past, is an estimate of income and operational cost by a historical look at past budget, and future estimated project costs. The budget is presented as a line item cost-centered estimate of the operational costs for 2018. Each department head was consulted about expenditures for operations and projects.

The estimated income for the general fund for calendar year 2018 is \$4.4 million and expected expenditures of \$4.6 million, with capital improvement projects and general fund transfers of \$1.4 million.

It was moved by Wilk seconded by Stine to Adopt the 2018 Lake Charter Township budget. Roll Call Vote: All yes, motion carried.

#### **Authorization of Fund Transfers**

Supervisor Gast reported authorization of the Township Treasurer is needed to transfer from the general fund to the water fund \$1,400,000.00 to fund the capital improvements, and \$100,000.00 from the general fund to the sewer fund. Both of these numbers appear in the 2018 budget.

It was moved by Payne seconded by Gast to transfer from the general fund to the water fund \$1,400,000.00 to fund the capital improvements, and \$100,000.00 from the general fund to the sewer fund. All ayes, motion carried.

#### **Deputy Zoning Administrator/Building Official Appointment**

Supervisor Gast reported that Lake Charter Township's Zoning Administration/Building Official, James Gast is going to be out on medical leave, commencing December 12, 2017. During his leave, it is necessary to appoint a Deputy Zoning Administrator/Building Official. Ross Rogen has been filling in for James Gast and it is recommended we appoint him for \$30.00 per hour for his time spent and he be issued a 1099 at year-end.

It was moved by Gast seconded by Wilk to appoint Ross Rogen, as the Deputy Zoning Administrator/Building Official during the absence of James Gast's medical leave. To be paid \$30.00 per hour for his time spent and be issued a 1099 at year-end. All ayes, motion carried.

#### **Resolution Compensation - Supervisor**

Supervisor Gast read a Resolution increasing the Supervisor's pay to \$57,877.39 annually, representing a 3% increase.

It was moved by Wilk seconded by Stine to approve the Supervisor's annual pay to \$57,877.39 annually, representing a 3% increase. Roll Call Vote: Gast yes; Payne yes; Clark yes; Wilk yes; Heyn yes; Mensinger yes; Stine yes. Motion carried

#### **Resolution Compensation - Clerk**

Supervisor Gast read a Resolution increasing the Clerk's pay to \$48,874.60 annually, representing a 3% increase.

It was moved by Gast seconded by Wilk to approve the Clerk's annual pay to \$48,874.60 annually, representing a 3% increase. Roll Call Vote: Gast yes; Payne yes; Clark yes; Wilk yes; Heyn yes; Mensinger yes; Stine yes.

Motion carried.

**Resolution Compensation - Treasurer**

Supervisor Gast read a Resolution increasing the Treasurer's annual pay to \$48,874.60 annually, representing a 3% increase.

It was moved by Gast seconded by Payne to approve the Treasurer's annual pay to \$48,874.60 annually, representing a 3%. Roll Call Vote: Gast yes; Payne yes; Clark yes; Wilk yes; Heyn yes; Mensinger yes; Stine yes. Motion carried

**Resolution Compensation - Trustees**

Supervisor Gast read a Resolution increasing the Trustees' annual pay to \$7,236.66 annually, representing a 3% increase.

It was moved by Gast seconded by Payne to approve the Trustees' annual pay to \$7,236.66 annually, representing a 3% increase. Roll Call Vote: Gast yes; Payne yes; Clark yes; Wilk yes; Heyn yes; Mensinger yes; Stine yes. Motion carried

**Christmas Holiday Pay**

Supervisor Gast reported, as in the past, we have granted a \$50.00 after tax, Christmas holiday pay for full-time, part-time employees as well as active firemen and police.

It was moved by Payne seconded by Heyn to approve a \$50.00 after tax, holiday pay for full-time, part-time, firemen and police employees. All ayes, motion carried

**PUBLIC COMMENT**

Jeff Burkhard thanked the board for the 3% pay increase and the health insurance.

**ANNOUNCEMENTS**

The next regular meeting is scheduled for December 19, 2017 at 7:00 p.m., Lake Township Hall, Bridgman, Michigan.

Lake Charter Township Planning Commission is scheduled for December 4, 2017 at 7:00 p.m., Lake Charter Township Hall, Bridgman, Michigan.

Lake Charter Township Hall Offices closed December 22, 2017 and December 25, 2017 in observance of the Christmas Holidays.

**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 8:09 p.m.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Gloria A. Payne, Clerk

Dated: \_\_\_\_\_

\_\_\_\_\_  
John Gast, Supervisor