

**MINUTES
LAKE CHARTER TOWNSHIP
BOARD MEETING
December 15, 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, James Stine, Jr., and Patricia L. Heyn. Six visitors were present in the audience.

APPROVAL OF AGENDA

It was moved by Payne seconded by Gast to add the Minutes of the November 30, 2015 Budget Public Hearing. All ayes, motion carried.

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

November 17, 2015 Board Meeting Minutes

It was moved by Wilk seconded by Heyn to approve the November 17, 2015 board meeting minutes. All ayes, motion carried.

November 30, 2015 Budget Public Hearing

It was moved by Heyn seconded by Wilk to approve the November 30, 2015 budget public hearing meeting minutes. All ayes, motion carried.

December 8, 2015 Special Board Meeting Public Hearing Accu Die & Mold, Inc.

It was moved by Clark seconded by Eichler to approve the December 8, 2015 special board meeting/Public Hearing meeting minutes. All ayes, motion carried.

APPROVAL OF BILLS

It was moved by Clark seconded by Wilk to approve the bills of November 2015 in the amount of \$273,791.27. All ayes, motion carried.

COMMUNICATIONS/CORRESPONDENCE PACKET

The following information was included in board members packets: Lake Charter Township Planning Commission meeting minutes of December 7, 2015; Lake Charter Township Board workshop meetings for the 2016 budget from October 28, 2015 through November 5, 2015; Medic One agenda and meeting minutes; Township Insights; Lake Charter Township Fund Balances as of November 30, 2015; Galien River Sanitary Sewer Authority Agenda and meeting minutes; Water Filtration Plant report; Bridgman Public Library Newsletter; Utility Committee meeting minutes.

Copy of a memorandum from Scott Cunningham, Lake Charter Township's Assessor scheduling the Board of Review. Copy of a check from Big Bear Auction for the sale of the 1994 Ford Plow Truck.

REPORTS

Supervisor's Report

Supervisor Gast reported as follows:

- a. Attended Galien River Sewer District Authority meeting;
- b. Attended Medic One meeting;
- c. Attended Lake Charter Township 2016 Budget Public Hearing;
- d. Attended Utility Committee meeting;

- e. Attended Accu-Die & Mold, Inc., Public Hearing for Industrial Facilities Exemption/Tax Abatement;
- f. Met with Reliable Disposal regarding Curbside Recycling addendum;
- g. Participated in the Muscular Dystrophy Association lock-up;
- h. Attended Supervisor's CEO meeting;
- i. Spoke and attended the Dr. Rambo Clock Dedication Ceremony.

Clerk's Report

Clerk Payne reported as follows:

- a. Attended Lake Charter Township 2016 Budget Public Hearing;
- b. Attended Accu-Die & Mold, Inc., Public Hearing for Industrial Facilities Exemption/Tax Abatement;
- c. Attended Special Baroda-Lake Police Board meeting;
- d. Attended Berrien County Clerks Association meeting;
- e. Chaired and attended the Southwest Michigan Planning Commission Administration Committee meeting;
- f. Attended State of Michigan Bureau of Elections Training "Train the Trainer."

Treasurer's Report

Treasurer Clark reported as follows:

- a. Attended CGA Administration and Board meeting;
- b. Attended a meeting with Warren Dunes regarding trails;
- c. Attended Special Baroda-Lake Police Board meeting;
- d. Attended Lake Charter Township 2016 Budget Public Hearing;
- e. Attended Utility Committee meeting;
- f. Attended Capital Improvement meeting;
- g. Attended Accu-Die & Mold, Inc., Public Hearing for Industrial Facilities Exemption/Tax Abatement.

Winter tax bill payments are coming in, we had 39 automatic utility payments in December and participants are continuing to sign-up. Water bills will include information about payment options and curbside recycling.

Planning Commission Report

Trustee John Wilk reported the Planning Commission discussed Conditional Rezoning examples from Watervliet Township, Lincoln Township and Royalton Township. James Gast, Lake Charter Township Zoning Administrator, presented the drawings on an expansion project for Warren Dunes Village. Lastly, discussed the sign ordinance.

Water Plant Report

Mark Panzegrau, Lake Charter Township Water Plant Superintendent reported:

- a. 52,058,900 gallons of water were pumped for the month of November;
- b. The monthly operating report was sent to the State of Michigan;
- c. Attended Utility Committee meeting;
- d. Installed a 1" tap on Jericho Road;
- e. Installed a 1" tap on Livengood Road.

GRSD Sewer Authority Report

Supervisor Gast reported:

- a. Discussed engineering project with Mark Prein of Prein & Newhoff;
- b. Continued discussion on Baldwin Road force main;
- c. Began discussions on potential Kruger Road Development hooking into the GRSD pipe;
- d. Processed payment with FHC.

Police Department

Trustee Terry Eichler reported the next monthly Baroda-Lake Township Police Board meeting is January 12, 2016.

Fire Department/Fire Chief

Fire Chief Harold Heyn reported 25 calls were answered in the month of November, of which 16 were medical.

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 reported the Library is gearing up for Christmas. The 50th Anniversary events are scheduled to begin in January. A Mad Hatter Tea party is scheduled for January 9, 2016 and Yoga will be starting up as well.

Cemetery Committee Report

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

Building Department Report

James Gast, Lake Charter Township Building Official reported seven building permits, five residential and two industrial were issued. Three plumbing permits, eight mechanical permits and one sewer tap were issued. In the process of drafting an ordinance for Williams and Works review on the sign ordinance.

Lake Township Economic Growth Alliance Report

Robert Clark reported the Community Growth Alliance:

- a. Approved the 2016 Budget;
- b. Holiday Village had a good turnout;
- c. In the process of selling Tour Guide advertisements;
- d. Membership keep increasing, currently over 100 members;
- e. The Haymarket steel structure is up;
- f. The Annual Meeting will be held on January 28, 2016 from 5:00 p.m. - 7:00 p.m. at Pebblewood.

Utility Committee Report

Supervisor Gast reported:

- a. Discussed the job description of Water Plant Operator/Distribution Worker/Relief Operator;
- b. Rob Andrews of Merritt Engineering discussed the backwash project at the intake low life station;
- c. Discussed the water line replacement from Water Tower to Gast Road
- d. Mike Williams from Peerless discussed a list of projects for the upcoming year that have been budgeted;

Capital Improvement Committee Report

Treasurer Clark presented revision three (3) of the required Michigan Department of Environmental Quality needs 20-year plan, which is to be finalized by January 1, 2016.

AGENDA ITEMS

Public Notice of 2016 Lake Charter Township Meetings

Supervisor Gast presented to board members the 2016 Public Notice of Lake Charter Township meetings pursuant to, and consistent with, PA 267 of 1976 as amended Open Meetings Act, MCLA 41.72a (2) (3) and the Americans with Disabilities Act (ADA).

It was moved by Gast seconded by Payne to approve the 2016 Public Notice of Lake Charter Township meetings pursuant to, and consistent with, PA 267 of 1976 as amended Open Meetings Act, MCLA 41.72a (2) (3) and the Americans with Disabilities Act (ADA) as presented. All ayes, motion carried.

Adoption of Lake Charter Township 2016 Budget

Supervisor Gast went over the projected 2016 Lake Charter Township budget (general, water, sewer). The 2016 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 2016. Each department head was consulted about expenditures for operations and projects.

The general budget with 3.0 mills levied for operational income generates approximately \$3.9 million. Expenses along with transfers to subsidize water and sewer of \$550,000.00, leaves the budget with a deficit of \$400,000.00, however, a surplus of 2015 fund balance compensates for it. The budget, as in the past, after being audited have had carry over fund balances. The budget is to be used as a financial guide for the year and may be amended as needed.

It was moved by Gast seconded by Eichler to adopt the 2016 Lake Charter Township Budget as presented. Roll Call Vote: All yes. Motion carried.

Amendment to Personnel Manual Section 13.6

Supervisor Gast reported, included in board members' copies of minutes from April 16, 2013 wherein Section 13.6 of the Lake Charter Township Employee Personnel Manual reads:

Bonuses will be paid for each water plant/distribution license; F-4/S-4 \$.25; F3/S3 \$.50; F2/S2 \$.75; F-1/S1 \$1.00 paid at the end of the year based on a 2,080 hour year, excluding overtime, sick, vacation and personal days.

The suggested change would be to remove the words "excluding overtime, sick, vacation and personal days," and pay them on 2080 hours.

It was moved by Stine seconded by Gast to amend the Lake Charter Township Personnel Manual, Section 13.6 to read:

Bonuses will be paid for each water plant/distribution license; F-4/S-4 \$.25; F3/S3 \$.50; F2/S2 \$.75; F-1/S1 \$1.00 paid at the end of the year based on a 2,080 hour year.

All ayes, motion carried.

Christmas Holiday Pay

Supervisor Gast reported, as in the past, we have granted a \$50.00 after tax, holiday pay for full-time employees as well as active firemen and police. It was moved by Payne seconded by Gast to approve a \$50.00 after tax, holiday pay for full-time, part-time, firemen and police employees. All ayes, motion carried

Water Agreement with Baroda Township

Supervisor Gast brought board members attention to the Agreement for Water Service with Baroda Township. After discussion, it was moved by Eichler seconded by Stine to forward the document to Lake Charter Township's Attorney, Scott Dienes for his review, since this is a twenty (20) year document. All ayes, motion carried.

Amendment to Republic Services Contract adding Curbside Recycling

Supervisor Gast presented to board members, Rich Marvin of Republic Services of Stevensville, who explained the Extension of the Rubbish and Garbage Agreement as follows:

Extending the Rubbish and Garbage Disposal Agreement between Lake Charter Township and Republic Services of Stevensville. Effective April 1, 2016 through March 31, 2017, trash is at \$11.56 per unit, per month; Recycling \$3.30 per eligible unit, per month, minimum of 600 units billed; dump tickets \$20.50 per load.

Effective April 1, 2017 through March 31, 2018, trash is at \$11.91 per unit, per month; Recycling \$3.40 per unit, per month, minimum of 600 units billed and dump tickets \$21.12 per load.

It was moved by Payne seconded by Stine to allow Supervisor Gast to sign the Extension of the Rubbish and Garbage Agreement. All ayes, motion carried.

PUBLIC COMMENT

None.

ANNOUNCEMENTS

Board of Review for corrections is December 17, 2015 at 3:00 p.m.

The next regular meeting is scheduled for January 19, 2016 at 7:00 p.m., Lake Township Hall, Bridgman, Michigan.

Lake Charter Township Planning Commission meeting is January 4, 2016 at 7:00 p.m., Lake Township Hall, Bridgman, Michigan.

Lake Charter Township Zoning Board of Appeals meeting is January 14, 2016 at 7:00 p.m.

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

Lake Charter Township Hall Offices will be closed January 1, 2016 in observance of New Year's Day.

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 7:55 p.m.

Dated: _____

Gloria A. Payne, Clerk

Dated: _____

John Gast, Supervisor