

**MINUTES
LAKE CHARTER TOWNSHIP
BOARD MEETING
December 17, 2019
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; John Wilk, Trustee and Nancy Mensinger, Trustee. Pat Heyn, and James Stine, Jr., Trustee were absent.

GUESTS

Eight visitors were present.

APPROVAL OF AGENDA

The agenda stands as presented.

PUBLIC COMMENT

Tom Carson, 7855 Jericho Road, Stevensville, Michigan came to board members with a question regarding his drain assessment. He seems to have been billed a second time for a drain that has already been cleaned. He questioned whether he could pay his taxes without paying for the portion of the drain work. He is asking for an explanation of how the work was billed, what work has been done and how is it being assessed.

Zachary Carson, 7672 Date Road, Stevensville, Michigan indicated that he spoke with the Drain Commissioner and he was told to talk to the excavator for an explanation of what work has been done. He indicated he spoke with REC Excavating and \$19,000.00 was approved, but \$20,000.00 was paid, nothing matches with the paperwork.

Supervisor Gast and Treasurer Clark indicated that they would set-up a meeting with the Berrien County Drain Commissioner, Christopher Quattrin to get to the bottom of this issue.

APPROVAL OF MINUTES

November 19, 2019

It was moved by Wilk seconded by Clark to approve the November 19, 2019 meeting minutes. Five ayes, motion carried.

Budget Public Hearing Meeting Minutes November 21, 2019

It was moved by Mensinger seconded by Wilk to approve the budget public hearing meeting minutes of November 21, 2019. Five ayes, motion carried.

APPROVAL OF BILLS

After review of the November bills totaling \$413,291.74, it was moved by Clark seconded by Gast to approve the bills. Five ayes, motion carried.

COMMUNICATIONS/CORRESPONDENCE PACKET

Lake Charter Township account balances for November 2019.

Michigan Townships Insights.

A copy of a check from Accident Fund for workers' compensation refund.

A thank you note from the Zelmer family for the planter and the resolution honoring Norma R. Zelmer.

Supervisor's Report

Attached.

Clerk's Report

Attached.

Treasurer's Report

Attached.

Treasurer Clark reported the winter tax bills were mailed out and payments are being made.

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 River Sewer District Authority meeting minutes attached.

Police Department

The Baroda-Lake Township Police Board meeting is scheduled for January 14, 2020. The police department received a \$5,000.00 grant for body camera's.

Fire Department Report

Attached.

Park Committee Report

Attached.

Library Report

Dennis Kreps, Bridgman Public Library Director reported the Library will be open during the Holiday season. A pseudo New Year's Eve will be held at 11:00 a.m. - 12:00 Noon, complete with a balloon drop countdown.

Cemetery Committee Report

Attached.

Building Department Report

None.

Lake Township Economic Growth Alliance Report

The first ever Polar Party will be held February 8, 2020 in downtown Bridgman.

Medic One Report

Medic One meeting minutes 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 in the Township Hall offices.

AGENDA ITEMS

Approval of 2020 Budget

Supervisor Gast reported that numerous meetings were held to compile the 2020 budget. The budget is a cost centered, line item budget. The largest items are capital improvements for the water plant. The budget includes a 3% pay increase across the board. The revenues are \$4.5 million and expenditures are \$3.5 million. It was

moved by Wilk seconded by Gast to approve the Lake Charter Township 2020 budget. Five ayes, motion carried.

Resolution to Amend 2019 Budget

Supervisor Gast presented to board members a resolution amending the 2019 budget. The Public Safety Building, increased from \$86,000.00 to \$95,000.00 due to increased and unbudgeted expenses of the electronic keying system and the heating and cooling repairs. It was moved by Mensinger seconded by Clark to approve the Resolution to Amend the Lake Charter Township 2019 Budget. Roll call vote: Gast yes; Payne yes; Clark yes; Mensinger yes; Wilk yes. Motion carried. (Copy of Resolution attached).

Christmas Holiday Bonus

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

It was moved by Payne seconded by Mensinger to approve a \$50.00 after tax, Christmas holiday bonus for full-time, employees as well as active firemen and police employees. Five ayes, motion carried.

Extension of Trash Agreement between Lake Charter Township and Republic Services of Stevensville

Supervisor Gast brought before board members the extension of the trash agreement between Lake Charter Township and Republic Services of Stevensville.

Lake Charter Township has been with Republic Services since 2003. There are 1,268 stops/units in Lake Charter Township. Their quote is as follows:

April 1, 2020 through March 31, 2023

Effective 4/1/2020-3/31/2021 - Trash \$12.58 per unit, per month

Recycling \$4.22 per eligible unit, per month. Minimum of 600 units billed.

Dump Tickets - \$25.00 per load.

Effective 4/1/2021-3/31/2022 - Trash \$13.02 per unit, per month

Recycling \$4.37 per eligible unit, per month. Minimum of 600 units billed.

Dump Tickets - \$26.00 per load.

Effective 4/1/2022-3/31/2023 - Trash \$13.48 per unit, per month

Recycling \$4.52 per eligible unit, per month. Minimum of 600 units billed.

Dump Tickets - \$27.00 per load.

It was moved by Gast seconded by Clark to allow Supervisor Gast to approve the extension of the Agreement with Republic Services of Stevensville. Five ayes, motion carried.

Amendment to Personnel Policies

Supervisor Gast reported, in looking over our personnel policies, we typically close the office for Good Friday. In the past, we have had employees take sick, vacation or a personal day to be off. Since we do not recognize President's Day, Martin Luther King, Jr. Day or Columbus Day, we felt adding Good Friday (Spring Holiday) to the recognized holidays falls in line with the County of Berrien.

It was moved by Mensinger seconded by Payne to approve Good Friday (Spring holiday) as a paid holiday to the Lake Charter Township personnel policies. Five ayes, motion carried.

Pest Control

Supervisor Gast reported that we have had pest control with Orkin for many years. We recently received a quote from Arrow Pest Control and Rose Pest Control. Arrow was the best competitive pricing. The buildings that are serviced are the Public Safety Building, Medic One quarters, Lake Charter Township Hall and the Lake Charter Township Water Plant. The quote came in at 30% less than Orkin.

It was moved by Payne seconded by Clark to approve the Supervisor signing a contract with Arrow Pest Control for the Public Safety Building, Medic One quarters, Lake Charter Township Hall and the Lake Charter Township Water Plant. Five ayes, motion carried. (Contract Attached.)

Designate Staff for Tax Collection

Supervisor Gast turned the floor over to Treasurer Robert Clark, he reported House Bill 4209 recently passed allows the Treasurer to designate employees to receive tax payments on his/her behalf. Lake Charter Township is seeking to appoint Jamie Smith, Deputy Treasurer, Sandra Dina, Administrative Assistant and Tracy Dettman, Water/Sewer Billing Clerk, as those designees.

It was moved by Wilk seconded by Payne to conform with House Bill 4209 allowing the Treasurer to designate employees to receive tax payments on his/her behalf. Lake Charter Township appoints Jamie Smith, Deputy Treasurer, Sandra Dina, Administrative Assistant and Tracy Dettman, Water/Sewer Billing Clerk, as those designees. All ayes, motion carried.

Compensation for Elected Officials

Resolution Compensation - Supervisor

Supervisor Gast read a Resolution increasing the Supervisor's pay to \$61,402.25 annually, representing a 3% increase.

It was moved by Payne seconded by Wilk to approve the Supervisor's annual pay to \$61,402.25 annually, representing a 3% increase. Roll Call Vote: Gast yes; Payne yes; Clark yes; Wilk yes; Mensinger yes; Stine absent. Heyn absent. Motion carried.

Resolution Compensation - Clerk

Supervisor Gast read a Resolution increasing the Clerk's pay to \$51,851.05 annually, representing a 3% increase.

It was moved by Mensinger seconded by Gast to approve the Clerk's annual pay to \$51,851.05 annually, representing a 3% increase. Roll Call Vote: Gast yes; Payne yes; Clark yes; Wilk yes; Mensinger yes; Stine absent. Heyn absent. Motion carried.

Resolution Compensation - Treasurer

Supervisor Gast read a Resolution increasing the Treasurer's annual pay to \$51,851.05 annually, representing a 3% increase.

It was moved by Payne seconded by Wilk to approve the Treasurer's annual pay to \$51,851.05 annually, representing a 3%. Roll Call Vote: Gast yes; Payne yes; Clark yes; Wilk yes; Mensinger yes; Stine absent. Heyn absent. Motion carried.

Resolution Compensation - Trustees

Supervisor Gast read a Resolution increasing the Trustees' annual pay to \$7,677.36 annually, representing a 3% increase.

It was moved by Clark seconded by Gast to approve the Trustees' annual pay to \$7,677.36 annually, representing a 3% increase. Roll Call Vote: Gast yes; Payne yes; Clark yes; Wilk yes; Mensinger yes; Stine absent. Heyn absent. Motion carried.

PUBLIC COMMENT

Jeff Burkhard, Lake Charter Township Water Plant Superintendent thanked the board for the Christmas holiday bonus and the 3% pay increase.

Tom Carson, 7855 Jericho Road Stevensville, Michigan commented that there seems to be a war between the Road Department and the Drain Commissioner. The fight must be resolved.

Mr. Carson commented that the City of St. Joseph did not take salary increases for themselves.

Mr. Carson asked what the budget was for 2020.

Zachary Carson, 7672 Date Road, Stevensville, Michigan also commented that something needs to be done regarding the Date/Linco Road creek. Recently a Lake Charter Township resident swerved to miss a deer and ended up rolling his vehicle over into the creek. The road has no shoulder, neither does it have a guard rail. The road underneath is washed out and will soon crumble. The buses cannot travel down the road, so his children cannot be picked up at his residence on 7672 Date Road to ride the school bus, causing inconvenience.

John Wilk asked that when Supervisor Gast and Treasurer Clark meet with Christopher Quattrin and with Jason Latham of the Berrien Road Department, they report back on the drain situation and Date/Linco Road issue.

ANNOUNCEMENTS

The next regular meeting is scheduled for January 21, 2020 at 7:00 p.m., Lake Township Hall, Bridgman, Michigan.

Lake Charter Township Planning Commission is scheduled for January 6, 2020 at 7:00 p.m., Lake Charter Township Hall, Bridgman, Michigan.

Lake Charter Township Zoning Board of Appeals is scheduled for January 9, 2020 at 7:00 p.m., Lake Charter Township Hall, Bridgman, Michigan.

Lake Charter Township Hall Offices will be closed December 24 and December 25, 2019 in observance of Christmas.

Lake Charter Township Hall Offices will be closed January 1, 2020 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. Five ayes. Motion carried. Meeting adjourned at 8:14 p.m.

Dated: _____

Gloria A. Payne, Clerk

Dated: _____

John Gast, Supervisor