

**MINUTES  
LAKE CHARTER TOWNSHIP  
BOARD MEETING  
February 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 Clerk, Treasurer, Trustees Terry Eichler, Patricia L. Heyn, James Stine Jr., and John Wilk. Six visitors were present in the audience.

**APPROVAL OF AGENDA**

The agenda stands as presented.

**PUBLIC COMMENT**

None.

**APPROVAL OF MINUTES**

**January 20, 2015**

It was moved by Heyn seconded by Eichler to approve the January 20, 2015 board meeting minutes. All ayes, motion carried.

**APPROVAL OF BILLS**

After one clarification, it was moved by Wilk seconded by Clark to approve the bills of January 2015 in the amount of \$248,025.54. All ayes, motion carried.

**COMMUNICATIONS/CORRESPONDENCE PACKET**

The following information was included in board members packets: copy of Lake Charter Township Planning Commission meeting minutes of February 2, 2015; Township Insights; Galien River Sanitary Sewer Authority Agenda and meeting minutes; Water Filtration Plant report; Lake Charter Township Fund Balances of January 2015; Medic One meeting minutes; Utility Committee meeting minutes of February 4, 2015.

A copy of a letter from Harbor Habitat for Humanity and a Memorandum from Scott Cunningham regarding Board of Review scheduling an Organizational Meeting on March 3, 2015 and assessment appeals scheduled for March 16, and 17, 2015.

**REPORTS**

**Supervisor's Report**

- a. Attended Galien River Sanitary District Authority meeting;
- b. Attended Cintas uniform inventory meeting;
- c. Attended Chamber of Commerce annual meeting;
- d. Met with Republic regarding trash services;
- e. Completed Management's discussion and analysis of budget process.

**Clerk's Report**

Clerk Payne reported as follows:

- a. Worked with auditors for two weeks for their information gathering of the audit;
- b. Attended Chamber of Commerce annual meeting;
- c. Chaired the Southwest Michigan Planning Commission board meeting;
- d. Held quarterly pension review;
- e. Attended Baroda Lake Township Police Board budget workshop.

**Treasurer's Report**

Treasurer Robert Clark reported as follows:

- a. Worked with auditors for two weeks for their information gathering of the audit;
- b. Attended two Baroda-Lake Township Police Board budget workshops;
- c. Attended Chamber of Commerce annual meeting;
- d. Attended Community Growth Alliance board meeting;
- e. Attended Community Growth Alliance wine committee meeting;
- f. Attended Cintas uniform inventory meeting;
- g. Attended Utility Committee meeting.

Treasurer Clark further reported February 17, 2015 was the last day to pay winter taxes without a penalty. There are less than 1% winter taxes unpaid at this time. Lake Township can continue to collect until March 2, 2015. After that date, taxpayers will have to pay their taxes to Berrien County. A thank you to Sandy Dina, our Secretary and the rest of the staff for helping out during this busy time.

The audit went well, and we should be getting preliminary results soon.

Auto pay is on the rise for water bills. On-line payments will be offered soon after tax settlement in early March.

#### Planning Commission Report

Trustee Wilk reported, James Gast, Lake Charter Township's Zoning Administrator, presented members with the Berrien County Planning Commission's results of the set-back and front yard fence height requirements. He further suggested scheduling a Public Hearing to review Berrien County's opinions.

#### Water Plant Report

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

- a. 51.1932 million gallons of water were pumped for the month of January;
- b. The monthly operating report was sent to the State of Michigan;
- c. The Consumer Confidence report was sent to the Herald Palladium and published January 27, 2015;
- d. Two main breaks occurred, one in Tower Hill and the other on Hopkins Lane.

#### GRSD Sewer Authority Report

Supervisor Gast reported as follows:

- a. Approved Prien & Newhof to prepare digester repair documents, not to exceed \$7,000.00;
- b. Approved Prien & Newhof to update the Master Plan;
- c. Approved a Resolution for a new hire on non-union retirement;
- d. Discussed a maintenance plan on life stations in the communities;
- e. Discussed minor repairs and overflows that were reported to the Michigan Department of Environmental Quality.

#### Police Department

Trustee Terry Eichler reported the Baroda-Lake Township Police held a workshop on the 2015/2016 budget.

#### Fire Department/Fire Chief

Fire Chief Harold Heyn reported 25 calls were answered, 17 medical, three fire alarms, two medical and one major structure fire.

#### Park Report

Treasurer Bob Clark reported the Park Committee is still on hiatus. A meeting is scheduled for March 11, 2015.

#### Library Report

Gretchen Evans, Bridgman Public Library Director reported that the Library is looking for memorabilia for their 50-year anniversary. February 27, 2015 they are having a mine craft party and a webinar on smart vegetable gardening.

#### Cemetery Committee Report

Clerk Payne reported one full burial took place since our last board meeting.

### Building Department Report

James Gast reported he issued two building permits, one commercial, one residential, one electrical permit, one lot split and nineteen inspections. Filed paperwork, answered calls and complaints.

### Lake Township Economic Growth Alliance Report

Supervisor Gast introduced Cali Berg, Economic Development Executive Director. She reported on the year 2014, wherein, 95 members have joined the Economic Growth Alliance, and 55 advertisers signed up to be in the Visitor's Guide. She thanked Lake Charter Township for their support. She continues to work on the Wine Festival, the Beer Festival and the MML Wayfinding projects. A new program regarding our trailways and waterways will be worked on in the near future. She asked that if there are any available properties for sale in Lake Township to let her know.

### Utility Committee Report

Supervisor Gast reported as follows:

- a. The reliability study is nearing completion;
- b. Peerless Midwest will upgrade #2 pump the first week of March. #3 pump will be pulled;
- c. The SCADA system work begins the first week of March.

### Capital Improvement Report

Treasurer Clark reported the committee meets March 10, 2015 to receive estimates on water projects.

## **AGENDA ITEMS**

### **Water Plant GPS Receiver**

Supervisor Gast presented the tabled item from last month's meeting that being a quote from Michigan Surveyors for a GPS Receiver in the amount of \$11,508.00 so water plant personnel could conduct our own locating of curb boxes, valves, manholes, piping etc. There is a one year warranty on the hardware and a one year warranty on the software, for a total of \$11,913.00

After discussion, it was moved by Clark seconded by Heyn to purchase from Michigan Surveyors for a GPS Receiver in the amount of \$11,913.00 with a one year warranty on the hardware and a one year warranty on the software. All ayes, motion carried.

### **2015 Township Road Project Improvements**

Supervisor Gast asked board members to review the suggested road projects for 2015 for Lake Charter Township. The Shawnee Road from Gast to Jericho, for \$91,800.00 needs our support.

After discussion, it was moved by Eichler seconded by Payne to approve the Shawnee Road project from Gast to Jericho for \$91,800.00. All ayes, motion carried.

### **Amendments to Lake Charter Township Zoning Ordinance**

Supervisor Gast turned the floor over to James Gast, Lake Charter Township's Zoning Administrator. The following need to be amended:

1. Chapter 2, titled; Definition, section 2.09 (H) Home Occupation: Motion by Gast seconded by Payne to remove the wording, "without limiting the forgoing." The definition will now read: An occupation customarily conducted in a dwelling unit that is clearly an incidental and secondary use of the dwelling and which is not a live/work use. A single-family residence used by an occupant of that residence to give instruction in a craft or fine art within the residence shall be considered a home occupation. This change is to help further clarify and limit a home occupation. Effective upon publication. All ayes, motion carried.
  
2. Chapter 2, titled; Definitions, section 2.13 (L) Live/Work: Motion by Gast seconded by Heyn, to remove all of the current language and replace it with: a structure or a part of a structure, used both as a dwelling and for any non-residential use permitted in the zoning district in which the structure is located. This change is to help further clarify live/work. All ayes, motion carried.

3. Chapter 3, titled; General Provisions, section 3.09 to add subsection "G" which will state: Motion by Payne seconded by Clark, the zoning administrator ensures that before approving a Home Occupation all of the above requirements have been met. This change is to help clarify procedure. Effective upon publication. All ayes, motion carried.

**PUBLIC COMMENT**

Fire Chief Harold Heyn asked if the Shawnee Road project could be extended to the Lake Township Hall driveway.

**ANNOUNCEMENTS**

The next regular meeting is scheduled for March 17, 2015 at 7:00 p.m., Lake Township Hall, Bridgman, Michigan.

Lake Charter Township Planning Commission is scheduled for March 2, 2015 at 7:00 p.m., Lake Charter Township Hall, Bridgman, Michigan.

Lake Charter Township Board of Appeals is scheduled for March 12, 2015 at 7:00 p.m., Lake charter Township Hall, Bridgman, Michigan.

**ADJOURNMENT**

With no further objection and no further business it was moved by Payne seconded by Stine to adjourn the meeting. All ayes. Motion carried. Meeting adjourned at 8:19 p.m.

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

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

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

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