

**MINUTES
LAKE CHARTER TOWNSHIP
BOARD MEETING
March 16, 2022
7:00 p.m.**

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The meeting was called to order by Clerk, Gloria Payne at 7:00 p.m. The meeting opened with the Pledge of Allegiance.

ROLL CALL

Clerk Payne called the roll. Board members present were Gloria Payne, Clerk; Robert Clark, Treasurer; John Wilk, Trustee; Mike Essig, Trustee; Nancy Mensinger and Zach Carson, Trustee. John Gast died while serving as Lake Charter Township office on March 9, 2022. A quorum of the board was declared to be present.

APPOINTMENT OF SUPERVISOR PRO TEM

Clerk Payne explained, in the absence of the Supervisor, the board appoints a board member to run the meeting. It was moved by Payne seconded by Mensinger to appoint Robert Clark, Lake Charter Township Treasurer to run the March 15, 2022 board meeting. Six ayes, motion carried.

OTHERS PRESENT

Jamie Smith, Baroda-Lake Township Police Board Bookkeeper
Marcie Hamilton, Southwest Michigan Planning Commission
Tony McGhee, Abonmarche
William Shuler
Richard Kubsch, Building Inspector/Zoning Administrator, Lake Charter Township
Harold Heyn, Lake Charter Township Fire Chief
Scott Dienes, Lake Charter Township Legal Counsel

APPROVAL OF AGENDA

Robert Clark asked to place one additional item to the agenda. It was moved by Wilk seconded by Essig to approve the agenda with one addition. Six ayes, motion carried.

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

February 15, 2022

It was moved by Essig seconded by Mensinger to approve the February 15, 2022 meeting minutes. Six ayes, motion carried.

APPROVAL OF BILLS

After a correction, and a few explanations, it was moved by Mensinger seconded by Carson to approve the February bills in the amount of \$303,147.51. Six ayes, motion carried.

COMMUNICATIONS/CORRESPONDENCE PACKET

Lake Charter Township account balances for February 2022

A memorandum regarding the appointment of the Supervisor and the election of a Supervisor
Broadband Information

Supervisor's Report

None.

Clerk's Report

Attached.

Treasurer's Report

Attached.

Robert Clark, Lake Charter Township Treasurer reported another tax collection season has come and gone and that he has scheduled to meet with the County of Berrien for settlement on Thursday, March 10, 2022.

Planning Commission Report

Lake Charter Township Planning Commission Meeting minutes are on file in the Township Hall offices.

Richard Kubsch reported the Planning Commission is working on updating the sign ordinance and the master plan.

Water Plant Report

Attached.

The Lake Charter Township 2021 Water Billing report is attached.

GRSD Sewer Authority Report

GRSD Sewer Authority meeting minutes of January 26, 2022 are attached.

Trustee John Wilk reported the master service agreement needs to be cleaned up regarding ownership. They are also discussing changing the billing method.

Police Department

Baroda-Lake Township Police Board meeting minutes of January 11, 2022 are attached.

Fire Department Report

None.

Park Committee Report

Attached.

Robert Clark, Lake Charter Township Treasurer reported the Park will open April 1, 2022.

Library Report

Trustee John Wilk encouraged everyone to use the Bridgman Public Library website. They are taking applications for the community garden and looking to purchase a generator. Lastly, Fernwood has been hired to restore the berm in front of the library.

Cemetery Committee Report

Attached.

Building Department Report

January report attached.

Lake Township Economic Growth Alliance Report

Attached.

Medic One Report

Minutes of January 27, 2022 are 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.

Public Hearing

Application to the DNR Michigan Land and Conservation Fund

It was moved by Wilk seconded by Carson to open the public hearing. Six ayes, Motion carried. The public hearing opened at 7:35 p.m.

There were no comments made regarding the Application to the DNR Michigan Land and Conservation Fund.

It was moved by Payne seconded by Essig to close the public hearing. Six ayes, Motion carried. The public hearing closed at 7:36 p.m.

AGENDA ITEMS

Resolution to Pay Tribute to John William Gast, Lake Charter Township Supervisor

Supervisor Pro Tem introduced Scott Dienes, Lake Charter Township Legal Counsel who presented a Resolution to Formally Recognize, Honor and Pay Tribute to Lake Charter Township Supervisor John William Gast, Long-Time Public Servant.

The Resolution was read. It was moved by Wilk seconded by Carson, to approve the Resolution to Formally Recognize, Honor and Pay Tribute to Lake Charter Township Supervisor John William Gast, Long-Time Public Servant. Six ayes, motion carried.

Appointment/Running for Office of Supervisor

Attorney Dienes reviewed the process with the township board for the appointment of the Lake Charter Township Supervisor. Since the vacancy occurred before the April 12, 2022 date during the 2020 - 2024 term, two processes must occur. The Township Board must appoint an individual to fill the position until the November 8, 2022 election and run in the August 2, 2022 primary. Then the individual, or individuals who wish to run for the Supervisor's office, must run in the August 2, 2022 primary and win the November 8, 2022 election. Then that individual remains in office and fills the unexpired term of the 2020-2024 Supervisor's term.

MacAllister Generator Maintenance Agreement Renewal

Supervisor Pro Tem Clark brought to board members' attention the MacAllister three-year option for renewal of the maintenance agreement. The township has eight generators that need coverage and the renewal is for \$14,870.00.

It was moved by Mensinger seconded by Wilk to give permission to Robert Clark to sign the approval of the renewal of the McAllister Generator Maintenance Agreement for three-years at a cost of \$14,870.00. Six ayes, motion carried.

Resolution to Establish Absent Voter Counting Board

Supervisor Pro Tem Clark directed board members' attention to the Resolution to Establish an Absent Voter Counting Board. This resolution needs to have Township Board approval for the upcoming August 2022 and November 2022 elections.

It was moved by Essig seconded by Carson to approve the Resolution to Establish the Absent Voter Counting Board. Six ayes, motion carried.

Fire Department Voice Amplifiers/Communication Brackets

Supervisor Pro Tem Clark directed board members' attention to the quote from West Shore Fire for Scott Epic3 Voice Amplifiers, as well as right side communication brackets. These amplifiers attach

to the Air Paks and allow the firemen to communicate without their voices being muffled. The right side communication bracket allows them to connect with another fireman to aid in getting air from each other. The Fire Department is in need of six (6) such units.

It was moved by Mensinger seconded by Wilk to approve the purchase of six Scott Epic3 Voice Amplifiers in the amount of \$3,516.00 from West Shore Fire. Six ayes, motion carried.

Camera Quote

Supervisor Pro Tem Clark turned the floor over to Lake Charter Township Clerk, Gloria Payne who reported that the Michigan Bureau of Elections has introduced into law, that voter drop boxes will need to have a camera placed on them to ensure the drop boxes are being used appropriately during an election. While this law has passed the House of Representatives, it is due to pass the Senate.

Two quotes were solicited, however, the second individual never responded. The quote presented is from The Tech of Southwest Michigan, in the amount of \$4,006.75. This vendor is the same vendor that installed the sound system in Lake Charter Township Hall meeting room.

It was moved by Essig, seconded by Carson to accept the quote from The Tech of Southwest Michigan in the amount of \$4,006.75 for the installation of a camera system on the Lake Charter Township Hall building pointing at both the black drop box outside the front door and the red drop box in front of the ambulance building. Six ayes, motion carried.

1 Wolverine Construction LLC

Supervisor Clark Pro Tem directed board members' attention to the quote from 1 Wolverine Construction LLC. This quote was accepted at our March 16, 2021 board meeting to perform the work in the Township Hall offices replacing the ceiling tile.

Due to him not being able to perform the work in 2021, he indicated that it would be more due to the increase in construction costs. The original quote was for \$31,300.00. He is asking for an additional \$3,000.00.

It was moved by Mensinger, seconded by Essig to approve replacing the ceiling tile in the Township Hall offices not to exceed \$35,000.00. Six ayes, motion carried.

2015 Ford Explorer

Supervisor Clark Pro Tem reported that the Kelly Blue Book estimate for the 2015 Ford Explorer that belonged to the Baroda-Lake Township Police Department is about \$15,000.00. The vehicle will be used by Lake Charter Township Fire Chief, Harold Heyn, and is being carried on the Lake Charter Township vehicle insurance.

It was moved by Payne seconded by Mensinger to approve the Kelly Blue Book estimate of \$15,000.00 for the 2015 Ford Explorer, and to purchase it from the Baroda-Lake Township Police Department in the amount of \$15,000.00. Six ayes, motion carried.

DNR Grant Application

Supervisor Clark Pro Tem turned board members' attention to the Resolution to apply for the DNR grant for the development of the non-motorized trail from the Bridgman Public High School to the Lake Charter Township Park, not to exceed \$500,000.00. It was further resolved to make available its financial obligation amount up to \$500,000.00 (50%) of a total project cost not to exceed \$1,000,000.00 during the 2022-2023 fiscal year.

It was moved by Essig seconded by Carson to approve the Resolution Applying for the DNR Grant for the Development of the non-motorized trail from the Bridgman Public High School to the Lake Charter Township Park, not to exceed \$500,000.00, and the Township funding portion also not to exceed \$500,000.00. The intent is to use the ARPA funds for this project. Six ayes, motion carried.

Replacement of Fire Department AED's

Supervisor Clark Pro Tem turned the floor over to Harold Heyn, Lake Charter Township Fire Chief who brought board members attention to the quote from Pro Safety Innovations for seven (7) Powerheart G5 AED's. The AED's will replace the ones that are currently being used. They are similar to the AED's the Police Department uses. There is a \$300.00 per unit trade in for the ones we have, bringing the net cost down to approximately \$1,300.00 per AED.

It was moved by Essig seconded by Mensinger to approve the purchase of seven (7) Powerheart G5 AED's from Pro Safety Innovations, not to exceed \$10,000.00. Six ayes, motion carried.

PUBLIC COMMENT

None.

ANNOUNCEMENTS

The next regular meeting is scheduled for April 19, 2022 at 7:00 p.m., Lake Township Hall, Bridgman, Michigan.

Lake Charter Township Planning Commission is scheduled for April 4, 2022 at 7:00 p.m., Lake Charter Township Hall, Bridgman, Michigan.

Lake Charter Township Zoning Board of Appeals is scheduled for April 14, 2022 at 7:00 p.m., Lake Charter Township Hall, Bridgman, Michigan.

Baroda-Lake Township Police Board meeting is scheduled for May 10, 2022 at 5:00 p.m.

Lake Charter Township Hall Offices are closed April 15, 2022 in observance of Good Friday

ADJOURNMENT

With no further objection and no further business it was moved by Payne seconded by Essig to adjourn the meeting. Six ayes, motion carried. Motion carried.

Meeting adjourned at 8:39 p.m.

Dated: _____

Gloria A. Payne, Clerk

Dated: _____

Robert Clark, Supervisor Pro Tem