

MINUTES
LAKE CHARTER TOWNSHIP
BOARD MEETING
March 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, James Stine Jr., and John Wilk. Trustee, Patricia L. Heyn was absent. Six visitors were present in the audience.

APPROVAL OF AGENDA

It was moved by Eichler seconded by Gast to add one item to the agenda. Six ayes, motion carried.

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

February 17, 2015

It was moved by Stine seconded by Clark to approve the February 17, 2015 board meeting minutes. Six ayes, motion carried.

APPROVAL OF BILLS

After clarifications of a few invoices, it was moved by Clark seconded by Stine to approve the bills of February 2015 in the amount of \$225,902.44. Six 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 March 2, 2015; Township Insights; Galien River Sanitary Sewer Authority Agenda and meeting minutes; Water Filtration Plant report; Lake Charter Township Fund Balances of February 2015; Medic One meeting minutes; Baroda-Lake Township Police Board meeting minutes and bills; Utility Committee meeting minutes of March 4, 2015; Bridgman Public Library meeting minutes; Lake Charter Township Zoning Board of Appeals meeting minutes of March 12, 2015.

A copy of a memorandum regarding an employment matter and a copy of the State of Michigan revenue sharing check.

REPORTS

Supervisor's Report

- a. Attended a meeting with Reliable regarding recycling;
- b. Attended Galien River Sanitary District Authority meeting;
- c. Met with Michigan Municipal League regarding personnel policies and job descriptions;
- d. Attended Medic One meeting;
- e. Participated in Chikaming Township's Board of Determination regarding drains;
- f. Attended Utility Board Meeting;
- g. Attended closing on the sale of 9301 Red Arrow Highway building;
- h. Attended Board of Review organizational meeting;
- i. Attended Berrien County Road Commission meeting;
- j. Held Board of Review;
- k. Attended exit meeting with Gerbel and Company regarding 2014 audit.

Clerk's Report

Clerk Payne reported as follows:

- a. Attended exit meeting with Gerbel and Company regarding 2014 audit;
- b. Met with Michigan Municipal League regarding personnel policies and job descriptions;
- c. Attended Workers Compensation 2014 audit;
- d. Attended closing on the sale of 9301 Red Arrow Highway building;
- e. Attended Baroda Lake Township Police Board meeting.

Treasurer's Report

Treasurer Robert Clark reported as follows:

- a. Attended Bridgman City Manager's Open House;
- b. Attended exit meeting with Gerbel and Company regarding 2014 audit;
- c. Attended Berrien County Treasurer's Association meeting;
- d. Attended Capital Improvement Committee meeting;
- e. Met with County of Berrien to settle 2014 taxes;
- f. Attended a CGA Wine Committee meeting.

Treasurer Clark further reported on March 2, 2015, he wrapped up the 2014 taxes with the County of Berrien. The County Treasurer continues to encourage residents having trouble paying their taxes to work with him to set up a payment plan.

We continue to receive automatic water payment requests. Approximately 50 people have signed up.

Planning Commission Report

Trustee Wilk reported the Planning Commission accepted wording on front yard fences which the Lake Charter Township Board will approve.

Water Plant Report

Mark Panzegrav, Lake Charter Township Water Plant Superintendent reported:

- a. 47.2734 million gallons of water were pumped for the month of January;
- b. The monthly operating report was sent to the State of Michigan;
- c. Preventive maintenance was performed on #1 clarifier;
- d. Attended the Utility Committee meeting;
- e. Cross connection report sent to the State of Michigan;
- f. Attended Capital Allocation Committee meeting.

GRSD Sewer Authority Report

Supervisor Gast reported as follows:

- a. Discussed Prien & Newhof's update on projects;
- b. Discussed updating the personnel policies;
- c. Approved purchase of Update Manager Plus, a computer software for Sewer Districts.

Police Department

Trustee Terry Eichler reported the Baroda-Lake Township Police Department handled 487 calls to date. The 2015-2016 budget was placed on the agenda for Lake Charter Township's approval.

Fire Department/Fire Chief

Fire Chief Harold Heyn was absent.

Park Report

Treasurer Bob Clark reported the Park Committee meets March 18, 2015. Treasurer Clark reported that Joe Johnson as resigned from the Park Committee. We thank Joe for his many years of dedicated service and commitment to the Lake Township Park. His contributions have been instrumental in making the Park the great facility it is today.

Library Report

Gretchen Evans, Bridgman Public Library Director distributed the quarterly newsletter. She reported that the Library is holding a Coastline Children's Festival, and a Frozen party on Saturday, March 21, 2015. Lastly, the Library will be closed on Wednesday for an in-service training where staff will be trained to become CPR certified.

Cemetery Committee Report

Clerk Payne reported two full burials took place since our last board meeting. A Cemetery Committee meeting is scheduled for March 26, 2015 at 10:00 a.m.

Building Department Report

James Gast reported he issued three residential building permits, one electrical permit, one plumbing permit, one water tap and ten lot splits. Mailed out legal notices and answered calls and complaints.

Lake Township Economic Growth Alliance Report

Trustee Jim Stine reported no meeting was held.

Utility Committee Report

Supervisor Gast reported Rob Andrew distributed copies of the Reliability Study/Master Plan.

Capital Improvement Report

Treasurer Clark reported the committee reviewed the Reliability Study/Master Plan. A plan will be developed for completion of the items, time frames and payment for them. Discussion also included transferring the proceeds from the sale of the state police post to the capital improvement fund.

AGENDA ITEMS

2015 Audit

Supervisor Gast introduced Brian Wisneski of Gerbel and Company, Lake Charter Township's auditors. He presented the 2014 Audit and reported that Lake Township has ten months of operating on hand. The audit is clean and fair in all material aspects, the financial position of governmental activities and the business type activities ending in accordance with accounting principles is generally accepted.

It was moved by Gast seconded by Eichler to accept the Lake Charter Township 2014 Audit performed by Gerbel & Company, P.C. Six ayes, motion carried.

Community Growth Alliance Contribution

Supervisor Gast reported that the budgeted contribution to the Community Growth Alliance in the amount of \$10,000.00 needs approval. This is the same amount that was contributed last year and the City of Bridgman contributes \$10,000.00 as well.

It was moved by Payne seconded by Clark to contribute the budgeted amount of \$10,000.00 to the Community Growth Alliance. Six ayes, motion carried.

Replacement of 2004 Jeep Liberty

Supervisor Gast turned board members' attention to the quotes from Sieman's Ford for replacement of the 2004 Jeep Liberty. A 2015 Ford Escape for \$25,640.00 and a 2015 Jeep Cherokee for \$27,489.00. The Jeep Liberty has 123,650 miles on it, and there is rust damage to the lower panels and frame. Last year the oil pan rusted through and had to be replaced.

Comments included concern over the vehicle beginning to "nickel and dime" us with repairs. The rusting of the frame is a safety issue. Lake Township is responsible for vehicles we put on the road. The money is included in the 2015 budget. Maybe we should putty up the holes and keep it another year.

It was moved by Gast seconded by Payne to accept the bid of Sieman's Ford for the 2015 Jeep Cherokee in the amount of \$27,489.00. Five ayes, one nay (Wilk) Motion carried.

Amendment to Fence Ordinance

Supervisor Gast turned the floor over to Planning Commission member John Wilk who reported that a public hearing was held on March 2, 2015 to hear comments and input on Chapter 3 General Provisions, subsection 3.06 Fences and Walls, to read as follows:

"All front yard fences and gates shall not exceed a height of 8', must allow emergency vehicle access to the property and have written approval of the Lake Charter Township Fire Department."

There were no comments from the public on the amendment, and is not required to go back to the Berrien County Planning Commission. This language becomes effective upon publication.

It was moved by Gast seconded by Wilk to adopt Chapter 3 General Provisions, subsection 3.06 Fences and Walls to read:

“All front yard fences and gates shall not exceed a height of 8', must allow emergency vehicle access to the property and have written approval of the Lake Charter Township Fire Department.”

This language becomes effective upon publication. Six ayes, motion carried.

Distribution of Funds from the sale of property at 9301 Red Arrow Highway

Treasurer Bob Clark turned board members' attention to a copy of a check for \$460,176.80 from the sale of the proceeds at 9301 Red Arrow Highway. He needs action on distribution of these funds as follows:

It was moved by Wilk seconded by Stine to transfer the funds from the general fund to the capital improvement fund. Six ayes, motion carried.

It was moved by Stine seconded by Wilk to open an account at Honor Credit Union designating Robert Clark, Treasurer, Jamie Smith, Deputy Treasurer and Gloria Payne Clerk as signors on the account. Six ayes, motion carried.

It was moved by Clark seconded by Wilk to open an account at Heritage Credit Union. Funds not to exceed the FDIC insured amount designating Robert Clark, Treasurer, Jamie Smith, Deputy Treasurer and Gloria Payne Clerk as signors on the account. Six ayes, motion carried.

Water Plant Annual Maintenance Testing

Supervisor Gast turned the floor over to Mark Panzegrau, Lake Charter Township's Water Plant Superintendent who received a cost estimate from Peerless Midwest, Inc., in the amount of \$4,450.00 for the annual testing and maintenance for all 35 pumps and motors for the year 2015.

It was moved by Stine seconded by Gast to accept the cost estimate from Peerless Midwest, Inc., in the amount of \$4,450.00 for the annual testing and maintenance for all 35 pumps and motors for the year 2015. Six ayes, motion carried.

Baroda-Lake Township 2015-2016 Police Budget

Supervisor Gast turned the floor over to Trustee Terry Eichler who reported that the Police Board adopted the 2015-2016 Baroda-Lake Township police budget in the amount of \$575,846.31 A copy of the budget was included in board member's packet. This budget covers three full-time officers and thirteen part-time officers.

It was moved by Payne seconded by Stine to accept the 2015-2016 Baroda-Lake Township Police budget in the amount of \$575,846.31. Six ayes, motion carried.

PUBLIC COMMENT

Jim Gast, Building Official/Zoning Administrator, thanked the board for looking out for his safety.

Supervisor John Gast reported that the Southwestern Michigan Planning Commission Twin Cities Area Transportation Study will replace Shawnee Road from Gast to Jericho for free if we wait for 12 months. As you recall, the project would have cost \$91,000.00, however, the TwinCATS has surplus funds and would do the project under federal funding.

Clerk Gloria Payne reminded everyone the Electronic Recycling Event, in Lake Township, is scheduled for April 25, 2015 from 9:00 a.m. to 1:00 p.m. Anything with a cord is accepted. Freon does need to be removed from refrigerators/freezers.

ANNOUNCEMENTS

The next regular meeting is scheduled for April 21, 2015 at 7:00 p.m., Lake Township Hall, Bridgman, Michigan. Lake Charter Township Planning Commission is scheduled for April 6, 2015 at 7:00 p.m., Lake Charter Township Hall, Bridgman, Michigan.

Lake Charter Township Board of Appeals is scheduled for May 14, 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 Clark to adjourn the meeting. All ayes. Motion carried. Meeting adjourned at 8:10 p.m.

Dated: _____

Gloria A. Payne, Clerk

Dated: _____

John Gast, Supervisor