

**MINUTES
LAKE CHARTER TOWNSHIP
BOARD MEETING
March 20, 2018
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 Nancy Mensinger, James Stine Jr., and John Wilk. Patricia L. Heyn, Trustee was absent. Seven visitors were present in the audience.

APPROVAL OF AGENDA

There were no additions or deletions to the agenda. The agenda stands as presented.

PUBLIC HEARING

Supervisor Gast introduced Cali Berg, Director of the Greater Bridgman Area Chamber of Commerce and the Community Growth Alliance. She went over the Application for the Industrial Facilities Tax Exemption Certificate for Apollo Seiko. They are applying for a \$265,000.00 abatement for a 10,000 square foot addition to the building and a cement pad for the truck traffic. They currently have 17 employees and will be adding three over the next two years.

Cali introduced Ken Schiffer, owner of Apollo Seiko he informed board members that he builds robots for soldering and adhesive applications. He reported that he hired, from Purdue, an intern well versed in computer aid design (CAD) and this helped his business tremendously, what previously was being done with a slide rule and compass, now accelerates the time it takes to put a robot into production.

He further reported that his company holds an Annual Meeting each year in May and this year it will be held in Bridgman, Michigan. People from overseas, Africa and other countries will be coming to Bridgman to eat in our restaurants and drink in our wineries and breweries.

Both Cali and Ken asked board members if they had any further questions. There were none.

MOTION TO OPEN PUBLIC HEARING

It was moved by Wilk seconded by Stine to open the public hearing. Six ayes, motion carried. Supervisor Gast opened the Public Hearing for public comment at 7:18 p.m.

PUBLIC COMMENT

No comments from the Public.

MOTION TO CLOSE PUBLIC HEARING

With no further public comment, it was moved by Wilk seconded by Stine, to close the public comment section for the Public Hearing. Six ayes, motion carried. The public comment was closed at 7:19 p.m.

It was moved by Payne seconded by Clark to adjourn the Public Hearing at 7:21 p.m. Six ayes, motion carried.

Supervisor Gast reported that a Special Meeting will be held Thursday, March 22, 2018 at 12:00 Noon for approval of the Industrial Facilities Exemption Certificate.

APPROVAL OF MINUTES

February 20, 2018

It was moved by Clark seconded by Payne to approve the March 20, 2018 meeting minutes. Six ayes, motion carried.

APPROVAL OF BILLS

With a few explanations, and some fund changes, it was moved by Clark seconded by Mensinger to approve the bills of February 2018 in the amount of \$298,700.79. Six ayes, motion carried.

COMMUNICATIONS/CORRESPONDENCE PACKET

Lake Charter Township account balances for February 2018.
Michigan Townships Insights.

REPORTS

1Supervisor's Report

Attached.

Clerk's Report

Attached.

Treasurer's Report

Attached.

Planning Commission Report

Meeting minutes are on file in the Township Hall offices.

Water Plant Report

Attached.

GRSD Sewer Authority Report

Galien River Sanitary District meeting minutes attached.

Police Department

Baroda-Lake Township Police Board meeting is scheduled for March 13, 2018.

Fire Department Report

Attached.

Park Committee Report

Attached.

Library Report

Bridgman Public Library Board of Directors meeting minutes attached.

Cemetery Committee Report

Attached.

Building Department Report

Attached.

Lake Township Economic Growth Alliance Report

Makers Trail Festival is June 9, 2018 at Weko Beach.

Medic One Report

Medic One meeting minutes attached.

Utility Committee Report

Attached.

Capital Improvement Report

No meeting held.

Zoning Board of Appeals Report

The Zoning Board of Appeals meeting minutes are on file in Township Hall offices.

AGENDA ITEMS

2017 Audit Report

Supervisor Gast introduced Sara Mobley of Hungerford Nichols. She reported on the 2017 Lake Charter Township audit and stated that Lake Charter Township has two years of operating on hand. The audit is clean and fair in all material aspects, the financial position of the governmental activities and the business type activities ending in accordance with accounting principles are generally accepted.

It was moved by Stine seconded by Wilk to accept the Lake Charter Township 2017 audit performed by Hungerford Nichols, CPA & Auditors. Six ayes, motion carried.

Extension of Janitorial Contract

Supervisor Gast presented to board members' the contract for janitorial services from our current custodian, Nancy DeFreez for service to the Township Hall, Public Safety Building, Medic quarters, Water Plant, Administrative Offices and Conference Room. This would be for \$25.00 per hour for 30 hours per week. A 1099 will be issued at the end of the year. This contract to be binding for two years with verbage to include a 90-day "out clause."

It was moved by Gast seconded by Wilk to accept a two-year contract for janitorial services from Nancy DeFreez for \$25.00 per hour for 30 hours per week for janitorial services. Six ayes, motion carried.

Re-banding 800 MHz, BDA Amplifier

Supervisor Gast reported the amplifier in the Public Safety Building for the 800 MHz radio system is out dated and nonfunctional. To upgrade and re-band the system is \$5,550.00 from Tele-Rad, Inc.

After discussion, it was moved by Payne seconded by Mensinger to allow Tele-Rad, Inc., to re-band the Public Safety Building for the 800 MHz radio system for \$5,550.00. Six ayes, motion carried.

Cap and Accessories for Fire Ford Crew Cab Pick-up

Supervisor Gast turned the floor over to Harold Heyn, Lake Charter Township Fire Chief who presented a quotation from Starlite Custom Truck & Auto Accessories for \$3,684.00 for a cab for the 2018 Ford Crew Cab pick-up truck.

It was moved by Stine seconded by Clark to accept the quote from Starlite Custom Truck & Auto Accessories for \$3,684.00 for a cab for the 2018 Ford Crew Cab pick-up truck. Six ayes, motion carried.

Emergency Lights Radio & Installation

Supervisor Gast turned the floor over to Harold Heyn, Lake Charter Township Fire Chief who presented a quote from Tele-Rad, Inc., for \$6,067.00, for lights and radio outfitting for the Ford Crew Cab pick-up truck.

It was moved by Mensinger seconded by Wilk to accept the bid of Tele-Rad Inc., for \$6,067.00, for lights and radio outfitting for the Ford Crew Cab pick-up truck. Six ayes, motion carried.

Fire Department Slate of Officers

Supervisor Gast presented the board members with the 2018 Fire Department Slate of Officers. Harold Heyn Chief; Dan Scheer, Assistant Chief; Mike Essig, Captain; Andrew Daniel, Lieutenant; Jim Orr, Engineer; Jim Hausmann, Safety Officer; Mike Essig, Training Officer and Laura Hooker, Medical Training Advisor.

It was moved by Gast seconded by Stine to accept the 2018 slate of officers for the Lake Charter Township Fire Department as presented. Six ayes, motion carried.

Administrative Summary Six Month Trial-Water Plant Operator

Supervisor Gast turned the floor over to Jeff Burkhard, Lake Charter Township Water Plant Superintendent and Toban Riley, Assistant Water Plant Superintendent. They are requesting to advertise for a water plant operator to relieve over-time pay. A new development in the water plant staff, with one employee planning on leaving Lake Charter Townships' employ in August, quite possibly search for two candidates. Further, we still have one employee out on medical leave, so the urgency to advertise for a water plant position is timely.

It was moved by Clark seconded by Gast to allow the Water Plant Superintendent and the Assistant Water Plant Superintendent to advertise for water plant operator. Six ayes, motion carried.

Attorney Services

Supervisor Gast reported that he received one quote of \$150.00 for services from Frank DeFrancesco of Foster, Swift, Collins & Smith. As reported, our current Lake Charter Township Attorney, Scott Dienes has accepted a position with Barnes and Thornburg, a Grand Rapids law firm.

Clerk Payne remarked that for an additional \$25.00, it would be prudent to keep Scott Dienes as our attorney, since the law firm he went to has many talents to draw from, should there be an issue that Attorney Dienes might not want to, or be able to tackle. Attorney Dienes has been our municipal lawyer and if we were to end up in Court, there is no one else I want at the table representing Lake Charter Township.

It was discussed that since John Gast, Robert Clark and Gloria Payne typically have the most contact with legal issues, we continue our legal services with Scott Dienes. It was moved by Wilk seconded by Stine to continue legal services with Scott Dienes, Barnes and Thornburg, Grand Rapids. Six ayes, motion carried.

PUBLIC COMMENT

Harold Heyn reported the Lake Charter Township Firemen’s Pancake Breakfast will be held on Sunday, June 10, 2018 from 8:00 a.m. - 12:00 Noon.

ANNOUNCEMENTS

The next regular meeting is scheduled for April 17, 2018 at 7:00 p.m., Lake Township Hall, Bridgman, Michigan.

Lake Charter Township Planning Commission is scheduled for April 2, 2018 at 7:00 p.m., Lake Charter Township Hall, Bridgman, Michigan.

Lake Charter Township Zoning Board of Appeals meeting is scheduled for May 10, 2018 at 7:00 p.m., Lake Charter Township Hall, Bridgman, Michigan.

Joint Lake Charter Township/City of Bridgman meeting is scheduled for April 30, 2018 at 7:00 p.m.

Lake Charter Township Hall offices are closed in observance of Good Friday, March 30, 2018.

ADJOURNMENT

With no further objection and no further business it was moved by Payne seconded by Mensinger to adjourn the meeting. All ayes. Motion carried. Meeting adjourned at 8:36 p.m.

Dated: _____

Gloria A. Payne, Clerk

Dated: _____

John Gast, Supervisor