

**MINUTES**  
**LAKE CHARTER TOWNSHIP**  
**BOARD MEETING**  
**April 21, 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; Trustees Terry Eichler, James Stine Jr., Patricia L. Heyn and John Wilk. Treasurer Robert Clark was absent. Five visitors were present in the audience.

**APPROVAL OF AGENDA**

The agenda stands as presented.

**PUBLIC COMMENT**

None.

**APPROVAL OF MINUTES**

**March 17, 2015**

It was moved by Eichler seconded by Heyn to approve the March 17, 2015 board meeting minutes. Six ayes, motion carried.

**Special Meeting April 15, 2015**

It was moved by Stine seconded by Payne to approve the special board meeting minutes of April 15, 2015. Six ayes, motion carried.

**APPROVAL OF BILLS**

After clarifications of a few invoices, it was moved by Wilk seconded by Stine to approve the bills of March 2015 in the amount of \$214,774.25. 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 April 6, 2015; Township Insights; Galien River Sanitary Sewer Authority Agenda and meeting minutes; Water Filtration Plant report; Lake Charter Township Fund Balances of March 2015; Medic One meeting minutes; Cemetery Committee meeting minutes; Utility Committee meeting minutes of April 1, 2015; Bridgman Public Library meeting minutes and Third Quarter Lake Charter Township 2015 budget.

**REPORTS**

**Supervisor's Report**

- a. Attended Medic One meeting;
- b. Attended two Galien River Sanitary District Authority meetings;
- c. Attended Cemetery Committee meeting;
- d. Attended Utility Committee meeting;
- e. Met Queen Committee;
- f. Attended Special Board meeting;
- g. Attended Supervisor's meeting;
- h. Finalized Board of Review.

**Clerk's Report**

Clerk Payne reported as follows:

- a. Attended Berrien County Clerks Association meeting;
- b. Chaired and attended Cemetery Committee meeting;

- c. Held the Public Accuracy Test for May 5, 2015 Election, approximately 250 absentee ballots issued 174 returned;
- d. Attended Special Board meeting;
- e. Attended and Chaired the Southwestern Michigan Planning Commission meeting;
- f. Attended the Twin Cities Area Transportation Committee meeting;
- g. With Treasurer Clark, opened a Money Market Account at Honor Credit Union, 2 Certificate of Deposits at First Source and one Certificate of Deposit at Heritage Credit Union.

Clerk Payne reminded everyone of the Electronic Recycling scheduled for Saturday, April 25, 2015.  
 Clerk Payne reminded everyone to exercise their right to vote on May 5, 2015 for Proposal 15-1 Roads.

#### Treasurer's Report

In the absence of Treasurer Robert Clark, Clerk Gloria Payne reported as follows:

- a. Attended a Community Growth Alliance meeting at Warren Dunes;
- b. Attended two Park Committee meetings;
- c. Met with several banking representatives regarding investments;
- d. Attended a Utility Committee meeting;
- e. Attended a Community Growth Alliance board meeting and community development meeting;
- f. Attended an informational meeting regarding Proposal 15-1 Road Proposal;
- g. Attended a Capital Improvement Committee meeting;
- h. Attended Special Board meeting.

Funds from tax revenue have been placed into several investments to increase the rate of return. A total \$2 1/4 million was moved into shorter term certificates and money market funds ranging in rates from .35% to 2% (current checking earns .1%) New accounts were opened at Country Heritage and Honor Credit Unions. The first quarter budget comparison is in the packet for review and is on track.

#### Planning Commission Report

Trustee Wilk reported, James Gast, Lake Charter Township Zoning Administrator handed out new pages of the Zoning Ordinance book with the updated pages on the Fencing Ordinance and handed out the new checklist on the procedure for properly publishing any ordinance changes. Lastly, Mr. Gast will also hand out all the "stand alone" ordinances of Lake Charter Township.

#### Water Plant Report

Mark Panzegrau, Lake Charter Township Water Plant Superintendent reported:

- a. 49.9740 million gallons of water were pumped for the month of February;
- b. The monthly operating report was sent to the State of Michigan;
- c. Work on the Water Tower has begun;
- d. Attended the Utility Committee meeting;
- e. Attended the Capital Improvement Committee meeting.

#### GRSD Sewer Authority Report

Supervisor Gast reported as follows:

- a. Discussed Prien & Newhof's update on projects;
- b. Discussed the grease policy;
- c. Discussed setting up a maintenance program, being proactive instead of reactive;
- d. Discussed the personnel policies with Catherine Jackson of Jackson HR Consulting.

#### Police Department

Trustee Terry Eichler reported there was no meeting. The next Baroda-Lake Township Police Board meeting is scheduled for May 12, 2015. Trustee Eichler reported that David Chandler part-time officer was involved in an accident on I-94, however, he is fine and at home recuperating.

#### Fire Department/Fire Chief

Fire Chief Harold Heyn reported 22 calls were answered, of which 16 were medical three accidents, one stand-by, one medical alarm and one lost person from Woodland Terrace, who was later found by a daughter.

#### Park Report

In the absence of Treasurer Robert Clark, Trustee Patricia Heyn reported the Park is in full swing since opening April 1, 2015. The soccer league has approximately 200 players using the soccer fields. Softball has many teams playing and baseball leagues are starting their season. The pavilions are being booked, disc golfers are enjoying the course and the playgrounds are filled with kids having fun. The drainage project is underway with the main pipes already installed. We will be installing electricity to the pitching mounds on the adult fields for more use by younger players. Lastly, a medical commercial was filmed using Lake Charter Township Park as the backdrop.

#### Library Report

Gretchen Evans, Bridgman Public Library Director reported they have a savvy senior program. Charles Stine will be presenting Estate Planning. A health eating program is in the works. Rick Fuller will hold a presentation on a Baton Memorial Death March, and the Library is in full swing selling garage sale permits for May 16, and 17, 2015.

#### Cemetery Committee Report

Clerk Payne reported the Cemetery Committee held their annual meeting. A copy of the minutes are enclosed in board members packets. One full burial and one cremation took place since our last board meeting.

#### Building Department Report

James Gast, Lake Charter Township Building Official reported he issued four residential building permits, one commercial building permit, six electrical permits, two plumbing permits, seven mechanical permits and two lot splits. Copied Lake Charter Township stand-alone ordinances and delivered them to the Planning Commission. Answered calls and complaints.

#### Lake Township Economic Growth Alliance Report

Trustee Jim Stine reported members met with Warren Dunes regarding a trail connecting Weko Beach and Warren Dunes. He further reported that the Wine Festival is changing the cost of the tickets. They will be \$10.00 in advance and \$20.00 at the gate.

#### Utility Committee Report

Supervisor Gast reported:

- a. Discussed purchasing an AED for the water plant building for \$1,750.00, along with training for employees;
- b. Discussed the crib inspection and modification bids;
- c. Peerless reported progress is being made on upgrades;
- d. Rob Andrew reported the frost laws are not yet lifted on the roadways, so moving equipment to finalize left over issues on California Road is on hold.

#### Capital Improvement Committee Report

In the absence of Treasurer Robert Clark, John Wilk reported, after further reviewing the capital water study, the Committee hopes to be able to complete many of the improvements recommended by our engineers by using cash savings instead of taking out a bond or borrowing for it. It may take a little longer to complete but will save significant money in costs and interest. The plan is to complete the first phase of infrastructure upgrades with funds on hand starting in 2016 over the next three to four years. The need to replace water mains in the near future will also alter the capital improvement plan.

### **AGENDA ITEMS**

#### **Appointment to Park Committee**

Supervisor Gast reported, Joe Johnson has resigned from the Park Committee. We thank Joe for his many years of service and accept his resignation with regret.

Brad Reitz has expressed interest in serving on the Park Committee. Brad currently serves on the Zoning Board of Appeals. Brad will serve the remainder of Joe Johnson's term.

It was moved by Payne seconded by Heyn to appoint Brad Reitz to the Park Commission. Six ayes, motion carried.

#### **Amendment of Cemetery Ordinance**

Supervisor Gast turned the floor over to Clerk Payne who reported that due to a new type of cemetery stone that houses cremated remains, Lake Charter Township needs to amend their Cemetery Ordinance to allow for more than one cremated remains per grave.

Board members were given the current Cemetery Ordinance, as well as the suggested change to Section 32.20 Limitations on Interment Regulations/Cremains.

After discussion and direction from James Gast, Lake Charter Township Zoning Administrator, the Cemetery Ordinance needs to be forwarded to the Planning Commission for their review and action.

It was moved by Gast seconded by Payne to forward the Lake Charter Township Cemetery Ordinance to the Lake Charter Township Planning Commission for their review and action. Six ayes, motion carried.

#### **Marlow Watson Pump**

Supervisor Gast turned board members' attention to the email from Frank Comer of Marlow Watson. In an effort to help with zebra mussels, a Watson Marlow pump that uses sodium hypochlorite is needed, which is the same as we are currently using, but with a blue rotor and matching 3.2mm tube element. The pump with the blue roller is rated 7.1 gph at 100 psi. The price is \$6,280.00 plus \$55.30 for 3.2 mm high pressure 100 psi tube element and \$30.00 for shipping.

It was moved by Wilk seconded by Heyn to purchase a Watson Marlow pump that uses sodium hypochlorite for \$6,365.30 which includes \$55.30 for a 3.2 mm high pressure 100 psi tube element and \$30.00 for shipping. Six ayes, motion carried.

#### **Intake Inspection/Hatch Modification**

Supervisor Gast presented three quotes for inspection of the intake. Underwater Construction Corporation \$4,900.00; Great Lakes Specialty Diving \$2,575.00 and Solomon Underwater Service \$2,730.00. The Utility Committee reviewed the estimates and recommended accepting the bid from Solomon Underwater Service for \$2,730.00. The \$2,730.00 represents a daily cost. Lake Charter Township Water Plant Superintendent, Mark Panzegrau requested approval for possibly two days. Also, two additional hatch modifications for the intake cones cost approximately \$500.00.

It was moved by Gast seconded by Payne to accept the bid of Solomon Underwater Service for \$5,460.00 for the hatch modifications for the intake cones and the intake inspection. Six ayes, motion carried.

#### **Lemon Creek Road**

Supervisor Gast reported the Berrien County Road Commission, in lieu of the Shawnee Road project, which is going to be done with Federal money, has suggested repaving Lemon Creek Road from Gast Road to Jericho Road, approximately .50 miles. The proposed work would provide a two inch hot mix overlay for \$91,800 using our \$35,490.77 2015 County Match.

Trustee Stine thought we should table the agenda item to look over our project list to see if we would upgrade pipe from the water plant to the water tower, going down Lemon Creek Road. It wouldn't be wise to repair the road and then tear it up for that project.

Trustee Eichler indicated that we probably would not get to that project for another ten years. Trustee Eichler mentioned that the next water improvement project should be Snow Road down toward Jericho Road, since there have been water main breaks in that area.

Trustee Wilk refused to pay for the repaving of Lemon Creek Road.

Trustee Stine asked whether the Berrien County Road Commission has an expiration date on this project.

It was moved by Wilk seconded by Stine to table this agenda item until next month and look over our project list to see if we would upgrade pipe from the water plant to the water tower, going down Lemon Creek Road. Three ayes, Heyn, Stine and Wilk and Three nays, Gast, Payne and Eichler. Tie vote. Tie vote is a no vote.

#### **PUBLIC COMMENT**

Harold Heyn asked whether the asphalt would be fixed by D.A. D'Agostino, at the crossing of California and Snow Roads.

John Wilk asked when we were taking the old Jeep Liberty to auction.

Gretchan Evans indicated that she was having difficulty with the auto pay for the water bill.

**ANNOUNCEMENTS**

The next regular meeting is scheduled for May 19, 2015 at 7:00 p.m., Lake Township Hall, Bridgman, Michigan.  
Lake Charter Township Planning Commission is scheduled for May 4, 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.  
Lake Charter Township Hall Offices closed May 25, 2015 in observance of Memorial Day.

**ADJOURNMENT**

With no further objection and no further business it was moved by Payne seconded by Eichler to adjourn the meeting. Six ayes. Motion carried. Meeting adjourned at 8:05 p.m.

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

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

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

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