

MINUTES
LAKE CHARTER TOWNSHIP
BOARD MEETING
May 19, 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 Clark Treasurer; Trustees Terry Eichler, James Stine Jr., Patricia L. Heyn and John Wilk. Eight visitors were present in the audience.

APPROVAL OF AGENDA

It was moved by Eichler seconded by Heyn to approve one addition to the agenda. All ayes, motion carried.

PUBLIC COMMENT

Supervisor Gast turned the floor over to Teri Freehling. Ms. Freehling has replaced Neal Nitz, Berrien County Commissioner's seat and will be representing our community.

Ms. Freehling stated that we have it all in this area, lake frontage, farming, agri-tourism and tourism. She is happy to be representing this area and indicated that she will be available to her constituents.

APPROVAL OF MINUTES

April 21, 2015

It was moved by Stine seconded by Payne to approve the April 21, 2015 board meeting minutes. All ayes, motion carried.

APPROVAL OF BILLS

It was moved by Payne seconded by Clark to approve the bills of April 2015 in the amount of \$459,920.64. 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 May 4, 2015; Township Insights; Galien River Sanitary Sewer Authority Agenda and meeting minutes; Water Filtration Plant report; Lake Charter Township Fund Balances of April 2015 and investment report; Medic One meeting minutes; Baroda-Lake Township Police Board meeting minutes and bills; Utility Committee meeting minutes of May 6, 2015; Lake Charter Township Zoning Board of Appeals meeting minutes of May 14, 2015.

Letter from Merritt Engineering to D.A. D'Agostino regarding California Road Watermain replacement; a letter from Southwest Michigan Planning Commission regarding Weesaw Township's master plan. A copy of a check from the State of Michigan for revenue sharing.

REPORTS

Supervisor's Report

- a. Attended Galien River Sanitary District Authority meeting;
- b. Attended the Electronic Recycling Event;
- c. Attended Utility Committee meeting;
- d. Attended meeting to review old fire station plans with Chris Brooks, Architect;
- e. Attended Supervisor's meeting;
- f. Attended Habitat for Humanity meeting;
- g. Held two telephone conference calls with Catherine Jackson regarding personnel policies.

Clerk's Report

Clerk Payne reported as follows:

- a. Attended the Electronic Recycling Event - 75 TV's and 42 monitors were collected;
- b. Attended Election Training;
- b. Attended Special Baroda-Lake Township Police Board meeting;
- c. Held the May 5, 2015 State of Michigan Special Election, had 657 voters turn out for this election;
- d. Held two telephone conference calls with Catherine Jackson regarding personnel policies;
- e. Attended Baroda-Lake Township Police Board regular meeting;
- f. Attended workshop on Positivity and Cemetery Management;
- g. Attended Twin Cities Area Transportation meeting.

Treasurer's Report

Treasurer Clark reported as follows:

- a. Attended meeting with Community Growth Alliance at Warren Dunes;
- b. Attended Park Committee meeting;
- c. Attended Capital Improvement Committee meeting;
- d. Attended Utility Committee meeting;
- e. Attended a Community Growth Alliance board, community development and wine committee meeting;
- f. Attended an Asset Allocation meeting;
- g. Attended five day MMTA Conference in Mount Pleasant.

Obtained certification through the MMTA, after completing a three-year course.

Planning Commission Report

Trustee Wilk reported the Lake Charter Township Planning Commission tabled the Sewer Ordinance review until the June meeting. Called for a Public Hearing on the Cemetery Ordinance. Discussed reviewing the Conditional Rezoning process at the June meeting.

Water Plant Report

Mark Panzegrau, Lake Charter Township Water Plant Superintendent reported:

- a. 45.1517 million gallons of water were pumped for the month of March;
- b. The monthly operating report was sent to the State of Michigan;
- c. Carbon samples were taken to the lab;
- d. Attended the Utility Committee meeting;
- e. Compliance samples sent to state;
- f. Worked on and sent Baroda's Consumer report to them;
- g. Installed 1" tap on Jericho Road.

GRSD Sewer Authority Report

Supervisor Gast reported repair of the digester, which has been out of service, was let for bids, only one bid was received from L.A. Dossa in the amount of \$495,000.00. Engineers estimated a cost of \$200,000.00. There were phone calls made to determine why only one bid was received, replies included, contractors were busy, already had their summer work planned, etc. Lastly, discussed with Catherine Jackson the Sewer District's personnel policies for update and review.

Police Department

Trustee Terry Eichler reported a special meeting was held. After review of the budget, there is enough funds to hire a fourth full-time police officer. Wesley Koza was hired full-time with benefits. Since Officer Koza had worked for Baroda-Lake Township Police, he already was equipped with uniforms, vest and a service revolver.

At the regularly scheduled Baroda-Lake Township Police Board meeting on May 12, 2015, Trustee Eichler reported that 940 calls were received by the department, up by 25 calls from last year. Lastly, Duncan Gast was hired as a Reserve Officer.

Fire Department/Fire Chief

Fire Chief Harold Heyn reported 23 calls were answered, of which 15 were medical eight fire and three accidents. Completed hose testing and determined some hose will have to be replaced. Lastly, Duncan Gast has completed his Firefighter I and is on the Fire Department.

Park Report

Treasurer Clark reported soccer season is already wrapping up and softball and baseball leagues are underway. Tournaments are held in early June for both groups. Lastly, the drainage project is underway and scheduled to be completed in about one month.

Library Report

Gretchen Evans, Bridgman Public Library Director reported the Friends of the Bridgman Library collected approximately \$800.00 from their garage sale permits. The Summer Reading program begins the second week in June for both kids and adults. Family Story Hour will be held at the Weko Beach House, and lastly, the Library will become certified.

Cemetery Committee Report

Clerk Payne reported the two full burials and two cremations took place since our last board meeting. The Cemetery workers are busy beautifying the cemeteries for the Memorial Day celebration May 24, 2015.

Building Department Report

James Gast, Lake Charter Township Building Official reported he issued building permits for three new homes, three electrical permits four plumbing permits. Sent out two legal notices for variances and answered calls and complaints.

Lake Township Economic Growth Alliance Report

Trustee Jim Stine reported the growth alliance has 100 chamber members. 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. Marty Mason has purchased the corner of Lake Street and Red Arrow Highway and will be updating the buildings with a new facade. He will convert the upstairs apartments into seven rooms, with a bed and breakfast type atmosphere. 700 hits on the website were received, and lastly, 11,000 visitor's guides were distributed.

Utility Committee Report

Supervisor Gast reported:

- a. Water tower work is continuing, all mechanical work is completed and sand blasting inside is underway;
- b. Crib inspection and hatch work is waiting for scheduling by Solomon;
- c. Waiting to continue upgrades with Peerless until the water tower is back on-line;
- d. Cleaning out sludge lagoons, bids having been received and placed on tonight's agenda;
- e. Fall protection retrieval system discussed and placed on tonight's agenda.

Capital Improvement Committee Report

Treasurer Clark reported the committee has developed a five-year plan based on the strategy to fund recommended water main replacement/expansion using cash surplus. The three initial projects are projected to be completed in the next five years.

AGENDA ITEMS

Water Plant Sludge Lagoon Cleaning

Supervisor Gast turned board members attention to the three bids received for cleaning out the sludge ponds as follows: Fred M. Ott and Sons, Inc., \$3,200.00; D.A. D'Agostino \$6,700.00 and Oldenburg & Sons \$8,975.00.

It was moved by Stine seconded by Eichler to accept the bid of Fred M. Ott and Sons, Inc., for \$3,200.00 for cleaning out the sludge ponds. All ayes, motion carried.

Fall Protection Equipment

Supervisor Gast turned the floor over to Lake Charter Township Water Plant Superintendent, Mark Panzegrau. Two types of fall protection equipment were discussed, one with a chain type retrieval and the other with a winch type retrieval. Both types of equipment are able to hold 750 pounds.

After discussion, it was moved by Clark seconded by Gast to purchase the winch type fall protection equipment for \$3,195.00 from Agile Safety. All ayes, motion carried.

Upgrade of Old Fire Station

Supervisor Gast explained to board members that he and Trustee's Stine and Wilk met with Chris Brooks, the architect who worked on the plan to upgrade the old fire station. After working out the preliminary budget for approximately \$106,000.00, in line with the architects pricing, a motion is needed to let the project for bids. Lake Charter Township budgeted \$50,000.00 for this project and would have to make a budget adjustment to go forward.

It was moved by Wilk seconded by Stine to go out for bids on the upgrades to the old fire station. All ayes, motion carried.

Baroda Township Water Contract Proposal

Supervisor Gast referred board members to the email from Baroda Township regarding the water contract which has expired between Baroda Township and Lake Township. Included in board members' packet was a draft, from Baroda Township, of a water contract.

After discussion of some of the language in the contract, board members felt that a buy/sell agreement would better suit the situation, to spell out that we sell water, Baroda Township buys water. This agenda item was tabled to seek out consultants who have buy/sell agreements, check with the Michigan Township's Association for an example and/or consult our Lake Charter Township attorney to draft a buy/sell agreement document.

Lemon Creek Road

Supervisor Gast reported at the last meeting the Berrien County Road Commission Lemon Creek Road project ended in a tie vote. Board members asked if any of the water plant improvements would interfere with the repaving of the road, it is determined that any upgrades would go down Gast Road to Shawnee and not down Lemon Creek to Jericho. Information from the road commission includes the proposed project to place two courses of hot mix asphalt on top of the existing asphalt pavement and if the budget allows, asphalt shoulders, if not, gravel shoulders. The first layer of asphalt will cover the existing holes and broken up areas and wheel ruts and second coat will provide the structural strength to the pavement.

Trustee Eichler asked whether they would extend the project through the intersection of Lemon Creek and Jericho, since that area is down to gravel.

It was moved by Payne seconded by Clark to pave .50 miles of Lemon Creek Road from Gast Road to Jericho for a cost of \$91,800.00 for Lake Township and \$22,900.00 for Berrien County Road Commission for shoulder work. All ayes, motion carried.

Michigan Townships' Association Dues

Supervisor Gast brought before board members' the Michigan Townships Association 7/1/2015 - 6/30/2016 dues in the amount of \$6,201.63. This represents a 1% increase over last year.

It was moved by Payne seconded by Clark to pay the Michigan Townships Association dues for 7/1/2015 - 6/30/2016 in the amount of \$6,201.63. All ayes, motion carried.

PUBLIC COMMENT

Loren Berndt asked if there are plans to pave from Red Arrow Highway to Gast on Lemon Creek Road.

Teri Freehling reported the Berrien County Conservation District Plant sale is Sunday, June 7, 2015 at 1:00 p.m.

ANNOUNCEMENTS

The next regular meeting is scheduled for June 16, 2015 at 7:00 p.m., Lake Township Hall, Bridgman, Michigan. Lake Charter Township Planning Commission is scheduled for June 1, 2015 at 7:00 p.m., Lake Charter Township Hall, Bridgman, Michigan.

Lake Charter Township Board of Appeals is scheduled for July 9, 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. All ayes. Motion carried. Meeting adjourned at 8:22 p.m.

Dated: _____

Gloria A. Payne, Clerk

Dated: _____

John Gast, Supervisor

