

**MINUTES  
LAKE CHARTER TOWNSHIP  
BOARD MEETING  
June 15, 2021  
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.

**ROLL CALL**

Clerk Payne called the roll. Board members present were John Gast, Supervisor; Gloria Payne, Clerk; Robert Clark, Treasurer; Mike Essig, Trustee; Zach Carson, Trustee; Nancy Mensinger, Trustee and John Wilk, Trustee. A quorum of the board was present. Twelve visitors were present.

**APPROVAL OF AGENDA**

The agenda stands as presented.

**PUBLIC COMMENT**

None.

**APPROVAL OF MINUTES**

**May 18, 2021**

It was moved by Mensinger seconded by Wilk to approve the May 18, 2021 meeting minutes. All ayes, motion carried.

**APPROVAL OF BILLS**

It was moved by Clark seconded by Essig to approve the May 2021 bills in the amount of \$308,296.64. All ayes, motion carried.

**COMMUNICATIONS/CORRESPONDENCE PACKET**

Lake Charter Township account balances for May 2021.

A resignation letter from Lake Charter Township employee Marshall “Cody” Tucker.

**Supervisor’s Report**

Attached.

**Clerk’s Report**

Attached.

**Treasurer’s Report**

Attached.

**Planning Commission Report**

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

**Water Plant Report**

Attached.

**GRSD Sewer Authority Report**

Galien River Sewer District Authority meeting minutes attached.

**Police Department**

The next Baroda-Lake Township Police Board meeting is scheduled for July 13, 2021.

Fire Department Report

None.

Park Committee Report

Attached.

Library Report

Dennis Kreps, Bridgman Public Library Director was present. He reported on the Library Happenings, which is attached.

Bridgman Public Library meeting minutes of April 27, 2021 attached.

Cemetery Committee Report

Attached.

Building/Mechanical/Plumbing/Electrical Department Report

Attached.

Lake Township Economic Growth Alliance Report

Attached.

Medic One Report

Medic One meeting minutes of January 28, 2021 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.

**AGENDA ITEMS**

**Conditional Offer of Employment - Matthew Jones, Water System Distribution Operator**

Supervisor Gast turned the floor over to Jeff Burkhard, Lake Charter Township Water Plant Superintendent, who introduced Matthew Jones. He is being offered a Conditional Offer of Employment as a Lake Charter Township Water System Distribution Operator. This is a full-time position, an at will employee, with full benefits. This position is Pay Grade 8, Year 1, \$23.14 per hour.

It was moved by Gast seconded by Wilk to present and approve the Conditional Offer of Employment for Matthew Jones, full-time, Water System Distribution Operator, at will employee, at \$23.14 per hour, with full-time benefits. All ayes, motion carried.

**2020 Audit**

Supervisor Gast introduced Brian Wisneski of Hungerford Nichols who presented the 2020 Audit. He reported that the 2020 Lake Charter Township audit has twenty-two months 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 Payne seconded by Carson to accept the Lake Charter Township 2020 audit performed by Hungerford Nichols, CPA & Auditors. All ayes, motion carried.

**Clarifier Pinion Gear**

Supervisor Gast turned the floor over to Jeff Burkhard, Lake Charter Township Water Plant Superintendent who informed board members of a proposal and contract from Suez WTS Services,

USA, Inc., for replacement of two (2) pinion, 14 tooth, 128 tooth rack bore gear, in the amount of \$4,954.28. This gear has been in use for 46 years and needs replacement.

It was moved by Mensinger seconded by Wilk to approve purchase of two (2) pinion, 14 tooth, 128 tooth rack bore gears, in the amount of \$4,954.28, for a total of \$9,908.56 from Suez WTS Services, USA, Inc. All ayes, motion carried.

### **Fencing - Lake Charter Township Water Plant and Water Tower**

Supervisor Gast reported a security assessment was conducted by the Michigan State Police and Berrien County emergency management. The study showed that “fencing in” was a suggestion for another level of security. Further, the State of Michigan is recommending water plants become more safe and secure against infiltration.

### **Water Plant**

Quotes were received from Fence Masters for \$104,038.00 and Custom Fence for \$80,359.46

It was moved by Wilk seconded by Mensinger to accept the quote of Custom Fence, not to exceed \$82,000.00 to include tension wire along the bottom, heavier gate posts and truss rods and H brace rails. The not to exceed amount will allow the purchase of additional remote openers not included in the quotes. Gates will have code access and a remote gate opener, no intercom is included. Intercom system being reviewed. Calls will be received via a cell phone to gain access. The fencing will be removed around the lagoons in the future by Lake Township staff. All ayes, motion carried.

### **Water Tower, Shawnee Road**

Quotes were received from Fence Masters for \$17,033.88 and Custom Fence for \$14,432.20 for the fencing around the Water Tower on Shawnee Road, Bridgman, Michigan.

It was moved by Gast seconded by Essig to accept the quote of Custom Fence for \$14,432.20 for fencing around the water tower on Shawnee Road, Bridgman, Michigan. All ayes, motion carried.

### **Electric Work for Water Plant Fence**

Supervisor Gast presented a quote from IBID County Electric, Inc., for \$7,935.00, for installation of electrical power for the fencing gates. The project to include 150' of underground conduit, core drill to existing electric to the building, furnish and install 60' of underground conduit for power to back gate, circuit breaker.

It was moved by Wilk seconded by Essig to accept the quote of IBID County Electric, Inc., for \$7,935.00 for installation of electrical power for the fencing gates. All ayes, motion carried.

### **Preliminary Plat Approval of “Lake Haven” with Conditions**

Supervisor Gast turned the floor over to Tom Runkle, Engineer with Abonmarche who reported to board members the preliminary plant of Lake Haven Development on California Road, Lake Charter Township, Bridgman, Michigan. The Lake Charter Township Planning Commission recommends approval with conditions. Preliminary approval of this development can allow for the developer to begin to forward the plan to the Berrien County Road Department the Berrien County Drain Commissioner to further the project along.

It was moved by Gast seconded by Clark to approve the preliminary plant of “Lake Haven” and forward it onto the Berrien County Planning Commission. All ayes, motion carried. (A copy of the Planning Commission conditions are attached.)

### **Adoption of General Law Ordinance “Civil Infraction”**

Supervisor Gast presented to board members an Ordinance to Establish Sanction for a Municipal Civil Infraction and Civil Find Amount.

Currently our ordinance does not reference civil infraction penalties. Should the board adopt this ordinance it would take effect 30 days after publication in a generally circulated newspaper.

The Lake Charter Township Planning Commission reviewed this ordinance and are forwarding it to the Lake Charter Township board recommending approval.

It was moved by Essig, seconded by Carson to Adopt an Ordinance to Establish Sanction for a Municipal Civil Infraction and Civil Find Amount. All ayes, motion carried.

**Introduction of Amendment to Section 3.01 - Pertaining to Accessory Building Structure and Use**

Supervisor Gast, at the recommendation of Richard Kubsch, Lake Charter Township Building Inspector/Zoning Administrator, review the suggested amendment to current Ordinance 3.01, allowing use of accessory dwelling on a single lot.

Proposed language change to read, highlighted in yellow:

C. No part of a detached accessory building shall be used as a dwelling for residential purposes if it does not comply with Section 3.17 "Temporary Dwelling Structures," or unless it is authorized as an accessory dwelling unit (ADU) pursuant to Section 3.24 of this Ordinance.

Further proposed language change to Section 3.12 One Dwelling or Use Upon a Lot of Record, to read, highlighted in yellow:

Every single-family, two family, and multiple dwelling structure shall be located upon a lot of record and shall have frontage on a public or private street. Except in the case of mixed use development, multiple dwelling structures, planned unit development projects, and accessory dwelling units (ADU's) no more than one such structure shall be erected upon a lot of record.

It was moved by Mensinger seconded by Wilk to amend current Ordinance 3.01, allowing use of accessory dwelling on a single lot. (A copy of the Ordinance is attached). All ayes, motion carried.

This amendment will be forwarded to the Berrien County Planning Commission.

**MTA 2021 Dues**

Supervisor Gast brought before board members' the Michigan Townships Association 7/1/2021 - 6/30/2022 dues in the amount of \$7,253.26. It was moved by Gast seconded by Payne to pay the Michigan Townships Association dues for 7/1/2021 - 6/30/2022 in the amount of \$7,253.26. All ayes, motion carried

**2021 Tax Rate Request**

Supervisor Gast brought board members attention to the 2021 Tax Rate request, Form L-4029, setting the township millage rate at 3.0. This estimated taxable value stands to generate \$4.3 million in revenue for township operations.

It was moved by Clark seconded by Wilk to approve the 2021 Tax Rate request for Lake Charter Township at 3.0 mills. All ayes, motion carried.

**Approval of Paid on Call Firefighters for Lake Charter Township Fire Department**

Supervisor Gast turned the floor over to Harold Heyn, Lake Charter Township Fire Chief, who requested that Brady Kushman and Michael Johnson be added to the Lake Charter Township Fire Department roster. Both of them have competed Firefighter I and II.

**PUBLIC COMMENT**

Jeff Burkhard, Water Plant Superintendent, thanked board members for their support of the fence project.

Harold Heyn, Lake Charter Township Fire Chief commented that the fence project would have to be assessable if there was an unusual event at the Cook Nuclear Plant, since this is a staging area for emergency response units.

**ANNOUNCEMENTS**

The next regular meeting is scheduled for July 20, 2021 at 7:00 p.m., Lake Township Hall, Bridgman, Michigan.

Lake Charter Township Planning Commission is scheduled for July 12, 2021 at 7:00 p.m., Lake Charter Township Hall, Bridgman, Michigan.

Lake Charter Township Zoning Board of Appeals is scheduled for July 8, 2021 at 7:00 p.m., Lake Charter Township Hall, Bridgman, Michigan.

Township Hall Offices will be closed July 5, 2021 in observance of Independence Day.

**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