

MINUTES
LAKE CHARTER TOWNSHIP
BOARD MEETING
June 16, 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 and Patricia L. Heyn. James Stine Jr., appeared at 7:04 p.m. John Wilk was absent. Five visitors were present in the audience.

APPROVAL OF AGENDA

It was moved by Heyn seconded by Payne to approve two additions to the agenda. Five ayes, motion carried.

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

May 19, 2015

It was moved by Payne seconded by Clark to approve the May 19, 2015 board meeting minutes. Five ayes, motion carried.

June 11, 2015 Special Board Meeting Minutes

It was moved by Eichler seconded by Heyn to approve the June 11, 2015 special board meeting minutes. Five ayes, motion carried.

APPROVAL OF BILLS

It was moved by Payne seconded by Clark to approve the bills of May 2015 in the amount of \$291,346.16. Five 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 June 1, 2015; Township Insights; Galien River Sanitary Sewer Authority Agenda and meeting minutes; Water Filtration Plant report; Lake Charter Township Fund Balances of May 2015; Medic One meeting minutes; Berrien County Road Commission Annual meeting minutes; Bridgman Public Library meeting minutes of April 28, 2015; Lake Charter Township Zoning Board of Appeals meeting minutes of May 14, 2015.

Copy of a check from Big Bear Auction, for the sale of the Jeep Liberty.

REPORTS

Supervisor's Report

- a. Attended Memorial Day service at Greenwood Cemetery;
- b. Attended the Fireman's Pancake Breakfast;
- c. Attended Medic One meeting;
- d. Attended Galien River Sewer District Authority meeting;
- e. Attended Special Meeting June 11, 2015;
- f. Met with contractors regarding the old fire station renovation bids.

Clerk's Report

Clerk Payne reported as follows:

- a. Attended Memorial Day service at Greenwood Cemetery;
- b. Attended the Fireman's Pancake Breakfast;

- c. Attended Planning Commission meeting regarding changes to the Cemetery Ordinance;
- d. Attended Cemetery Management Seminar in Traverse City.

Treasurer's Report

Treasurer Clark reported as follows:

- a. Attended Memorial Day service at Greenwood Cemetery;
- b. Attended the Fireman's Pancake Breakfast;
- c. Attended Capital Improvement Committee meeting;
- d. Attended Park Committee meeting;
- e. Attended Special Meeting June 11, 2015
- f. Attended a Community Growth Alliance wine committee meeting and Chamber ribbon cutting.

Summer taxes are being prepared and will be mailed in early July 2015.

Our online site for water and sewer payments is nearly complete and will be tested soon. Thirty people have signed up for auto water and sewer payments this month.

Planning Commission Report

In the absence of Trustee John Wilk, Supervisor Gast turned board members' attention to the Planning Commission meeting minutes.

Water Plant Report

Mark Panzegrau, Lake Charter Township Water Plant Superintendent reported:

- a. 65.6581 million gallons of water were pumped for the month of April;
- b. The monthly operating report was sent to the State of Michigan;
- c. The water tower project is continuing;
- d. Started CL2 to crib for zebra mussel control;
- e. Held safety meeting;
- f. Sent lead and copper sample bottles to DEQ lab.
- g. Attended to a water main break on Lemon Creek.

GRSD Sewer Authority Report

Supervisor Gast reported accepted a quote from Midwest Roofing for the maintenance building repair.

Ordered a new vehicle from Harbor Ford in Michigan City.

Discussed various company policies.

A management position was changed to a union position.

Police Department

Trustee Terry Eichler reported the next Baroda-Lake Township Police Board meeting is July 14, 2015.

Fire Department/Fire Chief

Fire Chief Harold Heyn reported 30 calls were answered, of which 22 were medical, one grass fire, three accidents, two with injuries and two canceled calls. Pancake breakfast was well attended.

Park Report

Treasurer Clark reported softball and baseball tournaments are over. Park rentals are in full swing, with the Park rented almost every weekend. The drainage project will continue as soon as it dries up. Collecting bids for the paving of the asphalt.

Library Report

In the absence of Gretchen Evans, Bridgman Public Library Director, Supervisor Gast turned board members' attention to the Bridgman Public Library meeting minutes.

Cemetery Committee Report

Clerk Payne reported four full burials and one cremation took place since our last board meeting. Attendance at the Cemetery Management Conference in Traverse City was time well spent. Leveling of the cemetery stones is an approved expenditure, and will begin soliciting information from vendors for that project in Greenwood Cemetery, as well as repair and leveling of George W. Bridgman's monument.

Building Department Report

James Gast, Lake Charter Township Building Official reported he issued building permits for six new homes, two electrical permits one mechanical permit. Two water taps, two sewer taps, a conveyance, sent out three legal notices and two zoning variances. Answered calls and complaints.

Lake Township Economic Growth Alliance Report

Trustee Jim Stine reported the growth alliance is gearing up for the Wine Festival, this weekend, June 20, 2015. Already 2,000 tickets have been sold. Come and enjoy five bands, the beach and local wine from local wineries.

Utility Committee Report

Trustee Heyn reported:

- a. Water tower work is continuing and ahead of schedule.
- b. D'Agostino will be finishing up California Road.

Capital Improvement Committee Report

Treasurer Clark reported the committee has developed a Capital Improvement plan. After Water Plant Superintendent Mark Panzegrau reviews it, it will come to the Lake Charter Township Board for approval.

AGENDA ITEMS

Application to Consider Conditional Rezoning

Supervisor Gast reported that the Petition to Consider Conditional Rezoning request of Kelly Branch needs to be forwarded to the Planning Commission for their review.

It was moved by Gast seconded by Heyn to forward the application to consider conditional rezoning request of Kelly Branch be forwarded onto the Planning Commission. Six ayes, motion carried.

Air-Conditioning Unit for Water Plant Control Room

Supervisor Gast turned the floor over to Lake Charter Township Water Plant Superintendent, Mark Panzegrau. A proposal, included in board members' packet, from Andy J. Egan Co., Inc., in the amount of \$14,290.00 for two Mitsubishi ductless mini split cooling systems needs review. These would supply air conditioning to the control room which houses VFD drives and five motors. Fans are currently used to keep air moving, however, nothing helps defuse the heat. They come with five years parts warranty, seven year compressor warranty. Also, this avoids placing any additional equipment on top of the roof.

It was moved by Gast seconded by Eichler to approve, from Andy J. Egan Co., Inc., the installation of two Mitsubishi ductless mini split cooling systems for \$14,290.00 in the Lake Charter Township water plant control room. Six ayes, motion carried.

Planning Commission Resignation/Appointment

Supervisor Gast asked board members to review the email from Charles Toth. Charles Toth has resigned from the Planning Commission. He is turning 80 years old and would like a younger person to replace him.

It was moved by Gast seconded by Heyn to accept Charles Toth resignation from the Planning Commission with regret and thank him for his years of service and wish him the best of luck in the future. Six ayes, motion carried.

Supervisor Gast reported that he would like to appoint Christin Rice to the Planning Commission, to fill the unexpired term through December 2016. She currently serves at the Planning Commission Secretary and is the most qualified. She already is familiar with the procedures and practices and will remain as Secretary.

Trustee Heyn was not in favor. She felt that it should have been placed on the website to make others aware of the opening and make sure no one else was interested. She felt that being a member and taking minutes would be hard.

Trustee Stine commented that the Supervisor makes the appointments and he would support any appointment the Supervisor suggests.

It was moved by Gast seconded by Stine to appoint Christin Rice to the Planning Commission to fill the unexpired term through December 2016. Five ayes, one nay (Heyn). Motion carried.

Assessor's Contract Amendment

Supervisor Gast referred board members to the Extension of the Agreement for the Assessor of record. HSC Services, Inc., is asking for a three-year contract extension from \$2,500.00 per month to \$2,700.00 per month, commencing June 1, 2015 through June 30, 2017.

Trustee Stine indicated that from 2015 - 2017 is only two years.

It was moved by Stine seconded by Clark to accept the extension of the Assessors Contract Amendment, Supervisor Gast to confirm that the contract should read through June 20, 2018. Six ayes, motion carried.

Hose Replacement

Supervisor Gast turned the floor over to Lake Charter Township Fire Chief Harold Heyn. He reported that during testing, some of the hose failed. He is requesting 10 sections of large diameter rubber hose 5"x100' with Storz Coupling from Moses Fire Equipment Inc., in the amount of \$5,340.00, as well as polyester double jacket 1.75"x50' section with 1.5" NST couplings for \$130.00.

It was moved by Stine seconded by Payne to purchase 10 sections of large diameter rubber hose 5"x100' with Storz Coupling from Moses Fire Equipment Inc., in the amount of \$5,340.00, as well as polyester double jacket 1.75"x50' section with 1.5" NST couplings for \$130.00. Six ayes, motion carried.

Fifth Monday Meeting

Supervisor Gast indicated that the Fifth Monday Meeting will be held on Monday, June 29, 2015, at Lake Charter Township Hall, with the City of Bridgman. We will be inviting the schools and the growth alliance. If anyone has any other items they wish to place on the agenda, to let Supervisor Gast know.

Naming of Private Road off Jericho

At the request of property owner, Art Brunke, he is asking Lake Charter Township to name a private road Brunke Drive. This property is off of Jericho Road, and would start with house number 1000 and go through 1230.

It was moved by Stine seconded by Heyn to approve naming a private road Brunke Drive off of Jericho Road starting with house number 1000 and go through 1230. Six ayes, motion carried.

PUBLIC COMMENT

None.

ANNOUNCEMENTS

The next regular meeting is scheduled for July 21 16, 2015 at 7:00 p.m., Lake Township Hall, Bridgman, Michigan.

Fifth Monday Meeting is scheduled for June 29, 2015 at 7:00 p.m., Lake Charter Township Hall, Bridgman, Michigan.

Lake Charter Township Planning Commission is scheduled for July 6, 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 July 3, 2015 in observance of Fourth of July.

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 8:06 p.m.

Dated: _____

Gloria A. Payne, Clerk

Dated: _____

John Gast, Supervisor