

MINUTES
LAKE CHARTER TOWNSHIP
BOARD MEETING
June 20, 2017
7:00 p.m.

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Supervisor, John Gast, called the meeting to Order 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, Patricia L. Heyn, John Wilk and James Stine Jr. A quorum of the board was declared to be present. Two visitors were present in the audience.

APPROVAL OF AGENDA

It was moved by Wilk seconded by Stine to add two items to the agenda.

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

May 16, 2017 Board Meeting

It was moved by Heyn seconded by Wilk to approve the May 16, 2017 Lake Charter Township board meeting minutes. All ayes, motion carried.

May 31, 2017 Special Board Meeting

It was moved by Wilk seconded by Clark to approve the May 31, 2017 special Lake Charter Township board meeting minutes. All ayes, motion carried.

APPROVAL OF BILLS

It was moved by Clark seconded by Payne to approve the May 2017 bills in the amount of \$305,367.72. All ayes, motion carried.

COMMUNICATIONS/CORRESPONDENCE PACKET

Lake Charter Township account balances for May 2017
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 are attached.

Police Department

Baroda-Lake Township Police Board meets July 11, 2017.

Fire Department Report

Attached.

Park Committee Report

Attached.

Library Report

Trustee Wilk reported the Library approved the Reciprocal Service Agreements. Issued 90 garage sale permits and held a Friends of the Bridgman Library dance at Weko Beach.

Cemetery Committee Report

Attached.

Building Department Report

None.

Lake Township Economic Growth Alliance Report

Trustee Stine reported June 17, 2017, the Wine Festival was held at Weko Beach. Attendance was down and consequently revenue as well.

Medic One Report

Meeting minutes attached.

Utility Committee Report

Attached.

Capital Improvement Report

Meeting delayed.

Zoning Board of Appeals Report

Meeting minutes are on file in the Township Hall offices.

AGENDA ITEMS

Post Position Full-Time Internally for Cemetery Maintenance Position

Supervisor Gast turned board members' attention to the issue of the vacant Assistant Cemetery Sexton, who is out on medical leave, and will be out for ten more weeks. Supervisor Gast is asking to allow the posting, internally, of a full-time cemetery maintenance position to current Lake Charter Township full-time and part-time employees. The Assistant Cemetery Sexton position will remain as is once the individual returns to work. Once someone internally applies, interview the candidates and then schedule a special meeting to hire them. Clerk Payne asked if the motion could be altered to allow us to interview and hire the best qualified candidate, without an additional meeting, saving time, have them ready to go by the first of July, since the Summer season is upon us. Trustee Stine agreed.

It was moved by Gast seconded by Heyn to post the cemetery maintenance position to current full-time and part-time Lake Charter Township employees and hire the best qualified candidate. All ayes, motion carried.

Michigan Townships' Association 2017-2018 Dues

Supervisor Gast reported the 2017-2018 Michigan Townships' Association Dues in the amount of \$6,334.50 were included in board members' packet. An increase of \$24.72 over last year.

It was moved by Stine seconded by Payne to approve the 2017-2018 Michigan Townships' Association Dues in the amount of \$6,334.50 All ayes, motion carried.

Principles of Governance Resolution

Supervisor Gast presented to board members a resolution spelling out the Principles of Governance. The Michigan Townships Association is encouraging the adoption of this resolution.

It was moved by Gast seconded by Clark to adopt the resolution spelling out the Principles of Governance. All ayes, motion carried.

Paving Project - Asphalt Overlay - Greenwood Cemetery

Supervisor Gast turned the floor over to Lake Charter Township Treasurer Robert Clark who presented a bid from Michigan Paving & Materials Company, in the amount of \$15,525.00 to furnish and install 1 ½" overlay of bituminous asphalt paving. This amount is about the same as the parks project, which was approved last month.

It was moved by Payne seconded by Mensinger to accept the bid of Michigan Paving & Materials Company, in the amount of \$15,525.00 for 1 ½" for \$26,895.00 for the Park, Graceland Cemetery and the Public Safety Building. All ayes, motion carried.

Clothing Allowance Policy

Supervisor Gast presented to board members the switch from Cintas uniform services, contract ending date, June 26, 2017, to Lake Charter Township purchasing clothing for Lake Charter Township employees. Clothing for the water plant operators was purchased from Cintas, however, outside personnel was not. An account has been set-up with Tractor Supply Company for outside personnel to purchase up to \$350.00, each for uniform replacement. Tractor Supply Company has discounted the prices for Lake Charter Township.

Further, an account has been set-up with Harding's Laundromat for heavily soiled clothes.

Once Lake Charter Township outside personnel have purchased their initial starter set of clothes, all Lake Charter Township employees will receive \$13.46 biweekly in their paychecks for future uniform purchases and laundering. The clothing allowance is taxable income per IRS regulations. Lastly, the personnel policies have been amended to add a new section entitled: "Section 36 - Appearance on the Job." Each employee will receive a copy of the new section and asked to date and sign the amendment.

After discussion, it was moved by Gast seconded by Clark to approve ending the contract with Cintas, effective June 26, 2017, purchase start-up clothing for outside water plant personnel, up to \$350.00, pay for heavily soiled clothing through Harding's Laundromat, pay Lake Charter Township employees \$13.46 biweekly for future uniform purchases and laundering and, lastly, approve the new personnel policies "Section 36 - Appearance on the Job." All ayes, motion carried.

Replacement of Fire Department Hose

Supervisor Gast informed board members that six 5" lengths of 1 3/4" fire hose failed and needs to be replaced. It was moved by Stine seconded by Mensinger to replace 5" lengths of 1 3/4" fire hose for the Lake Charter Township Fire Department. All ayes, motion carried.

Reimbursement of Firefighter I & II

Supervisor Gast reported that three firefighters have completed Firefighter I and II and would like to be reimbursed. The cost is 300 hours at \$10.00 per hour for each firefighter for a total of \$9,000.00.

It was moved by Wilk seconded by Clark to approve paying three firefighters who have completed Firefighter I and II classes for 300 hours at \$10.00 per hour, for a total of \$9,000.00. All ayes, motion carried.

PUBLIC COMMENT

Terry Freehling, Berrien County Commission reported that they have reviewed the 2013 feasibility study of the Berrien County Road Commission. They are in the process of looking at the 2018 budget. She also announced that they will hold a night meeting on Thursday, July 13, 2017 at 6:00 p.m., New Buffalo Township Hall.

Trustee John Wilk reported the firefighters are pleased with the new custodian.

ANNOUNCEMENTS

Lake Charter Township next regular meeting is scheduled for July 18, 2017 at 7:00 p.m., Lake Charter Township Hall.

Lake Charter Township Planning Commission meeting is scheduled for July 3, 2017 at 7:00 p.m., Lake Charter Township Hall.

Lake Charter Township Zoning Board of Appeals meeting is scheduled for July 13, 2017 at 7:00 p.m., Lake Charter Township Hall.

The Township Hall Offices will be closed Tuesday, July 4, 2017 in observance of Independence Day.

ADJOURNMENT

With no further business, it was moved by Payne seconded by Stine to adjourn the Lake Charter Township board meeting. All ayes, motion carried. Meeting adjourned at 8:16 p.m.

Dated: _____

Gloria A. Payne Lake Charter Township Clerk

Dated: _____

John Gast, Lake Charter Township Supervisor