

**MINUTES**  
**LAKE CHARTER TOWNSHIP**  
**BOARD MEETING**  
**August 18, 2015**  
**7:00 p.m.**

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

The meeting was called to Order by Supervisor Pro Tem, Terry Eichler 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 Gloria Payne, Clerk; Robert Clark Treasurer; Trustees Terry Eichler, John Wilk, James Stine, Jr., and Patricia L. Heyn. John Gast, Supervisor was absent. Six visitors were present in the audience.

**APPROVAL OF AGENDA**

The agenda stands as presented.

**PUBLIC COMMENT**

None.

**APPROVAL OF MINUTES**

**July 21, 2015**

It was moved by Stine seconded by Heyn to approve the July 21, 2015 board meeting minutes. Six ayes, motion carried.

**APPROVAL OF BILLS**

It was moved by Clark seconded by Payne to approve the bills of July 2015 in the amount of \$466,429.56. 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 August 3, 2015; Galien River Sanitary Sewer Authority Agenda and meeting minutes; CGA Agenda and meeting minutes; Water Filtration Plant report; Lake Charter Township Fund Balances of July 2015; Medic One meeting minutes and audit; Bridgman Public Library Annual Report; Lake Charter Township Utility Committee meeting minutes of August 5, 2015.

Copy of a memorandum from Scott Cunningham, Lake Charter Township Assessor indicating the 2015 reappraisal for 2016.

Copy of an email regarding a Public Hearing being held by Weesaw Township for their Master Plan.

Copy of an invoice from the Berrien County Road Commission for our share of Lemon Creek Road from Gast to Jericho.

**REPORTS**

**Supervisor's Report**

Supervisor Gast was absent.

**Clerk's Report**

Clerk Payne reported as follows:

- a. Held the quarterly pension review for employees;
- b. Attended a Cemetery Committee meeting.

**Treasurer's Report**

Treasurer Clark reported as follows:

- a. Attended a Brewer's Fest planning meeting;

- b. Attended a Berrien County Treasurer's legislative meeting;
- c. Attended a CGA board meeting;
- d. Attended a Cemetery Committee meeting;
- e. Attended a Park Committee meeting.

Tax payments have been coming in slowly. The on-line payment site is up and running. Cintas uniform purchase for operators will be finalized this week.

#### Planning Commission Report

Trustee John Wilk reported the Planning Commission called for a public hearing on August 24, 2015, on a request for conditional rezoning from Kelly Branch, and also called for a public hearing on conditional rezoning in all districts. The public hearing for August 3, 2015 was not noticed correctly, so a special public hearing date had to be rescheduled.

#### Water Plant Report

Mark Panzegrav, Lake Charter Township Water Plant Superintendent reported:

- a. 69.6490 million gallons of water were pumped for the month of July;
- b. The monthly operating report was sent to the State of Michigan;
- c. A new tap was installed on Hickory Drive;
- d. Repaired a main break on Gast Road near Lemon Creek;
- e. Attended Utility Committee meeting;
- f. Total Organic Carbon samples sent to the Lab.

Richard Hildebrandt, Dan Scheer and Eric Zelmer took a California distribution course and passed with exemplary results. These courses offer continued education credits to maintain licensing. Also, Mayo Roth took the Small Systems Operation course and passed with great results. Finally, Jeff Burkhard, Toban Riley and Mark Panzegrav took the management course.

#### GRSD Sewer Authority Report

In the absence of Supervisor Gast no report was given. Supervisor Pro Tem Eichler directed board members attention to the meeting minutes included in the board packets.

#### Police Department

Supervisor Pro Tem Eichler reported the next Baroda-Lake Township Police Board meeting is scheduled for September 8, 2015.

#### Fire Department/Fire Chief

Fire Chief Harold Heyn reported 50 calls were answered in the month of July, of which 36 were medical, one fire, three accidents, three people lost, three water rescues', one power line down, one fire alarm, and one control burn.

#### Park Report

Treasurer Clark reported the Park Committee discussed drainage, paving, disc golf and future park ideas. The drainage project should be completed this week. The Park paving project will most likely be completed next year due to a busy fall season. Soccer begins after Labor Day and the Fall Festival is scheduled for September 12, 2015.

#### Library Report

Supervisor Pro Tem Eichler reported Gretchen Evans, Bridgman Public Library Director was not in attendance, however, the 2014-2015 Bridgman Public Library report was included in board members' packets.

#### Cemetery Committee Report

Clerk Payne reported three full burials, and one cremation took place since our last board meeting. The Cemetery Committee met on August 13, 2015 to discuss the proposed rates. This item is on our agenda for approval.

#### Building Department Report

James Gast, Lake Charter Township Building Official was absent.

#### Lake Township Economic Growth Alliance Report

Trustee Jim Stine reported the Wine Festival garnered \$27,697.00, up \$5,000.00 from last year. The 501(3)(c) paperwork is done and being submitted again. Two new businesses are looking at places in the City of Bridgman that being the former Pemco building and the former Ben Franklin building. The Brewer's Festival is scheduled for September 26, 2015 from 1:00 p.m. - 6:00 p.m. Lastly, the Trail Town meetings are scheduled from September 22 and 23, 2015.

#### Utility Committee Report

In the absence of Supervisor Gast, Pat Heyn reported:

- a. The telephone upgrades have been finalized;
- b. The crib inspection is scheduled for this month, weather permitting;
- c. Discussed with engineers, pressure spikes and solutions for them;
- d. Peerless Midwest submitted a list of projects that they are in the process of completing;
- e. A new pipe locator is being researched, the existing one is outdated and parts no longer are available;
- f. Discussed a solution for bulk water agreements with surrounding municipalities.

#### Capital Improvement Committee Report

Treasurer Clark reported there was no Capital Improvement Committee meeting.

### **AGENDA ITEMS**

#### **Adoption of Updated Personnel Policy**

This agenda item was tabled for Lake Charter Township Attorney Scott Dienes' review. An email was included in board members packet indicating his belief that the document is ready for adoption. It was moved by Clark seconded by Stine to approve the adoption of the Lake Charter Township Personnel Policies. Six ayes, motion carried.

#### **Inspection of Record Policy**

The State of Michigan will be conducting an audit of the Lake Charter Township Assessing Department. Our Assessor, Scott Cunningham, indicated that the Lake Charter Township Board needs to adopt the Inspection of Record Policy.

It was moved by Payne seconded by Heyn to adopt the Lake Charter Township Inspection of Record Policy. Six ayes, motion carried.

#### **California Road Watermain Replacement Payment No. 5**

Supervisor Pro Tem Eichler directed board members' attention to the California Road Watermain replacement request of D'Agostino payment No. 5 in the amount of \$34,391.58. Supervisor Pro Tem Eichler, turned the floor over to Rob Andrew of Merritt Engineering who reported that the entire project came in at under budget and the contractor wishes to be paid their final payment. A discussion ensued regarding two possible issues that need to be looked at before payment can be made. Mr. Andrew agreed to meet with Supervisor Pro Tem Eichler on California Road on August 19, 2015 to review the situation.

It was moved by Stine seconded by Wilk to approve payment of the California Road Watermain project, upon the review of Rob Andrew from Merritt Engineering, payment No. 5 in the amount of \$34,391.58. Five ayes, one nay (Eichler). Motion carried.

Supervisor Pro Tem Eichler also presented the Merritt Engineering invoice of August 7, 2015 in the amount of \$5,508.00. Mr. Andrew reported that the entire engineering cost is also below budget. It was moved by Payne seconded by Wilk to pay the Merritt Engineering invoice of August 7, 2015 in the amount of \$5,508.00 pending the investigation of two issues on California Road. Six ayes, motion carried.

#### **Sewer Issue - Baldwin/Ott Roads**

Supervisor Pro Tem Eichler reported a sewer line for a resident on Baldwin Road near Ott Road wherein a resident was allowed to hook to the sewer system and a 6" lateral was run up Ott Road to provide service to this resident. However, the 6" line has plugged causing backups to occur. After videoing the line and clearing the line, it still is blocked and dirt and roots indicate a crack or separation of the 6" pipe. This pipe needs to be replaced.

Included in board members' packet were two quotes, Mr. Rooter for \$7,074.00 and Oldenburg & Sons Excavating Inc., for \$14,975.00. After discussion, it was moved by Stine seconded by Clark to accept the quote from Mr. Rooter for \$7,074.00 for repair of the 6" sewer line on Baldwin Road, near Ott Road. Six ayes, motion carried.

**Cemetery Rates**

Supervisor Pro Tem brought board members' attention to the current Lake Charter Township Cemetery Rates and the proposed Lake Charter Township Cemetery Rates. A Cemetery Committee meeting was held on August 13, 2015, the Committee proposed changes based on the surrounding areas, that included St. Joseph, Baroda, Chikaming and Lincoln Township.

After discussion, Trustee Stine wanted to keep the "City of Bridgman" rates separate from the non-resident rates and Trustee Heyn wanted to keep the weekend and holiday rates spelled out.

It was moved by Stine seconded by Heyn to approve the cemetery rates as presented, but include a "City of Bridgman" rate and keep the weekend and holiday rates spelled out. Six ayes, motion carried.

**PUBLIC COMMENT**

None.

**ANNOUNCEMENTS**

The next regular meeting is scheduled for September 15, 2015 at 7:00 p.m., Lake Township Hall, Bridgman, Michigan.

Lake Charter Township Planning Commission Special Meeting is August 24, 2015 at 7:00 p.m., Lake Township Hall, Bridgman, Michigan.

Lake Charter Township Planning Commission is scheduled for September 8, 2015 at 7:00 p.m., Lake Charter Township Hall, Bridgman, Michigan.

Lake Charter Township Board of Appeals is scheduled for September 10, 2015 at 7:00 p.m., Lake Charter Township Hall, Bridgman, Michigan.

Lake Charter Township Hall Offices will be closed September 7, 2015 in observance of Labor Day.

**ADJOURNMENT**

With no further objection and no further business it was moved by Payne seconded by Heyn to adjourn the meeting. All ayes. Motion carried. Meeting adjourned at 7:51 p.m.

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

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

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

\_\_\_\_\_  
Terry Eichler, Supervisor Pro Tem