

**MINUTES
LAKE CHARTER TOWNSHIP
BOARD MEETING
August 21, 2018
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, led by Treasurer Robert Clark.

ROLL CALL

Clerk Payne called the roll. Board members present were John Gast, Supervisor; Gloria Payne, Clerk; Robert Clark, Treasurer; Pat Heyn, Trustee, James Stine, Jr., Trustee, John Wilk, Trustee and Trustee Nancy Mensinger.

APPROVAL OF AGENDA

Supervisor Gast asked to add three items "Use of Township Hall" "B&Z/Merritt Engineering Pay Request" "Job Posting" to the agenda. It was moved by Payne seconded by Heyn to approve three additions to the agenda. All ayes, motion carried.

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

July 17, 2018

It was moved by Mensinger seconded by Wilk to approve the July 17, 2018 meeting minutes. All ayes, motion carried.

APPROVAL OF BILLS

With a few explanations, it was moved by Clark seconded by Stine to approve the bills of July 2018 in the amount of \$305,147.89. All ayes, motion carried.

COMMUNICATIONS/CORRESPONDENCE PACKET

Lake Charter Township account balances for July 2018.

Michigan Townships Insights and Voice.

A letter from Comcast regarding franchise fees was included in board members' packet.

City of Bridgman/Lake Charter Township meeting minutes were included in board members' packet.

REPORTS

1. Supervisor's Report

Attached.

Clerk's Report

Attached.

Clerk Payne reported for the August 7, 2018 State primary garnered 268 absentee voters and 496 walk-ins.

Treasurer's Report

Attached.

Treasurer Robert Clark reported tax collection is going good. He recently secured a certificate of deposit for 2.75%.

Planning Commission Report

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

Water Plant Report

Jeff Burkhard, Lake Charter Township Water Plant Superintendent reported out of the three roof repairs, two are completed. Pumpage is continuing to decline, due to the Donald C. Cook Nuclear Plant generating their own water, in-house, for cooling down the reactors.

Water Plant Report attached.

GRSD Sewer Authority Report

Meeting minutes attached.

Police Department

Baroda-Lake Township Police Board meeting is scheduled for September 11, 2018.

Fire Department Report

None.

Park Committee Report

Attached.

Treasurer Clark urged board members to read the report from Sand Ridge Disc Golf Club regarding the improvements that were made to the course.

Library Report

Bridgman Public Library meeting minutes attached.

Gretchan Evans reported on September 19, 2018 at 6:30 p.m. "Sand on the Lakeshore" will be an event to attend.

Cemetery Committee Report

Attached.

Clerk Payne reported that she attended the 2018 Michigan Association of Municipal Cemeteries Conference. Many subjects were covered that were useful, the unique issue discussed was an influx of "camping" with tents in cemeteries seems to be erupting, causing local law enforcement to add patrolling municipal cemeteries.

Building Department Report

Attached.

Lake Township Economic Growth Alliance Report

Robert Clark reported the wine festival is scheduled for September 29, 2018 at Weko Beach.

The non-motorized linear trail will hold an open house in September at Chikaming Township.

There is a pre-construction meeting at the Berrien County Road Commission regarding five foot shoulders on both sides with four lanes.

Medic One Report

Medic One meeting minutes attached.

Utility Committee Report

Attached.

Capital Improvement Report

No meeting held.

Zoning Board of Appeals Report

The Zoning Board of Appeals meeting is scheduled for September 13, 2018.

AGENDA ITEMS

Upgrade Audio System - Lake Township Hall

Supervisor Gast presented the quote from The Tech of Southwest Michigan for a full audio sound to include installation of pendant speakers, installation of wiring, connections to an amplifier, installation of face plates and cover plates, as well as installation and set-up of a wireless microphone, in the amount of \$9,667.29. This system is used by both New Buffalo Township and Chikaming Township.

It was moved by Gast seconded by Payne to accept the quote of The Tech of Southwest Michigan for a full audio sound system for \$9,667.29. All ayes, motion carried.

Upgrade of Valves - Lift Station #35

Supervisor Gast brought board members attention to the bid proposal of FHC for \$46,455.00 for improvements to the lift station at the corner of Gast and Snow Road. Improvements to include installation of new gaskets, new knife gate valve, filler flange spool and adapter. This includes tanker trucks and fill pumps for suction valve replacement, provide and install and remove sewer plug to isolate the wet well, further, to provide the Vactor truck to empty wet well and install an influent manhole.

It was moved by Payne seconded by Heyn to accept the proposal of FHC for \$46,455.00 for improvements to the lift station at the corner of Gast and Snow Road. All ayes, motion carried.

Cellular Tower Agreement/Lease Modification

Supervisor Gast informed board members that a representative of Crown Castle who owns the cellular tower behind Graceland Cemetery asks to modify for the sale of the lease we currently have with them. They would like to purchase the land the cellular tower sits on.

After discussion, board members directed Supervisor Gast to relay the message, we are not interested in selling, nor modifying the current lease agreement.

Use of Township Hall

Supervisor Gast presented board members with a copy of the meeting minutes dated December 17, 2013 limiting the use of the township hall. After the janitorial staff retired, we contracted for janitorial service.

Jane Daniel is asking to use the Public Safety Building conference room for a wedding shower for her son Andrew Daniel. Both her husband, Dan and son, Andrew are Lake Township firefighters and feels this should be a perk. Does the board want to expand the use of the township facilities to include current township employees' events?

After a lengthy discussion, it was moved by Stine seconded by Heyn to, without setting a precedent, grant the use of the Public Safety Building conference room, this one time, for the wedding shower for Andrew Daniel, who is a Lake Township firefighter. Further, to develop a policy for the future for use of township buildings. All ayes, motion carried.

Date and Snow Road Watermain Replacement Payment No. 1

Supervisor Gast turned the floor over to Rob Andrew from Merritt Engineering who reported that the Date and Snow Road Watermain replacement request of B and Z Company payment No. 1 in the amount of \$272,124.00. Mr. Andrew reported this payment holds 10% of the earned funds as project retainage pending completion of the work. As shown in the pay request detail, over 5,500 linear feet of the watermain has been installed to date. By value, the project is 43% complete. Approximately 4,000 feet of the new watermain has been successfully pressure tested and is currently undergoing bacteriological testing. B and Z Company's work to date, is on pace to complete the project ahead of the contract completion time.

It was moved by Stine seconded by Payne to approve payment of the Date and Snow Road Watermain project payment No. 1 in the amount of \$272,124.00. All ayes, motion carried.

Supervisor Gast also presented the Merritt Engineering invoice of August 13, 2018 in the amount of \$23,619.00. Mr. Andrew reported that the project engineer cost is \$9,750.00, field technician \$13,325.00 and travel expenses \$544.00, for a total of \$23,619.00.

It was moved by Wilk seconded by Clark to pay the Merritt Engineering invoice of August 13, 2018 in the amount of \$23,619.00. All ayes, motion carried.

Job Posting/Job Description/Letter of Resignation

Supervisor Gast reported Sandi Denman, Lake Charter Township Water/Sewer Billing Clerk provided a letter of retirement effective February 1, 2019. She has served in her position for 20 years.

Included in board members' packet is a job posting that we would like to post on August 27, 2018. The venue we have chosen is "Indeed." The Water Plant Operator positions were posted on this website with great success, and place it on our website, and the marquee.

Lastly, Supervisor Gast asked that board members look over the Job Description and if they find anything they would like changed to let us know.

It was moved by Payne seconded by Clark to accept the retirement letter of Sandi Denman, with regret and best wishes, and to allow for posting of the Water/Sewer Billing Clerk. All ayes, motion carried.

PUBLIC COMMENT

Paul Sanderson, 9842 Quail Run Court, Bridgman, Michigan inquired of the removal of the float. Supervisor Gast explained that after five years of storing the float in the ambulance bay, the township is in need of the space and has asked them to vacate the premises. We are not throwing them out, but they need to seek another place for their float.

ANNOUNCEMENTS

The next regular meeting is scheduled for September 18, 2018 at 7:00 p.m., Lake Township Hall, Bridgman, Michigan.

Lake Charter Township Planning Commission is scheduled for September 10, 2018 at 7:00 p.m., Lake Charter Township Hall, Bridgman, Michigan.

Lake Charter Township Zoning Board of Appeals meeting is scheduled for September 13, 2018 at 7:00 p.m., Lake Charter Township Hall, Bridgman, Michigan.

Lake Charter Township Hall Offices will be closed September 3, 2018 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 8:08 p.m.

Dated: _____

Gloria A. Payne, Clerk

Dated: _____

John Gast, Supervisor