

MINUTES
LAKE CHARTER TOWNSHIP
BOARD MEETING
August 15, 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. Ten visitors were present in the audience.

APPROVAL OF AGENDA

The agenda stands as presented.

PUBLIC COMMENT

Jim Hausman and Jane Daniel expressed their concerns over the lack of ambulance coverage in Lake Charter Township. Medic One does not have enough ambulances in service. There seems to be a need for training in management. It's poor management, it's bad business, and someone is going to die over the lack of help, ambulances and management.

APPROVAL OF MINUTES

July 18, 2017 Board Meeting

It was moved by Heyn seconded by Stine to approve the July 18, 2017 Lake Charter Township board meeting minutes. All ayes, motion carried.

APPROVAL OF BILLS

After explanations, it was moved by Clark seconded by Mensinger to approve the July 2017 bills in the amount of \$451,436.84. All ayes, motion carried.

COMMUNICATIONS/CORRESPONDENCE PACKET

Lake Charter Township account balances for July 2017

Michigan Townships Insights

Letter from Richard and Sharon Linden of St. Joseph, Michigan regarding the appreciation of the Park and its staging location for the biking enthusiasts.

Comcast Franchise Fees Statement

REPORTS

1Supervisor's Report

Attached.

Clerk's Report

Attached.

Clerk Payne reported the new voting equipment should be delivered August 25, 2017.

Treasurer's Report

Attached.

Treasurer Clark reported taxes collected to date, \$739,000.00. The electronic payment system is up and running. Certificate of Deposit rates are rising.

Planning Commission Report

Meeting minutes are on file in the Township Hall offices.

Nancy Mensinger reported that changes in the ordinance regarding signs is being looked at, as well as pole barns.

Water Plant Report

Attached.

GRSD Sewer Authority Report

Galien River Sanitary District meeting minutes are attached.

Police Department

Baroda-Lake Township Police Board meeting is September 12, 2017.

Fire Department Report

Attached.

Park Committee Report

Attached.

Treasurer Clark reported the fencing has been completed. Working on the Disc Golf course, the paving project is also completed.

Library Report

Bridgman Public Library meeting minutes and special meeting minutes are attached.

Trustee Wilk reported the Steering Committee has been reviewing and completed the Strategic Plan.

The evaluation for the Library Director is being scheduled.

Cemetery Committee Report

Attached.

Building Department Report

Attached.

Lake Township Economic Growth Alliance Report

Trustee Stine reported the Brewer's Festival is October 14, 2017 and discussions and changes are on the agenda for the 2018 Wine Festival.

Medic One Report

Meeting minutes attached.

Utility Committee Report

Attached.

Capital Improvement Report

None.

Zoning Board of Appeals Report

Meeting minutes are on file in the Township Hall offices.

AGENDA ITEMS

Rambo Sewer Billing

Supervisor Gast reported that a review and audit of the sewer portion of the Joseph Rambo, Jr., account showed a double billing since 2012. The over site was immediately adjusted, however, the \$1,377.00 needs to be addressed.

It was moved by Wilk seconded by Stine to credit the account of Joseph Rambo Jr., in the amount of \$1,377.00. All ayes, motion carried.

Security Barrier

Supervisor Gast introduced Chris Brooks of Brooks Architecture. He is working on the security barrier for the Lake Charter Township Hall offices. This barrier will assure and deter acts of violence against our staff, and elected officials as we go about our normal daily duties.

Mr. Brooks reported he let bids for the project to four contractors, and only one contractor submitted a bid. Zane McGuire of McGuire's Professional Construction Inc., submitted the bid for \$28,241.00 for materials and equipment. Obviously, the majority of the cost will be the bullet proof glass. Initially upon looking into this project, we were at \$156,000.00 and we have been able to get the cost of the project to around \$60,272.00. This agenda item will be placed for approval at a special board meeting.

Acceptance of Retirement - Mark Panzegrau, Lake Charter Township Water Plant Superintendent

Supervisor Gast turned board members' attention to the retirement letter of Lake Charter Township Water Plant Superintendent, Mark Panzegrau. He has decided to retire and is moving to Florida.

It was moved by Gast seconded by Payne to accept, with regret, the retirement letter of Mark Panzegrau, Lake Charter Township Water Plant Superintendent. All ayes, motion carried.

Reorganization of Water Plant Operations

Supervisor Gast directed board members' attention to the proposed reorganization of personnel at the Lake Charter Township water plant. Jeff Burkhard recently obtained his F-1 license and Toban Riley is scheduled to take the F-1 in the fall. Toban Riley currently possesses an F-2 and S-3. These two employees submitted a plan to split the duties of the plant. (See attached).

This proposal would be on an interim basis for six months concluding February 28, 2018. At that time an evaluation would take place to determine the future.

Proposed compensation would be to moved Jeff Burkhard to Grade 14 year 1 on the Salary Progression table, which is \$31.89 per hour and Toban Riley to Grade 13 year 1, which is \$29.35 per hour. Because there would not be a need to hire any additional employees, the cost savings to Lake Township is approximately \$54,000.00 without benefits.

Trustee Wilk inquired whether the board would be willing to pay them a stipend instead of an hourly wage.

Clerk Payne thought that might be violating labor laws, having employees work hours and possibly overtime hours as well, and not compensate them appropriately.

Clerk Payne further commented that with both of these employees, we are familiar with their work ethic, Jeff Burkhard has been here for 30 plus years and Toban for ten years. We would be remiss if we didn't as least give them six months to prove themselves.

Trustee Stine commented that he knew Jeff Burkhard all of his life and that he had no doubt about his ability to run the water plant.

It was moved by Gast seconded by Stine to accept the proposal on a six-month interim basis for Jeff Burkhard as Water Plant Superintendent (F-1) at \$31.89 per hour; and Toban Riley as Assistant Water Plant Superintendent (F-2/S-3) at \$29.35 per hour. Roll Call Vote: All yes. Motion carried.

Spectrophotometer W/RFID

Supervisor Gast presented board members with a quote from Hach for \$3,870.90, for a spectrophotometer with RFID which uses light and wave lengths to do tests on aluminum, blood and copper. This also helps with knowing how much sludge is ending up in the lagoons.

After discussion, it was moved by Wilk seconded by Clark to approve purchase from Hack for \$3,870.90 for a spectrophotometer for the water plant. All ayes, motion carried.

Zoning Amendment Approval

Supervisor Gast turned the floor over to Nancy Mensinger, who reported the Planning Commission held a public hearing on amending the Zoning Ordinance - Section 7. Standards for Approval of Land Divisions paragraph "D" and "F" as follows:

D. A variance may be applied for under Chapter 18, subsection (B) titled: Variances, Applications, Procedures of the Lake Charter Township Zoning Ordinance to have a greater depth to width ration than required by this section due to exceptional topographic or physical conditions with respect to the parcel and compatibility with surrounding lands.

F. Where accessibility is by a private road, it shall meet the requirements of the Lake Charter Township Zoning Ordinance 3.25, titled: Private Road Standards and the Berrien County Road Commission Permit concerning access on to a public road and the distance from an intersection.

After discussion, it was moved by Wilk seconded by Mensinger to "upon publication" make the language change in the Lake Charter Township Zoning Ordinance. The Lake Charter Township Planning Commission recommends the change and the Berrien County Planning Commission concurs, on amending the Zoning Ordinance - Section 7. Standards for Approval of Land Divisions paragraph "D" and "F" as follows:

D. A variance may be applied for under Chapter 18, subsection (B) titled: Variances, Applications, Procedures of the Lake Charter Township Zoning Ordinance to have a greater depth to width ration than required by this section due to exceptional topographic or physical conditions with respect to the parcel and compatibility with surrounding lands.

F. Where accessibility is by a private road, it shall meet the requirements of the Lake Charter Township Zoning Ordinance 3.25, titled: Private Road Standards and the Berrien County Road Commission Permit concerning access on to a public road and the distance from an intersection.

All ayes, motion carried.

PUBLIC COMMENT

Jim Hausman and Jane Daniel reiterated whether there was anything that could be done about the lack of ambulance service in Lake Charter Township. Supervisor Gast informed both of them that Medic One meets on August 24, 2017 at 8:30 a.m. and they should bring their concerns to the board meeting, at 635 East Napier Avenue, Benton Harbor, Michigan.

ANNOUNCEMENTS

Lake Charter Township next regular meeting is scheduled for September 19, 2017 at 7:00 p.m., Lake Charter Township Hall.

Lake Charter Township Planning Commission meeting is scheduled for September 11, 2017 at 7:00 p.m., Lake Charter Township Hall.

Lake Charter Township Zoning Board of Appeals meeting is scheduled for September 14, 2017 at 7:00 p.m., Lake Charter Township Hall.

Lake Charter Township Hall Offices closed September 4, 2017 in observance of Labor Day.

ADJOURNMENT

With no further business, it was moved by Payne seconded by Wilk to adjourn the Lake Charter Township board meeting. All ayes, motion carried. Meeting adjourned at 8:41 p.m.

Dated: _____

Gloria A. Payne Lake Charter Township Clerk

Dated: _____

John Gast, Lake Charter Township Supervisor