

**MINUTES
LAKE CHARTER TOWNSHIP
BOARD MEETING
February 18, 2014
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.

ROLL CALL

Clerk Payne called the roll. Board members present were John Gast, Supervisor, Gloria Payne, Clerk, Robert Clark, Treasurer, Terry Eichler, Trustee, Patricia Heyn, Trustee; James Stine, Jr., Trustee and Trustee John Wilk. Twelve visitors were present in the audience.

APPROVAL OF AGENDA

The agenda stands as presented.

APPROVAL OF MINUTES

January 21, 2014

After one correction to the meeting minutes of January 21, 2014, it was moved by Eichler seconded by Wilk to approve the January 21, 2014 meeting minutes. All ayes, motion carried.

PUBLIC COMMENT

Tom Carson asked what happened to the flag out front. Supervisor Gast responded the cable is broke on the pole.

APPROVAL OF BILLS

After explanation of expenditures, it was moved by Clark seconded by Stine to approve the January 2014 bills total \$391,878.55. All ayes, motion carried.

COMMUNICATIONS/CORRESPONDENCE

The following information was included in board members packets: Michigan Township Insights and Michigan Township voice; Galien River Sewer Authority meeting minutes; Medic I Ambulance meeting minutes and budget; Lake Charter Township Planning Commission meeting minutes of February 4, 2014; Bridgman Public Library Board meeting minutes; Lake Township Water Filtration plant report; Asset Allocation Committee meeting minutes; Fund Balances as of January 31, 2014; Lighthouse Forever Fund Resolution; a copy of DeFrancesco & Dienes invoices for December 2013.

Memorandum from the Lake Charter Township Assessor regarding Board of Review Schedule. A copy of a check from Comcast for metro funds.

REPORTS

Supervisor's Report

Supervisor Gast reported as follows:

- a. Attended Galien River Sewer District Authority meeting;
- b. Attended Utility Committee meeting;

- c. Met with auditors from Gerbel & Co.

Clerk's Report

Clerk Payne reported:

- a. Attended newly formed Community Growth Alliance meeting;
- b. Spent two weeks with auditors in preparation for 2013 audit.

Treasurer's Report

Treasurer Clark reported:

- a. Attended newly formed Community Growth Alliance meeting, appointed as Treasurer;
- b. Attended two personnel committee meetings for the CGA;
- c. Attended two half day interview sessions for the new CGA Director;
- d. Attended a CGA special meeting;
- e. Attended an asset allocation committee meeting;
- f. Met with new Fifth Third account representative and John Wilk
- g. Spent two weeks with auditors in preparation for 2013 audit.

Collection of winter taxes was very busy with many payments coming in during the last week before the due date. Less than \$50,000 remains owing after the due date. Taxes will continue to be collected at the Township until February 28, 2014, however, after that time, they must be paid to the county. In early March the books will be balanced with the county.

Planning Commission Report

Trustee Wilk reported election of officers were nominated and voted on. A public hearing was held on the Live/Work Home Occupations. No public attended.

Water Plant Superintendent's Report

Water Plant Superintendent, Mark Panzegrau, reported 68.8926 gallons of water were pumped in January 2014. Both claricones were maintained and are up and running. TOC samples were sent to the lab for compliance. Consumer Confidence report sent to the State for compliance, and published in the Herald Palladium.

GRSD Sewer Authority Report

Supervisor Gast reported lift station one is experiencing a motor problem. Applied for the saw grant.

Police Department

Trustee Eichler reported Baroda-Lake Township Police Board meeting is scheduled for March 11, 2014.

Fire Department

Fire Chief Harold Heyn reported 25 calls were dispatched in the month of January, 14 medical, one vehicle fire, five accidents and one electrical problem. I-94 was closed due to the polar vortex.

Park Report

Treasurer Clark reported the Park Committee meeting is scheduled for March 5, 2014.

Library Report

Gretchen Evans, Library Director reported the library is holding a chocolate program on February 19, 2014 at 6:30 p.m. Come and taste all types of chocolate. A civil war presentation is scheduled for March 18, 2014, and we are moving closer to a joint catalog with Lincoln Township Library and St. Joseph Township Library.

Cemetery Report

Clerk Payne reported three full burials and three cremations were buried since our last meeting.

Building Officials Report

James Gast, Lake Charter Townships Building Official reported two electrical permits, one plumbing permit, one mechanical permit and one lot combination have occurred since our last meeting. The Jeffrey Davis house will be removed before our next meeting. The amendment to the Live/Work ordinance was filed with the Berrien County Planning Commission and the Building Official took tests and finalized his licenses.

Community Growth Alliance

Trustee Stine reported in December the Bridgman Chamber of Commerce and the Economic Growth Alliance dissolved and formed the Community Growth Alliance, the board consists of fifteen members. Interviewed candidates for the Director's position and nominated officers. Cali Berg was selected as the Director.

Utility Committee

Several of our agenda items tonight, security upgrade to the water plant, water plant pump maintenance program and engineering to let bids for the California Road project, were discussed.

Capital Improvement Committee

The first asset allocation committee met with Brian Wisneski, Lake Charter Townships auditor. He explained the various fund classifications and the purpose of each. After the results of the 2013 audit are completed, we will have a better idea of fund reserves and planning for future water and other needs. A plan to meet with Department Heads was also discussed.

AGENDA ITEMS

A. Approval of Medic One Budget for 2014-2015

Supervisor Gast brought board members attention to the Medic One 2014-2015 proposed budget, included in the packet. There is no increase to Lake Charter Township. It was moved by Payne seconded by Clark to approve the Medic One 2014-2015 proposed budget. All ayes, motion carried.

B. Security Video System

Supervisor Gast directed board members' attention to the bids for the video surveillance system. Midwest Security \$19,245.00 and BTS Telecom \$52,000.00. The current system is antiquated and uses cassette tape, most of the cameras are not functioning. The upgrade would be a digital and recorded to a disc.

After discussion, it was moved by Gast seconded by Heyn to accept the bid of Midwest Security Systems for \$19,245.00 for the surveillance system. All ayes, motion carried.

C. Mini-Excavator

Supervisor Gast reported three bids were received for the purchase of a mini-excavator. H.F.S. Tractor \$43,700.00; Michigan CAT \$45,558.00 and RPM Machinery \$42,575.00. Discussion included that

since H.F.S. is in our area, and ease of obtaining oil filters, filters and general maintenance items, the bid of H.F.S. was accepted in the amount of \$43,700.00 for a 29.6 Kubota Diesel mini-excavator. This expense to be divided between the Park, the Cemetery and the Water Plant funds. All ayes, motion carried.

D. Pump Maintenance Program

Supervisor Gast directed board members to the Peerless Midwest, Inc., cost estimate of \$4,450.00, for the annual testing and maintenance of all pumps and motors for 2014, the same price since 2010. It was moved by Stine seconded by Wilk to accept the cost estimate from Peerless Midwest of \$4,450.00 for the annual testing and maintenance of all pumps and motors for 2014. All ayes, motion carried.

E. California Road Water Main Replacement

Supervisor Gast presented from Merritt Engineering, a preliminary opinion of cost for the water main replacement of California Road from Snow Road to Browntown Road, using ductile iron pipe. Rob Andrew of Merritt Engineering answered a host of questions from Trustee Stine regarding “engineering” of the project. After discussion, it was moved by Gast seconded by Wilk to allow Merritt Engineering to prepare documentation for letting of bids for the project of replacing the water main on California Road between Snow Road and Browntown Road. All ayes, motion carried.

PUBLIC COMMENT

Tom Carson asked whether the tax assessor was going to be in the room to answer questions regarding the assessments recently mailed out to Lake Township residents. Supervisor Gast indicated that it would be best to make an appointment with the Lake Charter Township Assessor.

Tom Carson asked whether the Community Growth Alliance was going to promote businesses and growth in the community. With the recent assessments, it will be hard to get anyone to come do business here, since the assessment went up 56%. His home went up 42% and he has done nothing to his home.

Trustee Wilk responded a visit to the Board of Review with an independent appraisal of property would be in the owners’ best interest to dispute assessment increases.

ANNOUNCEMENTS

The next regular meeting is scheduled for March 18, 2014 at 7:00 p.m., Lake Township Hall, Bridgman, Michigan.

Lake Charter Township Planning Commission is scheduled for March 3, 2014 at 7:00 p.m.

Board of Review meets March 17, 2014 from 9:00 a.m. - 12:00 Noon & 2:00 p.m. - 5:00 p.m.

March 18, 2014 from 1:00 p.m. - 4:00 p.m. and 6:00 p.m. - 9:00 p.m.

ADJOURNMENT

With no further objection and no further business it was moved by Payne seconded by Stine to adjourn the meeting. All ayes. Motion carried. Meeting adjourned at 8:12 p.m.

Dated: _____

Gloria A. Payne, Clerk

Dated: _____

John Gast, Supervisor