

**MINUTES
LAKE CHARTER TOWNSHIP
SPECIAL BOARD MEETING
March 18, 2005
10:00 a.m.**

CALL TO ORDER/MEMBERS PRESENT

Clerk Payne called the roll. Board members present were John Gast, Supervisor, Gloria Payne, Clerk; William "Bill" Geukes, Trustee; Tom Carson, Trustee; Fritz Wolf, Trustee and Terry Eichler, Trustee. Betty Korcek, Treasurer was absent. Five visitors were present.

PLEDGE OF ALLEGIANCE

Supervisor Gast led the pledge of allegiance.

SET OR AMEND AGENDA

Supervisor Gast asked for one agenda item to be added. It was moved by Carson seconded by Eichler to add one item to the agenda. Six ayes, motion carried.

METER READER/WATER PLANT MAINTENANCE POSITION & SET COMPENSATION

Two applicants were interviewed by the board for the position of Meter Reader/Water Plant Maintenance position. Richard Hildebrandt, current 27 year employee, Water Plant Operator of Lake Charter Township's water plant and Brian Thomas, current fire department employee. After questions, it was moved by Payne seconded by Eichler to select Richard Hildebrandt for the position of Meter Reader/Water Plant Maintenance. Six ayes, motion carried.

Clerk Payne indicated that she took an average of what Mr. Hildebrandt currently makes and what the current position pays, due to Mr. Hildebrandt's 27 years of service to the township, came up with placing him as a Grade 7 Year 3 on the salary progression table of \$16.28 per hour, allowing Mr. Hildebrandt to prove himself in this position and be able to step up to Year 4. After discussion, it was moved by Eichler seconded by Geukes to place the Meter/Reader/Water Plant Maintenance position as a Grade 7 Year 3 on the salary progression table of \$16.28 per hour. Six ayes, motion carried.

FIRE CHIEF POSITION & SET COMPENSATION

Supervisor Gast informed board members that Dwight Hays withdrew himself from consideration for the Fire Chief's position, leaving Harold Heyn as the only applicant. Board members interviewed Mr. Heyn and asked whether he would be able to file the reports with the State of Michigan. He indicated that he would and that Jeff Burch would be able to assist with the computer. Mr. Heyn indicated he would be willing to take direction from the Lake Charter Township board and hold regular business hours. Further, wearing a uniform and presenting a professional appearance was not a problem, as well as more training for the department. It was moved by Payne seconded by Carson to award the Fire Chief position to Harold Heyn. Six ayes, motion carried.

After further discussion, it was moved by Geukes seconded by Payne to set the compensation at \$10,000.00 annually, plus fire calls and office hours would be Monday, Wednesday, Friday as needed. Six ayes, motion carried.

REVIEW JOB DESCRIPTION - PARK MAINTENANCE WORKER

Supervisor Gast informed board members that our current Park employee, Gary Rochefort would not be returning from Florida this year due to his wife having health problems and unable to travel. Since the Park expansion project is scheduled to be completed this spring, Supervisor Gast asked that we review the job description and allow posting in-house for five days and then externally. After discussion, the position will be filled from April 1 through November 1, the position will be posted in-house for five days and then externally and Supervisor Gast will check on what type of license this individual will have to have. Compensation to be set depending on experience.

WATER PLANT OPERATOR POSITION

Since the position of water meter reader has been filled by Richard Hildebrandt, the water plant operator’s position is now vacant. Supervisor Gast asked that board members review the job description and allow him to post the position in-house for five days, then externally. After review of the job description, it was moved by Eichler seconded by Carson to post the Water Plant Operator position in-house for five days and then externally. Six ayes, motion carried.

RESOLUTION DESIGNATING SCHOOL PRECINCTS

Supervisor Gast presented to board members Resolution No. 2005-04 designated Lake Charter Township be designated as polling location #1 for Lake Charter Township voters in the Bridgman School District election and Precinct #2 be Bridgman City Hall designated as a polling location for Bridgman City voters in the Bridgman School District election. It was moved by Geukes seconded by Carson to approve the Election Commission’s adoption of the Resolution designating school polling precincts. Six ayes, motion carried.

PUBLIC COMMENT

Stewart Beach, Water Plant Superintendent thanked the board members.

ADJOURNMENT

It was moved by Carson seconded by Eichler to adjourn the meeting. All ayes, motion carried. The meeting adjourned at 11:32 a.m.

Dated: _____

Gloria A. Payne, Clerk

Dated: _____

John W. Gast, Supervisor