

**MINUTES
LAKE CHARTER TOWNSHIP
BOARD MEETING
May 21, 2007
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 advancing of the colors and the Pledge of Allegiance to the Flag led by Bridgman Cub Scouts Pack 540.

ROLL CALL

Clerk Payne called the roll. Board members present were John Gast, Supervisor; Gloria Payne, Clerk; Betty Korcek, Treasurer; Terry Eichler, Trustee; William "Bill" Geukes and James Stine, Jr., Trustee. Trustee Tom Carson was absent. Twelve visitors were present in the audience.

APPROVAL OF AGENDA & AGENDA AMENDMENTS

It was moved by Korcek seconded by Eichler to add four additional items to the agenda. Six ayes, motion carried.

APPROVAL OF MINUTES

It was moved by Stine seconded by Geukes to approve the Minutes of the April 12, 2007 Special Board meeting. Six ayes, motion carried.

It was moved by Geukes seconded by Korcek to approve the Minutes of the April 16, 2007 Board Meeting. Six ayes, motion carried.

It was moved by Korcek seconded by Geukes to approve the Minutes of the May 4, 2007 Special Board Meeting. Six ayes, motion carried.

PUBLIC COMMENT

Supervisor Gast thanked the Bridgman Cub Scouts, Pack 540 for their participation in tonight's board meeting and the advancing of the colors and the leading of the Pledge of Allegiance.

Loren Berndt asked that the agenda also reflect the latest regarding the gazebo.

APPROVAL OF BILLS

It was moved by Eichler seconded by Stine to approve the April 2007 Lake Charter Township bills in the amount of \$957,490.22 Six ayes, motion carried.

COMMUNICATIONS/CORRESPONDENCE PACKET

The following information was included in board members packets: MTA Weekly Legislative Report; Lake Charter Township Planning Commission meeting minutes; Lake Charter Township Park Committee meeting minutes; Lake Charter Zoning Board of Appeals meeting minutes and special meeting minutes; Galien River Sanitary Sewer Authority Agenda and meeting minutes; Bridgman Public Library meeting minutes; Lake Charter Township Fund Balances for April 2007; 911 Advisory Committee Meeting minutes; Medic 1 meeting minutes; Lake Charter Township Water Filtration Plant report.

Copy of a letter from Roger Zilke, Berrien County Drain Commissioner regarding the McDaneld Drain; Copy of a Memorandum from the Southwestern Michigan Commission regarding Weesaw Township Park acquisition; Copy of a letter from Comcast regarding the franchise fee; a memorandum from the Department of Labor & Economic Growth regarding a Public Hearing; A memorandum from American Water Works regarding a webcast on chlorine gas.

REPORTS

A. Supervisor's Report

Supervisor Gast reported as follows:

- a. Attended Water Tank Construction Meeting;
- b. Met with Abonmarche Architects regarding the Public Safety Building;
- c. Attended 911 Advisory Board meeting;
- d. Attended Galien River Sewer Sanitary District Meeting;
- e. Attended Medic 1 meeting;
- f. Attended and hosted the Bridgman Chamber luncheon;
- g. Attended Special Meeting of the Bridgman Chamber of Commerce;

- h. Attended Utility Board Meeting;
- i. Attended Economic Growth Alliance Meeting;
- j. Attended CEO Meeting;
- k. Attended Galien River Sewer Sanitary District Special meeting;
- l. Attended Citizens Service Award Presentation.

B. Clerk's Report

Clerk Payne reported as follows:

- a. Attended Southwestern Michigan Commission meeting;
- b. Attended Berrien County Clerks Association meeting;
- c. Attended Chamber of Commerce Meeting luncheon;
- d. Attended Utility Board meeting;
- e. Held Public Accuracy Test;
- f. Attended Training for the May 8, 2007 School Election;
- g. Held May 8, 2007 School Election;
- h. Attended Maximum Impact Seminar.

C. Treasurer's Report

Treasurer Korcek reported as follows:

- a. Attended Utility Board Meeting;
- b. Attended Special Board Meeting;
- c. Attended Maximum Impact Seminar;
- d. Attended Park Committee Meeting;
- e. Attended Growth Alliance Meeting;
- f. Attended Mortgage meeting of Berrien County Treasurers;

D. Planning Commission Report

Trustee Geukes reported the Planning Commission received no comments from other municipalities regarding the Master Plan, therefore, a public hearing is scheduled for July 9, 2007.

E. Water Superintendent's Report

Water Plant Superintendent Stewart Beach reported the roof on the million-gallon storage tank is half finished. Data has been turned in regarding the hydraulic study. 40 hydrants have been flushed. No word from Sea Brex yet regarding the pigging of the water intake line.

F. GRSD Sewer Authority Report

Supervisor Gast reported bonding is underway for the Franklin lift station. Bids came in with a 4.9% interest rate, which was unacceptable. Therefore, negotiated sale is being initiated. Engineers have been picked per the bond sale.

G. Police Department

Trustee Eichler reported Officer Shawn Martin attended driving school in Lansing. A donation from Accu-Die to buy additional equipment.

H. Fire Department/Fire Chief

Trustee Eichler reported the Fire Department had no quorum, so no meeting was held. The Fire Department will hold a pancake breakfast on June 3, 2007.

I. Park Report

Treasurer Korcek reported the new ball field has been installed by the Lake Pavilion. The water tap has been installed and waiting for the arrival of the fountain. Playground equipment has been painted. No parking signs have been posted. Hedges have been trimmed. Mowing is up-to-date. Moon dust has been delivered for the ball fields. Fence painting has started, however, they are working on correcting the color. Mr. Sprinkler has been called to have the sprinklers installed around the Lake Pavilion.

Park Committee proposes the building of three new dugouts. Roof repair on the old pavilion roofs will begin Tuesday. Six park benches have been ordered, to be placed around the playground equipment.

J. Library Report

Lillian Svitil reported due to budget constraints the inter library service will be suspended by May 31, 2007. April collection of penal fines totaled \$119,000.00. Michigan Community Blood Center collected 13 pints of blood. The library is working on a five-year renewable millage. Trustees are up for reappointment. A patron has donated a water color worth \$200.00. The library now offers Notary Services. Limestone caps are complete and a meeting is scheduled to begin work on the roof.

K. Cemetery Committee Report

Clerk Payne reported that all trees in front of the cemetery will be cut down by I&M. They will grind out the stumps and put seed back. Three funerals and two cremations were conducted and cemetery personnel are working on getting the cemeteries ready for the Memorial Day Celebration.

AGENDA ITEMS

Request for Extension on Storage Tank Project

Supervisor Gast brought before board members a letter from Miller Davis, the constructors of the million-gallon storage tank, requesting a 14-day extension to the project. Events of weather, high winds, rain and snow, delays by utility relocation have caused this request. It is understood that there will not be any additional charges associated with this schedule extension. It was moved by Eichler seconded by Stine to grant the 14-day extension on the million-gallon storage tank to Miller Davis. Trustee Eichler indicated that they have been working late evening and weekends, the weather has been the reason for the delay. Six ayes, motion carried.

Water Department Water Plant Operator Position

Supervisor Gast informed board members eleven resumes were received for the Water Plant Operator vacancy. Three board members, Supervisor Gast, Clerk Payne and Trustee Geukes, interviewed three candidates, Brian VanDyken, Mark Kamp and Mike Myers. It is recommended by the three board members to offer the position to Brian VanDyken since he already has his licenses. After discussion, it was moved by Gast seconded by Payne to offer the Water Plant Operator position to Brian VanDyken. Six ayes, motion carried.

Cemetery Hours of Employment

Supervisor Gast proposed an amendment to the Personnel Policies to cite the hours the Cemetery personnel should work. Due to the grass being wet in the morning and the fact that it doesn't get light out in the winter months until later, they work from the hours of 7:30 a.m. until 4:00 p.m. year round. Cemetery Sexton Dave Williams was present in the audience and expressed his opinion regarding the hours of work. He was questioning why the hours needed to be changed, again, since they were just changed recently to mirror the daylight-saving time. Supervisor Gast explained that by 7:30 a.m., the grass is dry and this avoids getting the complaints of grass on the cemetery stones. It was moved by Gast seconded by Stine to change the Cemetery personnel hours to 7:30 a.m. to 4:00 p.m. year round commencing June 1, 2007. Six ayes, motion carried.

Assessors Contract Extension

Supervisor Gast reported that the contract extension for Lake Charter Township's assessment services is up for renewal. After discussion, since Lake Charter Township has to employ a Level IV assessor because of the Cook Nuclear Plant, and having no problems with the assessment services to date, it was moved by Payne seconded by Korcek to approve the extension of the assessment services with HSC Services, Inc., for \$2,150.00 per month, representing a 5% increase, commencing June 1, 2007 until May 31, 2008. Six ayes, motion carried.

Salary Adjustment Park Superintendent

Supervisor Gast asked board members to review the attached letter of a conversation he had with Brenda Smith, Lake Charter Township Park Superintendent. The park has improved considerably and Ms. Smith has taken on projects and made improvements in the appearance of the park. She has manicured the grass and shrubs and taken on projects without being asked or told what to do. The general condition of the park with little or no supervision is commendable. Ms. Smith has been employed by the Township for 30 days and it is suggested that we increase her pay an additional \$1.00 per hour. Trustee Stine asked whether this differs from regular protocol, and just know that this is setting a precedence. Supervisor Gast indicated that it does set a precedence, however, since Ms. Smith receives no benefits and is seasonal, the increase in pay raises her from Grade 6 Step Minimum to Grade 7 Step Minimum. It was moved by Geukes seconded by Korcek to increase the salary of the Park Superintendent from \$14.09 to \$15.07, Grade 6 Step Minimum to Grade 7 Step Minimum. Six ayes, motion carried.

Pay Request #4 Snow Road Water Line Replacement

Supervisor Gast brought before board members Pay request #4 in the amount of \$64,726.52 from Hollerbach Excavating for the Snow Road watermain replacement for the period January 10, 2007 to May 14, 2007. It was moved by Stine seconded by Eichler to approve pay request #4 of \$64,726.52 from Hollerbach Excavating, Inc., for the Snow Road watermain replacement. This leaves a retainage from 10% to 2% and the project 99% complete. Six ayes, motion carried.

Merritt Engineering Invoice for Snow Road Water Line Replacement

Supervisor Gast brought before board members an invoice from Merritt Engineering in the amount of \$8,557.00 for engineering services on the Snow Road Watermain replacement from January 7, 2007 to May 12, 2007. It was moved by Korcek seconded by Payne to approve the Merritt Engineering invoice in the amount of \$8,557.00 for engineering services on the Snow Road Watermain replacement. Six ayes, motion carried.

Continuing Education Credits

Supervisor Gast brought before board members a one-day seminar Water Plant Superintendent, Stewart Beach would like to attend for \$90.00 on June 6, 2007 - Michigan Water Utility Security Summit "Real World Water Security." He would take the Township vehicle, with no overnight stay and lunch is provided. It was moved by Stine seconded by Geukes to approve the \$90.00 for the June 6, 2007 one-day seminar for Water Plant Superintendent Stewart Beach - Michigan Water Utility Security Summit "Real World Water Security." Six ayes, motion carried.

Purchase of Autoclave

Supervisor Gast brought before board members two estimates for the Autoclave. Thomas Scientific \$3,999.77 and Fisher Scientific \$3,459.33. It was moved by Stine seconded by Korcek to approve purchase of the autoclave from Fisher Scientific for \$3,459.33. Six ayes, motion carried.

Dug Outs

Supervisor Gast brought before board members the proposal for construction of two dug outs totaling \$17,052.00. One (1) Dug out consisting of installation of block wall 40' long with 8' return walls with partition wall for 8'x8' storage room, installation of slab for dug out 12' x 40' and installation of monolithic footing 12" thick around the edges. Two (2) Dug outs consisting of installation of block wall 31-32' long with 8' return walls no storage room, installation of slab for dug out 12' x 31' and installation of monolithic footing 12" thick around the edges. To be completed by August 1, 2007. After a lengthy discussion, it was moved by Geukes seconded by Korcek to approve the construction of three dug outs in the amount of \$17,052.00. One (1) Dug out consisting of installation of block wall 40' long with 8' return walls with partition wall for 8'x8' storage room, installation of slab for dug out 12' x 40' and installation of monolithic footing 12" thick around the edges. Two (2) Dug outs consisting of installation of block wall 31-32' long with 8' return walls no storage room, installation of slab for dug out 12' x 31' and installation of monolithic footing 12" thick around the edges. To be completed by August 1, 2007. Six ayes, motion carried.

Purchase of Utility Vehicle for on-site use

Supervisor Gast brought before board members three estimates for the purchase of an on-site utility vehicle for the Park. Ellis Sales \$2,790.00; Parkside Golf Carts \$4,500.00 and The Rental Branch \$3,400.00. It was moved by Korcek seconded by Geukes to approve the purchase of a utility vehicle for on-site use from Ellis Sales for \$2,790.00. Six ayes, motion carried.

Workers Compensation Insurance Renewal

Supervisor Gast brought before board members the workers compensation insurance renewal in the amount of \$22,212.00. This represents a 20% increase over last year. After discussion, it was moved by Payne seconded by Korcek to approve the workers' compensation insurance renewal in the amount of \$22,212.00, however, contact the carrier and have them explain why the huge increase and send us a letter explaining whether the classifications are correct. Six ayes, motion carried.

Park Gazebo

Supervisor Gast turned the floor over to Loren Berndt of the Park Committee. He reported that Brenda Smith, Park Superintendent had a conversation with Trustee Tom Carson regarding the gazebo. He has not started the gazebo and is not going to build the gazebo. After discussion, it was recommended that Loren Berndt get bids from other vendors and bring them to the Park Committee for recommendation to the Township Board

PUBLIC COMMENT

Harold Heyn asked that the Township to be mindful of who takes the responsibility at the Berrien County Youth Fair if something should occur, it is the fair grounds insurance, lake township insurance or the volunteer firefighters' insurance.

Gaylord Rochefort, Planning Commission member asked what the current pay is of the Park Superintendent. Clerk Payne indicated that she would give him that information after the meeting.

ANNOUNCEMENTS

The next regular meeting is scheduled for June 18, 2007 at 7:00 p.m., Lake Township Hall, Bridgman, Michigan.

Lake Charter Township Planning Commission is scheduled for June 11, 2007 at 7:00 p.m., Lake Charter Township Hall, Bridgman, Michigan.

Utility Board meeting is scheduled for June 5, 2007 at 12:00 Noon, Lake Charter Township Conference Room, Bridgman, Michigan.

ADJOURNMENT

With no further objection and no further business it was moved by Geukes seconded by Stine to adjourn the meeting. Six ayes. Motion carried. Meeting adjourned at 8:56 p.m.

Dated: _____

Gloria A. Payne, Clerk

Dated: _____

John Gast, Supervisor