

**MINUTES  
LAKE CHARTER TOWNSHIP  
BOARD MEETING  
November 19, 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 Pledge of Allegiance to the Flag.

**ROLL CALL**

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

**APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES**

*October 15, 2007 Board Meeting*

It was moved by Korcek seconded by Geukes to approve the Meeting Minutes of October 15, 2007. Six ayes, motion carried.

*November 1, 2007 Special Meeting*

It was moved by Korcek seconded by Geukes to approve the Special Meeting Minutes of November 1, 2007. Six ayes, motion carried.

*November 1, 2007 2008 Budget Public Hearing Meeting*

It was moved by Geukes seconded by Korcek to approve the 2008 Budget Public Hearing Meeting Minutes of November 1, 2007. Six ayes, motion carried.

**PUBLIC COMMENT**

Lillian Svitil questioned why the Lake Charter Township Water Billing Clerk and the Lake Charter Township Secretary/Receptionist would work the elections for less pay than what they get per hour working for the Township. Supervisor Gast responded that he did not know.

**APPROVAL OF BILLS**

After a few explanations, it was moved by Eichler seconded by Geukes to approve the October 2007 Lake Charter Township bills in the amount of \$575,323.02. 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 of October 8, 2007 and October 25, 2007; Galien River Sanitary Sewer Authority Agenda and meeting minutes; Lake Charter Township Zoning Board of Appeals meeting minutes; Lake Township Park Committee meeting minutes; Bridgman Public Library meeting minutes; Medic 1 meeting minutes; Lake Charter Township Water Filtration Plant report; Lake Township Fund Balances for October 2007.

Copy of a check from the State of Michigan for \$35,699.00 for Revenue Sharing. Copy of a letter from Harbor Country Wireless. Notice of Hearing for Indiana Michigan Power Company to hold a power supply cost recovery hearing. Copy of a letter from the State of Michigan Department of Transportation for input in the 2008-2012 five year transportation plan. A copy of the Berrien County Road Commission list of items for discussion at Township meetings regarding roads.

**REPORTS**

**A. Supervisor's Report**

Supervisor Gast reported as follows:

- a. Attended Utility Board meeting;
- b. Attended Medic One meeting;
- c. Attended Galien River Sanitary District Association meeting;
- d. Attended Economic Growth Alliance Steering Committee meeting;
- e. Attended 2008 Budget Public Hearing for Lake Charter Township;
- f. Attended Special Board meeting to interview Water Plant Operation position candidate;
- g. Attended Siegfried, Crandall government seminar;
- h. Attended Berrien County Road Commission meeting;

- i. Attended joint City/Township meeting;
- j. Allowed Boy Scout Troop #540 tour the local government facilities.

B. Clerk's Report

Clerk Payne reported as follows:

- a. Attended document management training;
- b. Held pension review with employees;
- c. Attended joint City/Township meeting;
- d. Attended and hosted Election Worker Training;
- e. Attended Growth Alliance meeting;
- f. Attended Special Meeting and 2008 Budget Public Hearing;
- g. Held the Lake Michigan College millage increase election;
- h. Attended Utility Board meeting;
- i. Met with Midwest Energy Group regarding lighting in the Township Hall;
- j. Attended Economic Growth Alliance Steering Committee meeting.

C. Treasurer's Report

Treasurer Korcek reported as follows:

- a.. Attended Utility Board meeting;
- b. Attended Growth Alliance meeting;
- c. Attended Park Committee meeting;
- d. Attended Economic Growth Alliance Steering Committee meeting;
- e. Attended Special Meeting and 2008 Budget Public Hearing;
- f. Attended Siegfried Crandall government seminar;
- g. Attended joint City/Township meeting.

D. Planning Commission Report

Trustee Geukes reported the Planning Commission which tabled Kenneth Kline's request for a special land use permit, due to issues regarding property identification notices, held their hearing on October 25, 2007 and approved the campground permit with requirements.

E. Water Superintendent's Report

Water Plant Superintendent Stewart Beach reported the pilings are driven and the excavating finished. The two new employees are working out well. Pumpage for October is 8% over last year. The railroad project at Browntown Road will be finished soon.

F. GRSD Sewer Authority Report

Supervisor Gast reported the sewer connection fee for the casino continues to be pursued. Mike Layher of Schafer & Layher, the accounting firm for the Galien River Sewer Sanitary District reported on the buy-in fee still owed to Lake Charter Township. A pay request was approved for the lift station in New Buffalo to Pearson Construction. There will be no raise in sewer rates for 2008.

G. Police Department

Trustee Eichler reported that a new Police Officer will be added to the Department some time in February or March 2008.

H. Fire Department/Fire Chief

Trustee Eichler reported a demonstration from Bullard Equipment for the thermal imaging camera was held. The purchase of this item was included in the 2007 budget, however, it will probably be purchased in 2008.

I. Park Report

Treasurer Korcek reported the benches for the dug-outs were discussed. We have an offer of a volunteer to build all three benches. The Park Plan needs to be updated and ornamental grass and tulip bulbs have been planted. The park is in the process of being winterized.

J. Library Report

Lillian Svitil reported the roof will be replaced in April, which will take approximately six weeks. The Halloween Party was a huge success. A \$200.00 donation was received from the Bridgman American Legion. \$100.00 from Dr. Reck for the Halloween Party and penal fines generated 7.8%. Food for fines is up and running. The Director's office is being refurbished to make room for the Directors Assistant. The purchase of the Smith property should be finalized by November 2007. Approximately 88 responses have been received to the requests from the Historical Society for information. The book is ready to send to the printer.

K. Cemetery Committee Report

Clerk Payne reported that two burials took place since our last board meeting and the crew has been busy blowing out the water lines, cutting dead trees, trimming, mulching leaves and sodding graves.

**AGENDA ITEMS**

Approval of 2008 Budget

Supervisor Gast reported that the 2008 Budget Public Hearing was held. Board members attended three budget workshops and the 2008 Budget is now finalized and ready for adoption. The budget is prepared as a line item cost center budget, by information gather from department heads and historical review of the past audited budget numbers. The budget is a cost center line item budget. The projected 2008 general budget for expenses are \$1,156,518.62. Projected 2008 expenses for water and sewer totals \$1,531,441.08. The projected 2008 general budget for income is \$2,850,750.00. Projected 2008 income for water and sewer is \$1,432,636.00. After presentation and comments, it was moved by Geukes seconded by Eichler to adopt the 2008 Budget for Lake Charter Township. Roll call vote; Gast yes; Payne yes; Korcek yes; Eichler yes; Geukes yes; Carson No. Motion carried.

Abonmarche Invoice #47074 Public Safety Building

Supervisor Gast presented to the board, Abonmarche invoice #47074 for professional services through September 30, 2007 for the design phase and the preparation of construction documents, in the amount of \$12,650.00. It was moved by Eichler seconded by Korcek to approve paying invoice #47074 for professional services through September 30, 2007 for the design phase and preparation of construction documents in the amount of \$12,650.00. Six ayes, motion carried.

Abonmarche Invoice #47195 Public Safety Building

Supervisor Gast presented to the board, Abonmarche invoice #47195 for professional services through October 31, 2007 for the removal of unsuitable soils and preparation of the early bid package, in the amount of \$4,964.35. Trustee Geukes requested that an itemized bill be submitted from now on. Trustee Carson asked that the engineers should not recommend or make comments on the qualifications of a bidder. It was moved by Gast seconded by Eichler to approve paying invoice #47195 for professional services through October 31, 2007 for the removal of unsuitable soils and preparation of the early bid package, in the amount of \$4,964.35. Six ayes, motion carried.

Request for Proposal Updating of Job Classification and Wage Rates

Supervisor Gast informed board members that he made contact with O. William Rye & Company, LLC who conducted the 1999 Lake Charter Township salary study. Mr. Rye indicated that he had done some work recently in the Ottawa County shoreline area and has a handle on current information. His hourly rate is \$100.00 and he would not exceed \$4,580.00 to update Lake Charter Township's job classifications and wage rates. It was moved by Payne seconded by Eichler to contract with O. William Rye & Company, LLC to conduct a job classification and wage rate study for Lake Charter Township, not to exceed \$4,580.00. Four ayes, two nays, motion carried.

Resolution for Bridgman-Kaschube Branch Drain Cleaning

Supervisor Gast read the Berrien County Drain Commission's Resolution for the Bridgman-Kaschube Branch Drain Cleaning. The Drain Commissioner is asking for the authority to expend \$2,500.00 per mile in any one year for maintenance of the drain, and levy a special assessment as allowed by law. Lake Charter Township is affected by more than 20% of the cost. 80% belongs to the City of Bridgman. It was moved by Gast seconded by Geukes to approve the Resolution for the Bridgman-Kaschube Branch Drain Cleaning. Six ayes, motion carried.

Holiday Pay

Supervisor Gast asked board members whether they would like to consider Holiday pay for Lake Charter Township employees. It was recommended a \$50.00 after tax Christmas Bonus be given to all full-time township employees, including the firemen. It was moved by Geukes seconded by Eichler to grant a \$50.00 after tax Christmas Bonus to all full-time township employees, including firemen. Six ayes, motion carried.

#### Crown Castle Proposal

Supervisor Gast received a letter from Crown Castle, the cellular tower company. They are asking to enter into a grant of easement for the purchase price of \$85,00.00 for acquisition of the site located on the Lake Charter Township property behind the cemetery. After discussion, it was moved by Korcek seconded by Geukes to table this request and have Scott Dienes, Lake Charter Township's counsel review the paperwork and come back to us with a recommendation. Six ayes, motion carried.

#### Crane Rail System

Supervisor Gast asked board members to review the crane rail installation costs, currently being constructed for the water treatment plant improvements membrane filtration system. The cost to fabricate and install the crane rail and support is \$5,424.75. This was discussed at the Utility Board meeting on November 6, 2007. Since FHC Company is doing the mechanical work for installation of the overhead crane, they have offered to leave the overhead rail and equipment in place if the township pays for the material. This overhead crane will be used to lower material and hardware into the basement area. It was moved by Gast seconded by Payne to approve the fabrication and installation of the crane rail and supports not to exceed \$5,424.75. Six ayes, motion carried.

#### Upgrade of Lighting for Township Hall

Supervisor Gast informed board members, Township Clerk, Gloria Payne had met with Mike Halbeisen of Midwest Energy Group of Kalamazoo, Michigan who assessed the lighting in the township hall. The cost is \$3,060.00. The township hall building is 30 plus years old and has ballist type flourescent T-12 fixtures, these fixtures will become obsolete by 2009. Supervisor Gast suggested that Mr. Halbeisen bring a fixture to the hall to see if it is what we are looking for and this agenda item can be approved at our next meeting.

#### **PUBLIC COMMENT**

Mike Jasper thanked Treasurer Korcek for the speedy way in which she handled getting his phone line back up and running. Secondly at the April Utility meeting, he was worried about his three drains, one sump, one floor drain and one down spout, being buried while digging for the Browntown Road improvements. Further, when the sixteen trees would be replaced. Supervisor Gast informed Mr. Jasper that Larry Merritt of Merritt Engineering, would be contacting him about these issues.

Lillian Svitil asked what the status was of the ditch. Supervisor Gast responded the Berrien County Road Commission was soliciting bids. She further stated a traffic counter was out by her road, and a barrel was missing from the culvert area where a sink hole was formed. Supervisor Gast advised he would contact the Berrien County Road Commission about it.

#### **ANNOUNCEMENTS**

The next regular meeting is scheduled for December 17, 2007 at 7:00 p.m., Lake Township Hall, Bridgman, Michigan.

Lake Charter Township Planning Commission is scheduled for December 10, 2007 at 7:00 p.m., Lake Charter Township Hall, Bridgman, Michigan.

Utility Board meeting is scheduled for December 4, 2007 at 12:00 Noon, Lake Charter Township Conference Room, Bridgman, Michigan.  
Lake Charter Township Board of Review is scheduled for December 11, 2007 at 5:00 p.m.

**ADJOURNMENT**

With no further objection and no further business it was moved by Payne seconded by Geukes to adjourn the meeting. Six ayes. Motion carried. Meeting adjourned at 8:30 p.m.

Dated: \_\_\_\_\_

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Gloria A. Payne, Clerk

Dated: \_\_\_\_\_

\_\_\_\_\_  
John Gast, Supervisor