

**PENNFIELD CHARTER TOWNSHIP
BOARD MEETING MINUTES
DECEMBER 11, 2018**

Supervisor Morgan called the meeting to order at 6:00 PM at the Pennfield Middle School Cafeteria. Present were Supervisor Morgan, Clerk Case, Treasurer Jackson, Trustees Damerow, Goodman, Skelding and Vandlen. There were six residents present. The Pledge of Allegiance was recited.

PUBLIC COMMENT ON AGENDA ITEMS

A resident had questions about Resolution 18-65 from the November Board Meeting.

ADDITIONS/DELETIONS TO THE AGENDA

It was moved by Trustee Damerow and supported by Trustee Vandlen to accept the Agenda as presented. **Motion carried.**

CONSENT AGENDA

It was moved by Trustee Damerow and supported by Trustee Vandlen to accept the Consent Agenda as presented. **Motion carried.** The Consent Agenda consists of the following items:

1. Meeting minutes of November 13, 2018
2. Utilities Division monthly report – see addendum
3. Code Compliance monthly report – see addendum
4. Permits Department monthly report – see addendum
5. Assessors Department monthly report – see addendum
6. Cemetery Department monthly report – see addendum
7. Life Care report
8. Zoning report

PUBLIC SAFETY REPORTS

POLICE: No one was present from the Calhoun County Sheriff’s Department to give the monthly report. The monthly stats are as follows: 101 traffic citations, 166 verbal warnings, 35 traffic crashes, 51 arrests, 116 self generated complaints, 244 dispatched complaints and 1,257 property inspections.

FIRE: Chief Smith was present from the Fire Department to give the monthly report. The monthly stats are as follows: 1 fire, 72 rescue & medical emergencies, 15 hazardous conditions, 3 service calls and 4 good intent calls.

UNFINISHED BUSINESS

1. Adoption of Pennfield Charter Township Resolution 18-56

**PENNFIELD CHARTER TOWNSHIP RESOLUTION 18-56
(a Resolution appointing Kim Tuck to the position of
Building Official/ Floodplain Manager)**

BE IT RESOLVED, that the Pennfield Township Board hereby approves the appointment of Kim Tuck to the position of Building Official – Floodplain Manager effective January 1, 2019 with a salary of \$200.00 per month with no additional benefits.

Moved by: Trustee Damerow Supported by: Trustee Vandlen

Supervisor Morgan – Yes	Trustee Damerow – Yes
Clerk Case – Yes	Trustee Goodman – Yes
Treasurer Jackson – Yes	Trustee Skelding – Yes
	Trustee Vandlen – Yes

Vote shows 7 yes, -0- no. **Resolution 18-56 is adopted.**

NEW BUSINESS

1. Adoption of Pennfield Charter Township Resolution 18-65

**PENNFIELD CHARTER TOWNSHIP RESOLUTION 18-65
(a Resolution approving the 2019 Holiday Schedule and
Board Meeting dates)**

**PENNFIELD CHARTER TOWNSHIP
MEETING DATES & HOLIDAY SCHEDULE FOR 2019**

TOWNSHIP OFFICE WILL BE CLOSED ON THE FOLLOWING DATES:

January 1, 2019	Tuesday	New Year’s Day
January 21, 2019	Monday	Martin Luther King Day
February 18, 2019	Monday	Presidents Day
May 27, 2019	Monday	Memorial Day
July 4, 2019	Thursday	Independence Day
September 2, 2019	Monday	Labor Day
October 14, 2019	Monday	Columbus Day
November 11, 2019	Monday	Veterans Day
November 28, 2019	Thursday	Thanksgiving
December 24, 2019	Tuesday	Christmas Eve
December 25, 2019	Wednesday	Christmas Day

BOARD MEETING DATES

Township Board meetings are held at 6:00 PM on the 2nd Tuesday of the month at the Pennfield Middle School cafeteria located at 8587 Pennfield Road, Battle Creek, MI on the following dates:

January 8, 2019	May 14, 2019	September 10, 2019
February 12, 2019	June 11, 2019	October 8, 2019
March 12, 2019	July 9, 2019	November 12, 2019
April 9, 2019	August 13, 2019	December 10, 2019

PLANNING COMMISSION MEETING DATES

Township Planning Commission meetings are held at 6:00 PM on the 1st Tuesday of the month at the Pennfield Middle School cafeteria located at 8587 Pennfield Road, Battle Creek, MI on the following dates:

January 3, 2019	May 7, 2019	September 3, 2019
February 5, 2019	June 4, 2019	October 1, 2019
March 5, 2019	July 2, 2019	November 5, 2019
April 2, 2019	August 6, 2019	December 3, 2019

Moved by: Trustee Damerow

Supported by: Trustee Vandlen

Supervisor Morgan – Yes

Trustee Damerow – Yes

Clerk Case – Yes

Trustee Goodman – Yes

Treasurer Jackson – Yes

Trustee Skelding – Yes

Trustee Vandlen – Yes

Vote shows 7 yes, -0- no. **Resolution 18-65 is adopted.**

2. Adoption of Pennfield Charter Township Resolution 18-66

PENNFIELD CHARTER TOWNSHIP RESOLUTION 18-66

(a Resolution appointing Larry Skelding as the Board Representative to the Pennfield Charter Township Planning Commission)

BE IT RESOLVED, that the Pennfield Township Board hereby approves the appointment of Larry Skelding as the Board Representative to the Pennfield Charter Township Planning Commission.

BE IT RESOLVED, that the term of this appointment will begin on December 12, 2018 and will end on November 20, 2020.

Moved by: Trustee Damerow

Supported by: Trustee Vandlen

Supervisor Morgan – Yes
Clerk Case – Yes
Treasurer Jackson – Yes

Trustee Damerow – Yes
Trustee Goodman – Yes
Trustee Skelding – Abstain
Trustee Vandlen – Yes

Vote shows 6 yes, -0- no and 1 abstain. **Resolution 18-66 is adopted.**

3. Proclamation to designate the Holiday Season Impaired Driving Prevention Campaign

PROCLAMATION

**HOLIDAY SEASON IMPAIRED DRIVING PREVENTION CAMPAIGN
DECEMBER, 2018**

AND

**“DRIVE SOBER OR GET PULLED OVER” ENFORCEMENT CAMPAIGN
DECEMBER 13-31, 2018**

WHEREAS, motor vehicle crashes involving alcohol (with at least one driver with a blood alcohol concentration of .08 grams per deciliter or above) accounted for 31% of all motor vehicle traffic fatalities in 2017 (killing 10,874 people, an increase again over 2016) and injuring hundreds of thousands more every year in the United States; and

WHEREAS, the mid December through end of December holiday period is traditionally one of the most deadly times of the year for alcohol-impaired driving; and

WHEREAS, in 2017 one person was killed every 48 minutes in a drunk-driving crash in the United States; and

WHEREAS, according to the National Highway Traffic Safety Administration, 885 people lost their lives in traffic crashes involving a drunk driver during the month of December, 2017; and

WHEREAS, organizations across the nation are joining together to promote a “**Holiday Season Impaired Driving Prevention Campaign**” in December 2018 and the “*Drive Sober or Get Pulled Over*” national public awareness campaign and law enforcement initiatives during the December 13-31, 2018 time period;

THEREFORE, I, David P. Morgan, do hereby proclaim December, 2018 as “**Holiday Season Impaired Driving Prevention**” and recognize December 13-31, 2018 as “**Drive Sober or Get Pulled Over**” Enforcement Campaign in Pennfield Charter Township, Calhoun County, Michigan. We call upon everyone to promote awareness of the impaired driving problem, to promote safer and healthier behaviors regarding the use of alcohol and other drugs, and to promote the awareness campaign this holiday season and throughout the year.

MONTHLY TREASURER’S REPORT

General Fund	\$674,849.81
2015 Road Bond	(11,455.86)
Metro Act – Maint.	\$7,051.74
Parks	\$5,372.56
Public Safety	\$350.19
Sewer	\$1,205,334.42
Water	\$1,301,619.07
Trust & Agency	\$25,568.00
Tax Collection	\$67,273.29
Weed Control	(\$9,343.22)
TOTAL:	\$3,266,620.00

It was moved by Trustee Damerow and supported by Trustee Vandlen to approve the monthly Treasurer’s report. **Motion carried.**

PAYMENT OF MONTHLY BILLS

It was moved by Trustee Damerow and supported by Trustee Vandlen to approve the payment of the monthly bills in the amount of \$178,528.66. **Motion carried.**

EXTENDED PUBLIC COMMENTS

Three residents spoke and gave their opinions about the Township.

BOARD MEMBER COMMENTS

Trustee Damerow – Questions about the Supervisor’s hours and working on single refuse provider and Merry Christmas to everyone

Trustee Vandlen – None

Treasurer Jackson – Merry Christmas

Clerk Case – The Township is hosting our annual Christmas Gathering on Thursday, December 13, 2018 at 6:00 PM

Trustee Goodman – Questions on Marihuana impaired driving and Pony Avenue

Trustee Skelding – Had questions on roads

ANNOUNCEMENTS BY CHAIRPERSON

The next regularly scheduled Township Board Meeting will be Tuesday, January 8, 2019. The Calhoun County recycling program is continuing in 2019. Cards that were issued in 2018 will be valid in 2019. Cards are still available at the Township Office.

It was moved by Trustee Damerow and supported by Trustee Vandlen to adjourn the meeting at 6:51 PM. **Motion carried.**

David P. Morgan – Supervisor

Kathleen R. Case – Clerk

ADDENDUM A – DEPARTMENT REPORTS

UTILITIES

The stats for November, 2018 are as follows: 1,200 meter reads, 38 corrective work orders and 7 Miss Digs. 334 new meters have been installed in our Change Out Program. The North Acres area is complete.

CODE ENFORCEMENT

1. Conducted property inspections for new complaints and follow up inspections of previous complaints.
2. Received 2 new complaints: 1 front yard parking and 1 inoperable vehicle.

ASSESSOR

1. All Homestead forms, Property Transfer Affidavits & Deeds are current. There were 8 transfers of property for the month; all were regular sales.
2. Field review of new construction and miscellaneous phone & in person inquiries about assessments & descriptions.

CEMETERY

Burials – 2	\$900.00
Foundations – 2	\$400.00
Grave sales – 4	\$2,300.00
TOTAL:	\$3,600.00

PERMITS

Building – 5	\$1,070.12
Electrical – 8	\$1,259.00
Mechanical – 13	\$1,496.00
Plumbing – 4	\$664.00
Zoning – 1	\$70.00
TOTAL:	\$4,559.12