

**PENNFIELD CHARTER TOWNSHIP
REGULAR MEETING MINUTES
DECEMBER 12, 2017**

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, Herbstreith & Skelding. There were 11 residents present.

CITIZEN/PUBLIC COMMENT

None

ADDITIONS/DELETIONS TO THE AGENDA

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

APPROVAL OF THE CONSENT AGENDA

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

1. Meeting Minutes of November 14, 2017
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: Lt. Wiersma was present from the Calhoun County Sheriff’s Department to give the monthly report. The monthly stats are as follows: 247 traffic citations, 196 verbal warnings, 26 traffic crashes, 73 arrests, 69 self generated complaints, 185 dispatched complaints and 1,338 property inspections.

FIRE: Trustee Herbstreith gave the monthly report. The stats are as follows: 4 fires, 70 rescue & medical emergencies, 3 hazardous conditions, 2 service calls, 3 good intent calls and 1 false alarm.

UNFINISHED BUSINESS

- 1. Pennfield Charter Township Road Project
- 2. Rental Ordinance

NEW BUSINESS

1. Adoption of Pennfield Charter Township Resolution 17-84

**PENNFIELD CHARTER TOWNSHIP RESOLUTION 17-84
(a Resolution approving the 2018 Holiday Schedule and
Board Meeting dates)**

**PENNFIELD CHARTER TOWNSHIP
MEETING DATES & HOLIDAY SCHEDULE FOR 2018**

TOWNSHIP OFFICE WILL BE CLOSED ON THE FOLLOWING DATES:

January 1, 2018	Monday	New Year's Day
January 15, 2018	Monday	Martin Luther King Day
February 19, 2018	Monday	Presidents Day
May 28, 2018	Monday	Memorial Day
July 4, 2018	Wednesday	Independence Day
September 3, 2018	Monday	Labor Day
October 8, 2018	Monday	Columbus Day
November 12, 2018	Monday	Veterans Day observed
November 22, 2018	Thursday	Thanksgiving
December 24, 2018	Monday	Christmas Eve
December 25, 2018	Tuesday	Christmas

BOARD MEETING DATES

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

January 9, 2018	May 8, 2018	September 11, 2018
February 13, 2018	June 12, 2018	October 9, 2018
March 13, 2018	July 10, 2018	November 13, 2018
April 10, 2018	August 14, 2018	December 11, 2018

PLANNING COMMISSION MEETING DATES

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

January 8, 2018	May 1, 2018	September 4, 2018
February 6, 2018	June 5, 2018	October 2, 2018
March 6, 2018	July 3, 2018	November 6, 2018
April 3, 2018	August 7, 2018	December 4, 2018

Moved by: Trustee Damerow Supported by: Trustee Herbstreith

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

Vote shows 7 yes and -0- no. **Resolution 17-84 is adopted.**

2. Adoption of Pennfield Charter Township Resolution 17-85

**PENNFIELD CHARTER TOWNSHIP RESOLUTION 17-85
(a Resolution re-appointing Curtis Whitaker to the Pennfield Charter Township
Planning Commission)**

BE IT RESOLVED, that the Pennfield Township Board hereby approves the appointment of Curtis Whitaker to the Pennfield Charter Township Planning Commission.

BE IT RESOLVED, that the term of this appointment will be for 3 years beginning on January 1, 2018 and end on December 31, 2020.

Moved by: Trustee Damerow Supported by: Trustee Herbstreith

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

Vote shows 7 yes, -0- no. **Resolution 17-85 is adopted.**

3. Adoption of Pennfield Charter Township Resolution 17-86

**PENNFIELD CHARTER TOWNSHIP RESOLUTION 17-86
(a Resolution re-appointing Chuck Adams to the Pennfield Charter Township
Zoning Board of Appeals)**

BE IT RESOLVED, that the Pennfield Township Board hereby approves the appointment of Chuck Adams to the Pennfield Charter Township Zoning Board of Appeals.

BE IT RESOLVED, that the term of this appointment will be for 3 years beginning on January 1, 2018 and end on December 31, 2020.

Moved by: Trustee Damerow Supported by: Trustee Herbstreith

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

Vote shows 7 yes, -0- no. **Resolution 17-86 is adopted.**

4. Adoption of Pennfield Charter Township Resolution 17-87

PENNFIELD CHARTER TOWNSHIP RESOLUTION 17-87
(a Resolution re-appointing Lindsay Draime to the Pennfield Charter Township Zoning Board of Appeals)

BE IT RESOLVED, that the Pennfield Township Board hereby approves the appointment of Lindsay Draime to the Pennfield Charter Township Zoning Board of Appeals as an Alternate.

BE IT RESOLVED, that the term of this appointment will be for 3 years beginning on January 1, 2018 and end on December 31, 2020.

Moved by: Trustee Damerow Supported by: Trustee Herbstreith

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

Vote shows 7 yes, -0- no. **Resolution 17-87 is adopted.**

5. Adoption of Pennfield Charter Township Resolution 17-88

PENNFIELD CHARTER TOWNSHIP RESOLUTION 17-88
(a Resolution appointing Rob Behnke to the Pennfield Charter Township Planning Commission)

BE IT RESOLVED, that the Pennfield Township Board hereby approves the appointment of Rob Behnke to the Pennfield Charter Township Planning Commission.

BE IT RESOLVED, that the term of this appointment will be for 3 years beginning on January 1, 2018 and end on December 31, 2020.

Moved by: Trustee Damerow

Supported by: Trustee Herbstreith

Supervisor Morgan – Yes

Trustee Damerow – Yes

Clerk Case – Yes

Trustee Goodman – No

Treasurer Jackson – Yes

Trustee Herbstreith – Yes

Trustee Skelding – No

Vote shows 5 yes, and 2 no. **Resolution 17-88 is adopted.**

6. Adoption of Pennfield Charter Township Resolution 17-89

PENNFIELD CHARTER TOWNSHIP RESOLUTION 17-89

(a Resolution approving the purchase 400 (Four Hundred) R900 V4 Wall MIU units for the Pennfield Charter Township Water/Sewer Department)

BE IT RESOLVED, that the Pennfield Charter Township Board approves the purchase of 400 R900 V4 Wall MIU units for the Water/Sewer Department not to exceed \$38,000. These units are used to transmit wireless readings for both water and sewer use from residential homes as well as businesses.

Moved by: Trustee Damerow

Supported by: Trustee Herbstreith

Supervisor Morgan – Yes

Trustee Damerow – Yes

Clerk Case – Yes

Trustee Goodman – Yes

Treasure Jackson – Yes

Trustee Herbstreith – Yes

Trustee Skelding – Yes

Vote shows 7 yes, -0- no. **Resolution 17-89 is adopted.**

7. Adoption of Pennfield Charter Township Resolution 17-90

PENNFIELD CHARTER TOWNSHIP RESOLUTION 17-90

(a Resolution proclaiming May 19, 2018 Pennfield Charter Township’s 2nd Annual Armed Forces Appreciation Day)

BE IT RESOLVED, that the Pennfield Township Board hereby proclaims May 19, 2018 Pennfield Charter Township’s 2nd Annual Armed Forces Appreciation Day.

BE IT RESOLVED, to honor all those who have served, those who are currently serving, and each Pennfield High School student who will be entering the armed forces, Pennfield Charter Township is proclaiming May 19, 2018 Armed Forces Appreciation Day.

Moved by: Trustee Damerow

Supported by: Trustee Herbstreith

Supervisor Morgan – Yes

Trustee Damerow – Yes

Clerk Case – Yes

Trustee Goodman – Yes

Treasurer Jackson – Yes

Trustee Herbstreith – Yes

Vote shows 7 yes, -0- no. **Resolution 17-90 is adopted.**

MONTHLY TREASURER’S REPORT

November, 2017 monthly report shows the following balances:

General Fund	\$540,419.56
Road Bond	\$64,774.49
Metro Act – Maint.	\$0.00
Parks	\$5,367.95
Public Safety	\$350.19
Sewer	\$1,054,772.62
Water	\$1,229,768.03
Trust & Agency	\$13,308.28
Tax Collection	\$48,239.65
Weed Control	(12,281.99)
TOTAL:	\$2,944,718.78

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

PAYMENT OF MONTHLY BILLS

It was moved by Trustee Damerow and supported by Trustee Herbstreith to approve the payment of the monthly bills in the amount of \$233,638.20. **Motion carried.**

EXTENDED PUBLIC COMMENTS

Calhoun County Commissioner Steve Frisbie was present to give a County update. Two residents made comments about the appointment of Rob Behnke to the Planning Commission.

BOARD MEMBER COMMENTS

- Trustee Skelding – None
- Trustee Goodman – None
- Clerk Case – None
- Treasurer Jackson – None
- Trustee Herbstreith – Merry Christmas and Happy New Year to all
- Trustee Damerow – Merry Christmas and Happy New Year to all

ANNOUNCEMENTS BY THE CHAIRPERSON

The next regularly scheduled Township Board meeting will be Tuesday, January 9, 2018. The next monthly recycling weekend will be December 22-27th. The Township Holiday Gathering will be on Thursday, December 14th at 6:00 PM at the Township Office and Fire Department.

It was moved by Trustee Damerow and supported by Trustee Herbstreith to adjourn the meeting at 6:35 PM. **Motion carried.**

David P. Morgan – Supervisor

Kathleen R. Case – Clerk

ADDENDUM A – DEPARTMENT REPORTS

UTILITIES

The stats for November, 2017 are as follows: 1,200 meter reads, 7 corrective work orders and 16 Miss Digs.

CODE ENFORCEMENT

1. Conducted property inspections for new complaints and follow up inspections of previous complaints.
2. Received 12 new complaints: 1 front yard parking, 3 inoperable vehicles, 7 junk/trash and Township Ordinance violation.

ASSESSOR

1. All Homestead forms, Property Transfer Affidavits & Deeds are current. There were 16 transfers of property for the month: 15 were regular sales and 1 was foreclosure related.
2. Visit & document changes due to building permits.
3. Miscellaneous phone & in person inquiries about assessments, splits & descriptions.

CEMETERY

Burials – 4	\$1,600.00
Foundation – 0	\$0.00
Sale of grave – 0	\$0.00
Deed Transfer – 1	\$30.00
TOTAL:	\$1,630.00

PERMITS

Building – 12	\$2,152.80
Electrical – 6	\$915.00
Mechanical – 11	\$1,301.00
Plumbing – 2	\$423.00
Zoning – 1	\$70.00
TOTAL:	\$4,861.80