

**PENNFIELD CHARTER TOWNSHIP
REGULAR BOARD MEETING MINUTES
FEBRUARY 13, 2018**

Supervisor Morgan called the meeting to order at 6:05 PM at the Pennfield Middle School cafeteria. Present were: Supervisor Morgan, Clerk Case, Treasurer Jackson, Trustees Damerow, Goodman, Herbstreith & Skelding. There were 6 people present.

CITIZEN/PUBLIC COMMENTS

None

ADDITIONS/DELETIONS TO THE AGENDA

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

APPROVAL OF THE CONSENT AGENDA

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

1. Meeting minutes of January 9 and January 30, 2018
2. Utility 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: 186 traffic citations, 183 verbal warnings, 21 traffic crashes, 57 arrests, 45 self generated complaints, 179 dispatched complaints and 1,311 property inspections.

FIRE: Chief Smith was present and gave the monthly report. The stats are as follows: 4 fires, 75 rescue & medical emergencies, 3 hazardous conditions, 2 service calls and 1 good intent call.

UNFINISHED BUSINESS

1. Rental Ordinance #207-06-16

NEW BUSINESS

1. Adoption of Pennfield Charter Township Resolution 18-07

**PENNFIELD CHARTER TOWNSHIP RESOLUTION 18-07
(a Resolution to appoint Trustees Larry Skelding, Tammi Damerow and Clerk Kathy Case
to the 2018 Election Commission)**

BE IT RESOLVED, that the Township Board approves the appointment of Trustees Larry Skelding, Tammi Damerow and Clerk Kathy Case to the 2018 Election Commission.

Moved by: Trustee Herbstreith

Supported by: Trustee Goodman

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

Trustee Damerow – Abstain
Trustee Goodman – Yes
Trustee Herbstreith – Yes
Trustee Skelding – Yes

Vote shows 6 yes, 1 abstain and -0- no. **Resolution 18-07 is adopted.**

MONTHLY TREASURER’S REPORT

January, 2018 monthly report shows the following balances:

General Fund	\$530,624.83
Road Bond	\$64,867.58
Metro Act – Maint.	\$0.00
Parks	\$5,368.79
Public Safety	\$350.19
Sewer	\$1,093,067.92
Water	\$1,269,163.20
Trust & Agency	\$17,681.00
Tax Collection	\$1,293,978.43
Weed Control	(\$12,281.99)
TOTAL:	\$4,262,819.95

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

PAYMENT OF MONTHLY BILLS

It was moved by Trustee Herbstreith and supported by Trustee Goodman to approve the payment of the monthly bills in the amount of \$202,600.58. **Motion carried.**

EXTENDED PUBLIC COMMENTS

A resident spoke stating that she approves of the proposed wedding venue on Lynch Road. Another resident spoke stating that the notification requirements for ZBA need to be changed to encompass more property.

BOARD MEMBER COMMENTS

Trustee Skelding- Shared a photo of his Granddaughter with Vice President Pence.
Trustee Goodman – None
Clerk Case – None
Treasurer Jackson – Taxes due tomorrow
Trustee Herbstreith – None
Trustee Damerow – Made statements about the “Fear the Farm” across the street from the Township and asked about the work being done on M-66

ANNOUNCEMENTS BY THE CHAIRPERSON

The next regularly scheduled Township Board Meeting will be Tuesday, March 13, 2018. The next monthly recycling weekend will be February 24th and 25th. The office will be closed Monday, February 19, 2018 for President’s Day. The office received a grant for LED lighting and all of the current bulbs are being replaced.

It was moved by Trustee Herbstreith and supported by Trustee Goodman to adjourn the meeting at 6:22 PM. **Motion carried.**

David P. Morgan – Supervisor

Kathleen R. Case – Clerk

ADDENDUM A – DEPARTMENT REPORTS

UTILITIES

The stats for January, 2018 are as follows: 1,200 meter reads, 11 corrective work orders and 5 Miss Digs.

CODE ENFORCEMENT

1. Conducted property inspections for new complaints and follow up inspections of previous complaints.
2. Received 8 new complaints: 2 front yard parking, 1 inoperable vehicle, 2 junk/trash and 3 Township Ordinance violations.

ASSESSOR

1. All Homestead forms, Property Transfer Affidavits & Deeds are current. There were 10 transfers of property for the month; all were regular sales.
2. Prepared sales analysis for 2017 valuations.
3. Prepared assessments in compliance with County Studies
4. Miscellaneous phone & in person inquiries about assessments & descriptions.

CEMETERY

Burials – 3	\$1,550.00
Sale of grave – 1	\$500.00
Foundations – 0	\$0.00
TOTAL:	\$2,050.00

PERMITS

Building – 6	\$730.00
Electrical – 6	\$1,186.00
Mechanical – 18	\$2,351.00
Plumbing – 3	\$372.00
TOTAL:	\$4,639.00

