

**PENNFIELD CHARTER TOWNSHIP
REGULAR MEETING MINUTES
JANUARY 9, 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, Herbstreith & Skelding. There were 6 people present.

CITIZEN/PUBLIC COMMENTS

State Representative Dr. Bizon was present to give an update.

ADDITIONS/DELETIONS TO THE AGENDA

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

APPROVAL OF THE CONSENT AGENDA

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

1. Meeting minutes of December 12, 2017
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: 197 traffic citations, 175 verbal warnings, 26 traffic crashes, 72 arrests, 54 self generated complaints, 281 dispatched complaints and 2,009 property inspections.

FIRE: Chief Smith was present and gave the monthly. The stats are as follows: 6 fires, 55 rescue & medical emergencies, 9 hazardous conditions, 4 service calls, 3 good intent calls and 3 false alarms.

UNFINISHED BUSINESS

1. Rental Ordinance #207-06-16

NEW BUSINESS

1. Adoption of Pennfield Charter Township Resolution 18-01

**PENNFIELD CHARTER TOWNSHIP RESOLUTION 18-01
(a Resolution amending the PERMITS/INSPECTIONS budget for
Fiscal Year 2017-18)**

BE IT RESOLVED, that the Pennfield Charter Township Board hereby approves the following budget amendment for Fiscal Year 2017-18:

	Debit	Credit
1. Amend revenues to add/amend line item		
249-000.000-613.000, Electrical Permits		\$1,600.00
249-000.000-616.000, Building Registration		\$50.00
249-000.000-619.000, Electrical License		\$5.00
249-000.000-620.000, Mechanical Registration		\$155.00
249-000.000-621.000, Plumbing Registration		\$65.00
249-000.000-664.000, Interest		\$30.00
249-000.000-671.000, F.B. Carryover		\$5,275.00
2. Amend expenses to add/increase/decrease line item		
249-371.000-702.000, Salaries	\$2,600.00	
249-371.000-702.001, Mechanical Inspector Wage	\$3,000.00	
249-371.000-702.002, Building Inspector Wage	\$6,000.00	
249-371.000-702.003, Electrical Inspector Wage	\$2,000.00	
249-371.000-702.004, Plumbing Inspector Wage	\$1,800.00	
249-371.000-715.000, Social Security	\$155.00	
249-371.000-716.000, Employee Insurance	\$540.00	
249-371.000-775.000, Repair/Maint. - Building	\$140.00	
249-371.000-802.000, Legal		\$1,500.00
249-371.000-874.000, Retirement	\$210.00	
249-371.000-890.000, Contingency Fund		\$7,765.00
TOTALS:	\$16,445.00	\$16,445.00

Moved by: Trustee Herbstreith

Supported by: Trustee Skelding

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 18-01 is adopted.**

2. Adoption of Pennfield Charter Township Resolution 18-02

**PENNFIELD CHARTER TOWNSHIP RESOLUTION 18-02
(a Resolution amending the SEWER budget for Fiscal Year 2017-18)**

BE IT RESOLVED, that the Pennfield Charter Township Board hereby approves the following budget amendment for Fiscal Year 2017-18:

	Debit	Credit
1. Amend revenues to add/amend line item		
590-000.000-664.000, Interest		\$2800.00
590-000.000-664.002, Workers Comp Dividend/Refund		\$73.00
2. Amend expenses to add/increase/decrease line item		
590-000.000-775.000, Repair/Maintenance-Building	\$575.00	
590-000.000-805.000, Professional Services	\$1335.00	
590-000.000-890.000, Contingency Fund		\$3667.00
590-000.000-910.000, Insurance/Bonds	\$1230.00	
590-000.000-977.000, Capital Outlay-Equipment	\$3400.00	
TOTALS:	\$6,540.00	\$6,540.00

Moved by: Trustee Herbstreith

Supported by: Trustee Skelding

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 18-02 is adopted.**

3. Adoption of Pennfield Charter Township Resolution 18-03

**PENNFIELD CHARTER TOWNSHIP RESOLUTION 18-03
(a Resolution amending the WATER budget for Fiscal Year 2017-18)**

BE IT RESOLVED, that the Pennfield Charter Township Board hereby approves the following budget amendment for Fiscal Year 2017-18:

	Debit	Credit
1. Amend revenues to add/amend line item		
591-000.000-457.000, Permits		\$50.00
591-000.000-606.000, PA425 Share		\$3250.00
591-000.000-615.000, Tap Fees		\$440.00
591-000.000-664.000, Interest		\$4770.00
591-000.000-694.000, Miscellaneous Income		\$295.00
2. Amend expenses to add/increase/decrease line item		
591-000.000-737.000, Chemical Treatment	\$85.00	
591-000.000-805.000, Professional Services	\$1330.00	
591-000.000-861.000, Mileage	\$16.00	
591-000.000-890.000, Contingency Fund		\$22,511.00
591-000.000-902.000, Advertising	\$45.00	
591-000.000-910.000, Insurance/Bonds	\$640.00	
591-000.000-936.000, R&M Distribution System	\$29,200.00	
TOTALS:	\$31,316.00	\$31,316.00

Moved by: Trustee Herbstreith

Supported by: Trustee Skelding

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 18-03 is adopted.**

4. Adoption of Pennfield Charter Township Resolution 18-04

PENNFIELD CHARTER TOWNSHIP RESOLUTION 18-04 (a Resolution amending the GENERAL FUND budget for Fiscal Year 2017-18)

BE IT RESOLVED, that the Pennfield Charter Township Board hereby approves the following budget amendment for Fiscal Year 2017-18:

	Debit	Credit
1. Amend revenues to add/amend line item		
101-000.000-456.000, Conditional Use Permits		\$475.00
101-000.000-458.000, Miscellaneous Permits		\$965.00
101-000.000-627.000, Tax Collection Fee		\$705.00
101-000.000-630.000, Grave Open/Close		\$5,000.00
101-000.000-656.000, Parking Fines		\$20.00
101-000.000-659.000, OWI FEE		\$520.00
101-000.000-662.000, Address Signs		\$115.00
101-000.000-664.000, Interest Earned		\$1,000.00

101-000.000-664.002, Workers Compensation Dividend/Refund		\$453.00
101-000.000-668.000, Rent	\$6,400.00	
101-000.000-671.000, Fund Balance Carryover		\$109,673.00
101-000.000-676.000, Election Reimbursement		\$850.00
101-000.000-680.000, Insurance Claims		\$1,260.00
101-000.000-681.000, Reimbursements		\$921.00
101-000.000-693.000, Community Enrichment		\$130.00
101-000.000-694.004, Property Demolition		\$700.00

2. Amend expenses to add/increase/decrease line item

TOWNBOARD-

101-101.000-910.000, Insurance/Bonds	\$1,160.00	
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ELECTIONS-

101-191.000-858.000, Voting Equip. Transportation	\$36.00	
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GENERAL OFFICE-

101-249.000-802.000, Legal		\$527.00
101-249.000-803.000, Accounting Fees	\$300.00	
101-249.000-819.000, Conference/Education	\$227.00	

BUILDING & GROUNDS-

101-265.000-775.000, Repair/Maint. - Building	\$7000.00	
101-265.000-776.000, Repair/Maint. - Vehicle	\$400.00	
101-265.000-806.000, Janitorial Fee	\$350.00	
101-265.000-821.000, Residential Maintenance Fee		\$4,695.00
101-265.000-921.000, Heat	\$211.00	
101-265.000-922.000, Electricity	\$211.00	
101-265.000-924.000, Sewer/Water Billing	\$202.00	

CEMETERY-

101-276.000-727.000, Office Supplies	\$5.00	
101-276.000-910.000, Insurance/Bonds	\$330.00	
101-276.000-958.000, Cemetery Plot Buy Back	\$450.00	

FIRE-

101-336.000-716.000, Employee Insurance	\$3,130.00	
101-336.000-740.000, Operating Supplies	\$900.00	
101-336.000-777.000, Repair/Maint. - Equipment	\$900.00	
101-336.000-816.000, Fire Prevention		\$110.00
101-336.000-818.000, Part-time Education	\$1,185.00	
101-336.000-850.000, Communications	\$1,290.00	
101-336.000-852.000, Dispatch		\$1,620.00
101-336.000-910.000, Insurance/Bonds	\$7,745.00	
101-336.000-977.000, Capital Outlay-Equipment	\$100,000.00	

PLANNING/ZONING-

101-410.000-701.000, Zoning Wage	\$11,425.00	
101-410.000-715.000, Social Security	\$945.00	
101-410.000-805.000, Professional Services		\$12,610.00
101-410.000-850.000, Communications	\$240.00	

OTHER APPROPRIATIONS-

101-960.000-801.003, Drain St. Marys	\$300.00	
101-960.000-801.006, Debolt Drain	\$38.00	
101-960.000-890.000, Contingency Fund		\$22,848.00
101-960.000-930.000, Road Maintenance	\$6,790.00	
101-960.000-930.001, Sidewalk Maintenance	\$9734.00	
101-960.000-956.000, Miscellaneous Expense	\$3293.00	

TOTALS: **\$165,197.00** **\$165,197.00**

Moved by: Trustee Herbstreith Supported by: Trustee Skelding

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 18-04 is adopted.**

5. Adoption of Pennfield Charter Township Resolution 18-05

PENNFIELD CHARTER TOWNSHIP RESOLUTION 18-05
(a Resolution amending the METRO ACT budget for
Fiscal Year 2017-18)

BE IT RESOLVED, that the Pennfield Charter Township Board hereby approves the following budget amendment for Fiscal Year 2017-18:

	Debit	Credit
1. Amend revenues to add/increase/decrease line item		
217-000.000-462.000, Telecommunications		\$7,080.00
217-000.000-671.000, F.B. Carryover		\$4,091.00
2. Amend expenses to add/increase/decrease line item		
217-000.000-805.000, Professional Fees	\$9,653.00	
217-000.000-861.000, Mileage	\$805.00	
217-000.000-967.000, Projected Expenses	\$713.00	
TOTALS	\$11,171.00	\$11,171.00

Moved by: Trustee Herbstreith Supported by: Trustee Skelding

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 18-05 is adopted.**

MONTHLY TREASURER’S REPORT

December, 2017 monthly report shows the following balances:

General Fund	\$585,084.26
Road Bond	\$64,774.49
Metro Act – Maint.	\$0.00
Parks	\$5,368.36
Public Safety	\$350.19
Sewer	\$1,065,360.58
Water	\$1,246,871.00
Trust & Agency	\$17,638.28
Tax Collection	\$2,116,392.60
Weed control	(\$12,281.99)
TOTAL:	\$5,089,602.77

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

PAYMENT OF MONTHLY BILLS

It was moved by Trustee Herbstreith and supported by Trustee Skelding to approve the payment of the monthly bills in the amount of \$229,653.08. **Motion carried.**

EXTENDED PUBLIC COMMENTS

Two residents had questions on the Metro Act, budget amendments and the Rental Ordinance.

BOARD MEMBER COMMENTS

- Trustee Skelding – None
- Trustee Goodman – Statement regarding the letter that he wrote to the Board regarding the Rental Ordinance
- Clerk Case – None
- Treasurer Jackson – None
- Trustee Herbstreith – None
- Trustee Damerow – Question on odd/Even parking in winter months and single service trash provider

ANNOUNCEMENTS BY THE CHAIRPERSON

The next regularly scheduled Township Board Meeting will be Tuesday, February 13, 2018. The next monthly recycling weekend will be January 27th & 28th. The Office will be closed on Monday, January 15, 2018 for Martin Luther King, Jr. Day.

It was moved by Trustee Herbstreith and supported by Trustee Skelding to adjourn the meeting at 6:30 PM. **Motion carried.**

David P. Morgan – Supervisor

Kathleen R. Case – Clerk

ADDENDUM A – DEPARTMENT REPORTS

UTILITIES

The stats for December, 2017 are as follows: 1,200 meter reads, 4 corrective work orders and 8 Miss Digs.

CODE ENFORCEMENT

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

ASSESSOR

1. All Homestead forms, Property Transfer Affidavits & Deeds are current. There were 5 Transfers of property for the month; all were regular sales.
2. Visit & document changes due to building permits.
3. Miscellaneous phone & in person inquiries about assessments, splits & descriptions.

CEMETERY

Burials – 5	\$2,650.00
Foundations – 1	\$300.00
Sale of graves – 0	\$0.00
TOTAL:	\$2,950.00

PERMITS

Building – 4	\$1,934.44
Electrical – 7	\$2,972.00
Mechanical – 7	\$852.00
Plumbing – 1	\$161.00
TOTAL:	\$5,919.44