

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

Supervisor Morgan called the meeting to order at 6:00 PM at Pennfield Middle School Cafeteria. Present were: Supervisor Morgan, Treasurer Jackson, Trustees Damerow, Goodman, and Skelding. Clerk Case and Trustee Herbstreith were excused. There were 6 residents present.

CITIZEN/PUBLIC COMMENTS

Steve Frisbie, Calhoun County Commissioner was present to give an update from the County. A resident spoke regarding the Fogg Motors Special Use Request.

ADDITIONS/DELETIONS TO THE AGENDA

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

APPROVAL OF THE CONSENT AGENDA

It was moved by Trustee Damerow 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 February 13, 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: 84 traffic citations, 111 verbal warnings, 13 traffic crashes, 34 arrests, 37 self generated complaints, 125 dispatched complaints and 1,301 property inspections.

FIRE: Chief Smith was present and gave the monthly report. The stats are as follows: 1 fire, 46 rescue & medical emergencies, 4 hazardous conditions, 1 service call, 1 good intent call and 2 false alarms.

UNFINISHED BUSINESS

1. Rental Ordinance #207-06-16

NEW BUSINESS

1. Adoption of Pennfield Charter Township Resolution 18-08

**PENNFIELD CHARTER TOWNSHIP RESOLUTION #18-08
(a Resolution Approving the Special Use Request for Talbott Motor Sales)**

BE IT RESOLVED, that the Pennfield Charter Township approves the special use permit for Talbott Motor Sales located at 1450 Capital Avenue N.E. with the following conditions which have to be met and maintained in order for the Special Use Permit to stay in effect. At any time one or more of these conditions are not satisfied the Special Use Permit could be revoked.

WHEREAS, The Special Use Permit will include all of, or parts of, the following parcels: 13-18-300-429-00, 13-18-920-027-00, 13-18-920-026-00, and 13-18-920-001-00

WHEREAS, Parcel 13-18-920-001-00, 13-18-920-026-00, 13-18-920-027-00 will need to be paved and seal coated in order to accommodate up to but no more than 30 vehicles. Talbott Motor Sales will also be allowed up to 6 parking spaces in front of Bailey Park Auto located on Parcel 13-18-300-429-00, 1 for handicap parking, and 2 for employee, and/or customer parking.

WHEREAS, Talbott Motor Sales will be required to maintain leases for all properties listed in the Special Use Permit and the Special Use Permit will expire if any of the leases do not remain in effect. The Special Use Permit will expire at the end of any lease between Talbott Motor Sales and the property owners of any of the Parcels listed in this resolution. The Special Use Permit cannot be transferred at any time.

WHEREAS, Talbott Motor Sales will be required to comply with any Local, County, or State Laws regarding the display of vehicles such as road right of way, road frontage. Talbott Motor Sales will also be required comply with any restrictions the Water Resource Commissioner may impose at any time regarding the protection of Pennfield’s Water supply and drains.

Moved by: Trustee Damerow

Supported by: Trustee Goodman

Supervisor Morgan – Yes

Trustee Damerow – Yes

Clerk Case – Excused

Trustee Goodman – Yes

Treasurer Jackson – Yes

Trustee Herbstreith – Excused

Trustee Skelding – Yes

Vote shows 5 yes, 2 excused and -0- no. **Resolution 18-08 is adopted.**

2. Adoption of Pennfield Charter Township Resolution 18-09

**PENNFIELD CHARTER TOWNSHIP RESOLUTION #18-09
(a Resolution approving the Special Use Request for Fogg Motors)**

BE IT RESOLVED, that the Pennfield Charter Township approves the special use permit for Fogg Motors located at 946 Capital Avenue N.E. with the following conditions which have to be met and maintained in order for the Special Use Permit to stay in effect. At any time one or more of these conditions are not satisfied the Special Use Permit could be revoked.

WHEREAS, the Special Use Permit will include all of, or parts of, the following parcels:
13-18-032-108-00 and 13-18-032-108-20.

WHEREAS, all vehicles must be on a paved surface at all times. Also, there will be an 8 feet tall privacy fence that will start at the corner of the pole barn and continue straight across the property and then go towards Capital Avenue N.E. 8 feet and seal coated in order to accommodate up to but no more than 18 vehicles displayed. Fogg Motor Sales in addition, will also be allowed up to 2 customer parking spaces and 1 handicap parking space.

WHEREAS, the Special Use Permit cannot be transferred at any time.

WHEREAS, Fogg Motors will be required to comply with any Local, County, or State Laws regarding the display of vehicles such as road right of way, road frontage.

Moved by: Trustee Damerow

Supported by: Trustee Goodman

Supervisor Morgan – Yes

Trustee Damerow – Yes

Clerk Case – Excused

Trustee Goodman – Yes

Treasurer Jackson – Yes

Trustee Herbstreith – Excused

Trustee Skelding – Yes

Vote shows 5 yes, 2 excused and -0- no. **Resolution 18-09 is adopted.**

3. Adoption of Pennfield Charter Township Resolution 18-10

**PENNFIELD CHARTER TOWNSHIP RESOLUTION #18-10
(a Resolution authorizing the Pennfield Fire Department
to hire up to 4 (four) new Fire Fighter Trainees)**

BE IT RESOLVED, that the Pennfield Charter Township Board hereby authorizes the Pennfield Fire Department to hire up to 4 (four) new Fire Fighter Trainees and provide all required training.

Moved by: Trustee Damerow

Supported by: Trustee Goodman

Supervisor Morgan – Yes

Trustee Damerow – Yes

Clerk Case – Excused

Trustee Goodman – Yes

Treasurer Jackson – Yes

Trustee Herbstreith – Excused

Trustee Skelding – Yes

Vote shows 5 yes, 2 excused and -0- no. **Resolution 18-10 is adopted.**

4. Adoption of Pennfield Charter Township Resolution 18-11

PENNFIELD CHARTER TOWNSHIP RESOLUTION #18-11

(a Resolution authorizing Pennfield Charter Township Treasurer Deb Jackson to obtain agreements with Pennfield Schools, Harper Creek Schools, Calhoun County Intermediate School District, and Battle Creek Schools regarding the collection of their summer taxes)

BE IT RESOLVED, that the Pennfield Charter Township Board authorizes Treasurer Deb Jackson to obtain agreements with Pennfield Schools, Harper Creek Schools, Calhoun County Intermediate School District, and Battle Creek Schools regarding the collection of their summer taxes.

Moved by: Trustee Damerow

Supported by: Trustee Goodman

Supervisor Morgan – Yes

Trustee Damerow – Yes

Clerk Case – Excused

Trustee Goodman – Yes

Treasurer Jackson – Yes

Trustee Herbstreith – Excused

Trustee Skelding – Yes

Vote shows 5 yes, 2 excused and -0- no. **Resolution 18-11 is adopted.**

MONTHLY TREASURER’S REPORT

February, 2018 monthly report shows the following balances:

General Fund	\$473,456.52
Road Bond	\$64,867.58
Metro Act. – Maint.	\$0.00
Parks	\$5,369.22
Public Safety	\$350.19
Sewer	\$1,104,940.43
Water	\$1,285,726.44
Trust & Agency	\$54,959.00
Tax Collection	\$1,406,932.46
Weed Control	(\$12,281.99)
TOTAL:	\$4,384,319.85

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

PAYMENT OF MONTHLY BILLS

It was moved by Trustee Damerow and supported by Trustee Goodman to approve the payment of the monthly bills in the amount of \$781,223.58. **Motion carried.**

EXTENDED PUBLIC COMMENTS

A resident had questions and complaints about a mud bogging business on Poorman Road.

BOARD MEMBER COMMENTS

Trustee Skelding – He was given a 1932 map of Pennfield Township by a resident
Trustee Goodman – None
Clerk Case – Excused
Treasurer Jackson – None
Trustee Herbstreith – Excused
Trustee Damerow – None

ANNOUNCEMENTS BY THE CHAIRPERSON

The next regularly scheduled Township Board Meeting will be Tuesday, April 10, 2018.
The next monthly recycling weekend will be March 24th and 25th.

It was moved by Trustee Damerow and supported by Trustee Goodman to adjourn the meeting at 7:15 PM. **Motion carried.**

David P. Morgan – Supervisor

Kathleen R. Case – Clerk

ADDENDUM A – DEPARTMENT REPORTS

UTILITIES

The stats for February, 2018 are as follows: 1,200 meter reads, 8 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 3 new complaints: 1 inoperable vehicle, 1 junk/trash and 1 Township Ordinance violation.

ASSESSOR

1. All Homestead forms, Property Transfer Affidavits & Deeds are current. There were 8 transfers of property for the month; 7 were regular sales and 1 was foreclosure related.
2. Prepared assessment notices for 2018 valuations.
3. Prepared work papers for March Board of Review Members.
4. Miscellaneous phone & in person inquiries about assessments & descriptions.

CEMETERY

Burials – 6	\$3,100.00
Foundations – 2	\$400.00
Sale of grave – 2	\$1,150.00
TOTAL:	\$4,650.00

PERMITS

Building – 4	\$650.00
Electrical – 5	\$906.00
Mechanical – 7	\$792.00
TOTAL:	\$2,348.00