

# **PENNFIELD CHARTER TOWNSHIP BOARD AGENDA**

**March 8, 2018**

**6:00pm – Special Township Board Meeting/Budget  
Workshop**

**The Township Board welcomes Public Comments. Anyone wishing to address the Township Board should only do so once recognized by the Township Supervisor and under the rules as previously established by the Pennfield Township Board on May 9, 2017. Comments shall be limited to three minutes.**

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. PLEDGE OF ALLEGEANCE**

**4. PUBLIC COMMENTS (agenda items only)**

**5. ADDITIONS/DELETIONS TO THE AGENDA**

**6. UNFINISHED BUSINESS:**

- a) Discussion on the effects and possible amending or elimination of Pennfield Charter Township Ordinance NO. 207-06-16 (Registration and Certification of Rental Dwellings).

**7. NEW BUSINESS:**

- a) Board discussion on Water Department Fund, Sewer Fund, Road Construction Fund

**Posted March 7, 2018 @ 10:00 AM**

**8. EXTENDED PUBLIC COMMENTS (up to 3 minutes)**

**9. TOWNSHIP BOARD MEMBER COMMENTS**

**10. ANNOUNCEMENTS BY THE CHAIR**

**11. ADJOURNMENT**

**The next regularly scheduled Township Board  
meeting will be:**

**Tuesday, March 13, 2018**

**The next monthly recycling weekend:**

**March 24th & 25th**

BUDGET REPORT FOR PENNFIELD CHARTER TOWNSHIP

WATER DEPARTMENT FUND		2017-18	2018-19
GL NUMBER	DESCRIPTION	AMENDED BUDGET	RECOMMENDED BUDGET
ESTIMATED REVENUES			
Dept 000.000			
591-000.000-457.000	Permits	50	50
591-000.000-464.000	Cell Tower Income		
591-000.000-555.000	State Grant Money		
591-000.000-606.000	PA 425 Share	4,050	4,250
591-000.000-607.000	On/Off Fee	1,000	1,200
591-000.000-615.000	Tap Fees	440	1,000
591-000.000-617.000	Debt Retirement Billing		
591-000.000-626.000	Charge Services	527,632	568,848
591-000.000-628.001	COST RECOVERY		
591-000.000-629.000	METER PULL		
591-000.000-657.000	Late Fee	20,000	20,000
591-000.000-660.000	Civil Infraction Fines		
591-000.000-661.000	Meters		
591-000.000-664.000	Interest	4,770	4,700
591-000.000-664.002	WORKERS COMP DIVIDEND/REFUND	100	100
591-000.000-665.000	Interest on Special Assmts		
591-000.000-668.000	Rent		
591-000.000-671.000	Fund Balance Carryover		
591-000.000-672.000	Special Assmts Levies		
591-000.000-673.000	Sale of Fixed Assets		
591-000.000-674.000	Loan Proceeds		
591-000.000-680.000	INSURANCE CLAIMS		
591-000.000-681.000	REIMBURSEMENTS		
591-000.000-689.000	Refunds		
591-000.000-694.000	Miscellaneous Income	395	500
591-000.000-698.000	Bond Proceeds		500
591-000.000-699.002	WATER FUND TRANSFER IN		
Totals for dept 000.000 -		558,437	601,148
TOTAL ESTIMATED REVENUES		558,437	601,148

APPROPRIATIONS

Dept 000.000			
591-000.000-702.000	Salaries	58,538	54,500
591-000.000-715.000	Social Security	4,479	4,169
591-000.000-716.000	Employee Insurance	8,829	8,855
591-000.000-725.000	Unemployment Compensation		
591-000.000-727.000	Office Supplies	5,000	4,000
591-000.000-737.000	Chemical Treatment	5,585	8,000
591-000.000-740.000	Operating Supplies	1,000	1,000
591-000.000-742.000	Laundry/Uniforms	400	400
591-000.000-750.000	Gas	1,000	1,000
591-000.000-775.000	Repair/Maint. Building	3,000	2,500
591-000.000-776.000	Repair/Maint. Vehicle	750	1,500
591-000.000-777.000	Repair/Maint. Equipment	2,500	2,500
591-000.000-790.000	Restoration		
591-000.000-802.000	Legal	1,500	1,500
591-000.000-803.000	Accounting Fees	2,300	3,000
591-000.000-805.000	Professional Services	21,330	24,000
591-000.000-805.001	COST RECOVERY FEES		
591-000.000-806.000	Janitorial Fee	475	500
591-000.000-807.000	Services	37,589	37,000
591-000.000-808.000	Administrative Expense	19,494	19,494
591-000.000-813.000	Water Analysis	1,500	1,620
591-000.000-819.000	Conference/Education	1,000	1,000
591-000.000-820.000	Membership/Dues	575	900
591-000.000-823.000	WATER SUPPLY FEE	1,300	1,500
591-000.000-850.000	Communications	850	850
591-000.000-851.000	Telephone	1,100	1,100
591-000.000-853.000	Ms. Dig	500	500
591-000.000-861.000	Mileage	66	100
591-000.000-874.000	Retirement	9,529	
591-000.000-874.500	GASB 68 PENSION EXPENSE		
591-000.000-890.000	Contingency Fund	69,668	
591-000.000-901.000	Printing/Publishing	2,000	1,000
591-000.000-902.000	Advertising	295	350
591-000.000-910.000	Insurance/Bonds	5,072	5,650
591-000.000-921.000	Heat	2,700	2,500
591-000.000-922.000	Electricity	20,000	25,000
591-000.000-924.000	Sewer/Water Billing	85	100
591-000.000-936.000	R & M Distribution System	56,200	160,000
591-000.000-956.000	Miscellaneous Expense		
591-000.000-964.000	Refunds/Reimbursements		
591-000.000-967.000	Wellhead Protection I		
591-000.000-967.001	Well Abandonment		
591-000.000-967.002	Wellhead Protection II		

591-000.000-971.001	CAPITAL OUTLAY - LAND IMPROVEMENT		
591-000.000-973.000	Depreciation Expense		
591-000.000-973.001	Depreciation Expense Transfer		
591-000.000-975.000	Capital Outlay- Building		
591-000.000-977.000	Capital Outlay- Equipment	33,000	
591-000.000-981.000	Capital Outlay- Vehicle		
591-000.000-984.000	Capital Project		
591-000.000-985.000	Expansion Projections		
591-000.000-992.000	Bond Principal	100,000	150,807
591-000.000-996.000	Bond Interest	79,228	74,253
591-000.000-999.000	Transfer Out		
Totals for dept 000.000 -		558,437	601,148
<b>TOTAL APPROPRIATIONS</b>		558,437	601,148

BUDGET REPORT FOR PENNFIELD CHARTER TOWNSHIP

SEWER DEPARTMENT FUND

GL NUMBER	DESCRIPTION	2017-18 AMENDED BUDGET	2018-19 RECOMMENDED BUDGET
ESTIMATED REVENUES			
Dept 000.000			
590-000.000-457.000	Permits		
590-000.000-615.000	Tap Fees		
590-000.000-617.000	Debt Retirement Billing		
590-000.000-626.000	Charge Services	667,919	674,933
590-000.000-626.001	CITY RTS	219,875	218,500
590-000.000-657.000	Late Fee	39,300	35,000
590-000.000-660.000	Civil Infraction Fines		
590-000.000-661.000	Meters	200	
590-000.000-664.000	Interest	3,800	3,800
590-000.000-664.002	WORKERS COMP DIVIDEND/REFUND	173	175
590-000.000-665.000	Interest on Special Assmts		
590-000.000-671.000	Fund Balance Carryover		
590-000.000-672.000	Special Assmts Levies		
590-000.000-673.000	Sale of Fixed Assets		
590-000.000-680.000	INSURANCE CLAIMS		
590-000.000-681.000	REIMBURSEMENTS		
590-000.000-689.000	Refunds		
590-000.000-694.000	Miscellaneous Income	100	100
Totals for dept 000.000 -		931,367	932,508
TOTAL ESTIMATED REVENUES		931,367	932,508

**APPROPRIATIONS**

Dept 000.000

590-000.000-702.000	Salaries	71,554	87,882
590-000.000-715.000	Social Security	5,474	6,874
590-000.000-716.000	Employee Insurance	11,192	15,880
590-000.000-725.000	Unemployment Compensation		
590-000.000-727.000	Office Supplies	6,000	6,000
590-000.000-740.000	Operating Supplies	850	800
590-000.000-742.000	Laundry/Uniforms	500	500
590-000.000-750.000	Gas	1,600	1,600
590-000.000-775.000	Repair/Maint. Building	1,575	1,600
590-000.000-776.000	Repair/Maint. Vehicle	750	750
590-000.000-777.000	Repair/Maint. Equipment	1,200	1,200
590-000.000-790.000	Restoration		
590-000.000-802.000	Legal	1,500	1,000
590-000.000-803.000	Accounting Fees	2,300	2,500
590-000.000-805.000	Professional Services	23,335	25,000
590-000.000-806.000	Janitorial Fee	1,000	1,000
590-000.000-807.000	Services	507,693	610,000
590-000.000-808.000	Administrative Expense	37,840	37,840
590-000.000-819.000	Conference/Education	500	500
590-000.000-850.000	Communications	1,700	1,700
590-000.000-851.000	Telephone	375	375
590-000.000-853.000	Ms. Dig	1,500	1,200
590-000.000-861.000	Mileage	100	100
590-000.000-874.000	Retirement	11,245	13,000
590-000.000-874.500	GASB 68 PENSION EXPENSE		
590-000.000-890.000	Contingency Fund	95,723	58,082
590-000.000-901.000	Printing/Publishing	150	150
590-000.000-902.000	Advertising	250	250
590-000.000-910.000	Insurance/Bonds	2,061	2,500
590-000.000-921.000	Heat	500	500
590-000.000-922.000	Electricity	900	800
590-000.000-924.000	Sewer/Water Billing	125	125
590-000.000-933.000	R & M Collection System	50,000	40,000
590-000.000-956.000	Miscellaneous Expense	100	100
590-000.000-964.000	Refunds/Reimbursements	2,300	2,300
590-000.000-971.001	CAPITAL OUTLAY - LAND IMPROVEMENT		
590-000.000-973.000	Depreciation Expense		
590-000.000-973.001	Depreciation Expense Transfer		
590-000.000-975.000	Capital Outlay- Building		
590-000.000-977.000	Capital Outlay- Equipment	10,400	10,400
590-000.000-981.000	Capital Outlay- Vehicle		
590-000.000-984.000	Capital Project		
590-000.000-992.000	Bond Principal	75,000	

590-000.000-996.000	Bond Interest	1,875	
590-000.000-999.000	Transfer Out	2,200	
Totals for dept 000.000 -		931,367	932,508
<b>TOTAL APPROPRIATIONS</b>		931,367	932,508



BUDGET REPORT FOR PENNFIELD CHARTER TOWNSHIP

<b>ROAD CONSTRUCTION FUND</b>		2017-18	2018-19
GL NUMBER	DESCRIPTION	AMENDED BUDGET	RECOMMENDED BUDGET
<b>ESTIMATED REVENUES</b>			
Dept 000.000			
430-000.000-400.000	Revenue Control		
430-000.000-403.000	Current Property Taxes	510,600	572,225
430-000.000-445.000	Penalties/Interest		
430-000.000-555.000	State Grant Money		
430-000.000-664.000	Interest	100	
430-000.000-671.000	F. B. Carryover		
430-000.000-697.001	METRO ACT - TRANSFER IN	7,000	
430-000.000-698.000	Bond Proceeds	72,000	
Totals for dept 000.000 -		589,700	572,225
<b>TOTAL ESTIMATED REVENUES</b>		589,700	572,225
<b>APPROPRIATIONS</b>			
Dept 000.000			
430-000.000-700.000	Expenditure Control		
430-000.000-802.000	Legal		
430-000.000-803.000	Accounting Fees		
430-000.000-805.000	Professional Fees	18,000	
430-000.000-861.000	Mileage	1,000	
430-000.000-890.000	Contingency Fund		
430-000.000-901.000	Printing/Publishing		
430-000.000-902.000	Advertising		
430-000.000-956.000	Miscellaneous Expense		
430-000.000-967.000	PROJECT EXPENSES	86,100	
430-000.000-992.000	Bond Principal	400,000	400,000
430-000.000-996.000	Bond Interest	84,600	172,225
Totals for dept 000.000 -		589,700	572,225
<b>TOTAL APPROPRIATIONS</b>		589,700	572,225