

**PENNFIELD CHARTER TOWNSHIP
REGULAR MEETING MINUTES
MAY 9, 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, Goodman, Herbstreith and Skelding. There were 10 residents present.

PRESENTATION

A presentation was made to the Pennfield High School bowling team. A certificate of congratulations was presented to Coach Mike Roach and Coach Ricky Hinds for winning the boys State Bowling Championship.

Randy Ramsey from CEI spoke about the Wellhead Protection Program and the SAW Grant.

CITIZEN/PUBLIC COMMENT

Calhoun County Commissioner Steve Frisbie gave an update from the County.

ADDITIONS/DELETIONS TO THE AGENDA

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

APPROVAL OF THE CONSENT AGENDA

It was moved by Trustee Goodman 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 April 11, 2017
2. Utilities Division monthly report
3. Code Compliance monthly report
4. Permits Department monthly report
5. Assessors Department monthly report
6. Cemetery Department monthly report
7. SAW Grant monthly report
8. Zoning Department monthly 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: 257 traffic citations, 191 verbal warnings, 15 traffic crashes, 61 arrests, 58 self generated complaints, 241 dispatched complaints and 1,151 property inspections.

FIRE: Chief Smith was present from the Fire Department to give the monthly report. The stats are as follows: 7 fires, 72 rescue & medical emergencies, 8 hazardous conditions, 5 service calls, 2 good intent calls and 2 false alarms.

UNFINISHED BUSINESS

None

NEW BUSINESS

1. Adoption of Pennfield Charter Township Resolution 17-50

PENNFIELD CHARTER TOWNSHIP RESOLUTION 17-50 (a Resolution approving the 2017 Wellhead Protection Program)

BE IT RESOLVED, that the Pennfield Charter Township Board hereby approves the 2017 Wellhead Protection Program.

Moved by: Trustee Goodman

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 17-50 is adopted.**

2. Adoption of Pennfield Charter Township Resolution 17-51

PENNFIELD CHARTER TOWNSHIP RESOLUTION 17-51 (a Resolution adopting the 2017 FOIA Policy Effective May 10, 2017)

BE IT RESOLVED, that the Pennfield Charter Township Board hereby approves the adoption of the 2017 FOIA Policy which will become effective on May 10, 2017.

Moved by: Trustee Goodman

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 and -0- no. **Resolution 17-51 is adopted.**

3. Adoption of Pennfield Charter Township Resolution 17-52

PENNFIELD CHARTER TOWNSHIP RESOLUTION 17-52

(a Resolution authorizing the purchase of 6 (Six) I-pad Air 2 units for the Fire Department with mounting brackets and 1 year of service not to exceed \$5146.74)

BE IT RESOLVED, that the Pennfield Charter Township Board hereby approves the purchase of 6 (Six) I-pad Air 2 units for Pennfield Charter Township Fire Department with mounting brackets and 1 year of service not to exceed \$5146.74.

Moved by: Trustee Goodman

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 17-52 is adopted.**

4. Adoption of Pennfield Charter Township Resolution 17-53

PENNFIELD CHARTER TOWNSHIP RESOLUTION 17-53

(a Resolution authorizing the purchase of the StreetWise CADlink licensing, database creation and server set up not to exceed \$3,120.00)

BE IT RESOLVED, that the Pennfield Charter Township Board hereby approves the purchase of the StreetWise CADlink licensing, database creation and server set up to be used by the Pennfield Charter Township not to exceed \$3,120.00.

Moved by: Trustee Goodman

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 17-53 is adopted.**

5. Adoption of Pennfield Charter Township Resolution 17-54

**PENNFIELD CHARTER TOWNSHIP RESOLUTION 17-54
(a Resolution authorizing the Pennfield Fire Department to hire up to
5 (five) new Fire Fighter Trainees)**

BE IT RESOLVED, that the Pennfield Charter Township Board hereby authorizes the Pennfield Fire Department to hire up to 5 (five) new Fire Fighter Trainees.

Moved by: Trustee Goodman

Supported by: Trustee Skelding

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

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

Vote shows 7 yes, -0- no. **Resolution 17-54 is adopted.**

6. Adoption of Pennfield Charter Township Resolution 17-55

**PENNFIELD TOWNSHIP RESOLUTION 17-55
(a Resolution authorizing Clerk Case to submit a grant request
to the Secretary of State to purchase new voting equipment)**

WHEREAS, the Pennfield Charter Township Board wishes to apply to the Secretary of State for a grant to purchase a new voting system, which includes precinct tabulators, accessible voting devices for use by individuals with disabilities, and related Election Management System (EMS) software.

WHEREAS, partial funding for the new voting system will be provided by the State, and will include a combination of Federal Help America Vote Act and State-appropriated funds.

WHEREAS, Pennfield Charter Township plans to begin implementation of the new voting system in 2017.

WHEREAS, the deadline for submitting the required State Grant Application is June 15, 2017.

NOW, THEREFORE, BE IT RESOLVED that the Pennfield Charter Township Clerk is authorized to submit this Grant Application on behalf of Pennfield Charter Township, Calhoun County, Michigan.

Moved by: Trustee Goodman

Supported by: Trustee Skelding

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

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

Vote shows 7 yes, -0- no. **Resolution 17-55 is adopted.**

7. Adoption of Pennfield Charter Township Resolution 17-56

PENNFIELD CHARTER TOWNSHIP RESOLUTION 17-56

(a Resolution establishing the guidelines regarding Public Participation/Comments during Pennfield Charter Township Board Meetings)

BE IT RESOLVED, that the Pennfield Charter Township approves the adoption of the establishing of guidelines regarding Public Participation/Comments during Pennfield Charter Township Board Meetings as listed:

Public Participation

Persons wishing to address the Board at the appropriate place in the meeting agenda shall be subject to the following:

1. Each person shall be allowed to speak on an **agenda item** when the issue is taken up by the Board, under **Public Comments**, for up to three minutes.
2. Each person wishing to address the Board shall identify themselves by name and address. Persons representing an organization or group shall indicate whether their comments represent the official view of the organization or group.
3. If a delegation wishes to address the Board, the delegation may select up to five representatives to speak on its behalf, for a total time of not more than 15 minutes.
4. Each person shall be allowed up to three minutes during the **Extended Public Comments** portion of the meeting to address the board.
5. Persons addressing the Board shall observe rules of common courtesy. Complaints should first be considered through proper channels before being considered by the Board. Personal attacks against a Board member, township employee, or any person in attendance shall not be permitted. Board members or employees may request a closed hearing to hear complaints related to the performance of their official duties.
6. Board members may question speakers, but are not obligated to answer questions or make statements or commitments in response to issues raised by the public. In general, such issues will be referred to the Supervisor or Superintendent/Manager for investigation, study, and recommendation or designated as a future agenda item.

Moved by: Trustee Goodman

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 17-56 is adopted.**

TREASURER'S MONTHLY REPORT

April, 2017 monthly report shows the following balances:

General Fund	\$1,229,559.37
2015 Road Bond	\$142,638.97
Metro Act – Main.	\$4,090.89
Parks	\$5,364.91
Public Safety	(\$848.48)
Sewer	\$907,788.29
Sewer – SAW Grant	\$4,662.13
Water	\$1,116,069.06
Trust & Agency	\$13,422.17
Tax Collection	\$130.46
Weed Control	(\$2,014.93)
TOTAL:	\$3,420,862.84

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

PAYMENT OF MONTHLY BILLS

It was moved by Trustee Goodman and supported by Trustee Skelding to approve the payment of the monthly bills in the amount of \$189,543.79. **Motion carried.**

EXTENDED PUBLIC COMMENTS

Two residents spoke about roads, unfinished business, speed limit on M-66, Resolution 17-56 and medical marijuana.

TOWNSHIP BOARD MEMBER COMMENTS

Trustee Damerow – None

Trustee Herbstreith – None

Treasurer Jackson – None

Clerk Case – Flag day at Hicks Cemetery will be May, 20, 2017 at 9:00 AM

Trustee Goodman – Good job on new roof on Twp. building, fire station and rental house.

Questions on painting on Twp. building, roads and fracking.

Trustee Skelding – None

ANNOUNCEMENTS BY CHAIRPERSON

The next regularly scheduled Township Board meeting will be Tuesday, June 13, 2017. The next recycling weekend will be May 27th and 28th. Armed Forces Appreciation Day on May 20, 2017 at the Township from 1-4 PM.

It was moved by Trustee Goodman and supported by Trustee Skelding to adjourn the meeting at 7:18 PM. **Motion carried.**

David P. Morgan, Supervisor

Kathleen R. Case, Clerk

ADDENDUM A – DEPARTMENT REPORTS

UTILITIES

The stats for the month of April, 2017 are as follows: 1,200 meter reads, 10 corrective work orders and 18 Miss Digs.

CODE ENFORCEMENT

The following was completed for the month of April, 2017:

1. Conducted property inspections for new complaints and follow up inspection of previous complaints.
2. Received 12 new complaints: 1 front yard parking, 7 inoperable vehicles, 4 junk/trash.

ASSESSOR

1. All Homestead forms, Property Transfer Affidavits & Deeds are current. There were 8 transfers of property for the month: 7 regular sales and 1 tax sale.
2. Prepared & filed reports with State Tax Commission.
3. Filed assessment rolls & reports with County Equalization.
4. Miscellaneous phone & in person inquiries about assessments, splits & descriptions.

CEMETERY

Burials – 4	\$2,100.00
Foundations – 2	\$400.00
Grave sale/transfer – 2	\$680.00
TOTAL:	\$3,180.00

PERMITS

Building – 19	\$8,063.79
Electrical – 8	\$1,214.00
Mechanical – 9	\$1,113.00
Plumbing – 3	\$482.00
Vacant Bldg. – 1	\$160.00
Zoning – 2	\$140.00
TOTAL:	\$11,172.79

