

DRAFT

PENNFIELD CHARTER TOWNSHIP MEETING MINUTES SEPTEMBER 11, 2018

Supervisor Morgan called the meeting to order at 6:00 PM at the Pennfield Middle School Library. Present were Supervisor Morgan, Clerk Case, Treasurer Jackson, Trustees Damerow, Goodman, Herbstreith and Skelding. There were 7 people present. The Pledge of Allegiance was recited.

PUBLIC COMMENTS ON AGENDA ITEMS

None

ADDITIONS/DELETIONS TO THE AGENDA

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

1. Meeting minutes of August 14, 2018
2. Utilities 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. Weirsmas was present from the Calhoun County Sheriff's Department to give the monthly report. The monthly stats are as follows: 139 traffic citations, 213 verbal warnings, 19 traffic crashes, 65 arrests, 96 self generated complaints, 221 dispatched complaints and 1,280 property inspections.

FIRE: Chief Smith was present from the Fire Department to give the monthly report. The monthly stats are as follows: 59 rescue & medical emergencies, 21 hazardous conditions, 5 service calls and 7 good intent calls.

UNFINISHED BUSINESS

None

PRESENTATION

Republic Services was present to give a presentation to the Board about a single trash hauler service.

NEW BUSINESS

1. Adoption of Pennfield Charter Township Resolution 18-48

**PENNFIELD CHARTER TOWNSHIP RESOLUTION 18-48
(a Resolution reappointing Paul Anderson to the Pennfield Charter Township
Planning Commission)**

BE IT RESOLVED, that the Pennfield Township Board hereby approves the reappointment of Paul Anderson to the Pennfield Charter Township Planning Commission.

BE IT RESOLVED, that the term of this appointment will begin on January 1, 2019 and end on December 31, 2022.

Moved by: Trustee Herbstreith

Supported by: Trustee Damerow

Supervisor Morgan – Yes

Trustee Damerow – Abstain

Clerk Case – Yes

Trustee Goodman – Yes

Treasurer Jackson – Yes

Trustee Herbstreith – Yes

Trustee Skelding – No

Vote shows 5 yes, 1 no and 1 abstain. **Resolution 18-48 is adopted.**

2. Adoption of Pennfield Charter Township Resolution 18-49

**PENNFIELD CHARTER TOWNSHIP RESOLUTION 18-49
(a Resolution appointing Judy Mackinder as an alternate to the Pennfield Charter
Township Board of Review)**

BE IT RESOLVED, that the Pennfield Township Board hereby approves the reappointment of Judy Mackinder as an alternate to the Pennfield Charter Township Board of Review.

BE IT RESOLVED, that the term of this appointment will begin on January 1, 2019 and end on December 31, 2021.

Moved by: Trustee Herbstreith

Supported by: Trustee Damerow

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 18-49 is adopted.**

3. Adoption of Pennfield Charter Township Resolution 18-50

**PENNFIELD CHARTER TOWNSHIP RESOLUTION 18-50
(a Resolution reappointing Brad Messenger to the Pennfield Charter Township
Planning Commission)**

BE IT RESOLVED, that the Pennfield Township Board hereby approves the reappointment of Brad Messenger to the Pennfield Charter Township Planning Commission.

BE IT RESOLVED, that the term of this appointment will begin on January 1, 2019 and end on December 31, 2022.

Moved by: Trustee Herbstreith

Supported by: Trustee Damerow

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 18-50 is adopted.**

4. Adoption of Pennfield Charter Township Resolution 18-51

**PENNFIELD CHARTER TOWNSHIP RESOLUTION 18-51
(a Resolution reappointing Maryann Herbstreith to the Pennfield Charter Township
Zoning Board of Appeals)**

BE IT RESOLVED, that the Pennfield Township Board hereby approves the reappointment of Maryann Herbstreith to the Pennfield Charter Township Zoning Board of Appeals.

BE IT RESOLVED, that the term of this appointment will begin on January 1, 2019 and end on December 31, 2022.

Moved by: Trustee Herbstreith

Supported by: Trustee Damerow

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 18-51 is adopted.**

5. Adoption of Pennfield Charter Township Resolution 18-52

**PENNFIELD CHARTER TOWNSHIP RESOLUTION 18-52
(a Resolution reappointing Ron Flesch to the Pennfield Charter Township
Board of Review)**

BE IT RESOLVED, that the Pennfield Township Board hereby approves the reappointment of Ron Flesch to the Pennfield Charter Township Board of Review.

BE IT RESOLVED, that the term of this appointment will begin on January 1, 2019 and end on December 31, 2021.

Moved by: Trustee Herbstreith

Supported by: Trustee Damerow

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 18-52 is adopted.**

6. Adoption of Pennfield Charter Township Resolution 18-53

**PENNFIELD CHARTER TOWNSHIP RESOLUTION 18-53
(a Resolution reappointing Sandy Jones to the Pennfield Charter Township
Board of Review)**

BE IT RESOLVED, that the Pennfield Township Board hereby approves the reappointment of Sandy Jones to the Pennfield Charter Township Board of Review.

BE IT RESOLVED, that the term of this appointment will begin on January 1, 2019 and end on December 31, 2021.

Moved by: Trustee Herbstreith

Supported by: Trustee Damerow

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 18-53 is adopted.**

7. Adoption of Pennfield Charter Township Resolution 18-54

**PENNFIELD CHARTER TOWNSHIP RESOLUTION 18-54
(a Resolution reappointing Albertine Bechtol to the Pennfield Charter Township
Board of Review)**

BE IT RESOLVED, that the Pennfield Township Board hereby approves the reappointment of Albertine Bechtol to the Pennfield Charter Township Board of Review.

BE IT RESOLVED, that the term of this appointment will begin on January 1, 2019 and end on December 31, 2021.

Moved by: Trustee Herbstreith

Supported by: Trustee Damerow

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 18-54 is adopted.**

8. Adoption of Pennfield Charter Township Resolution 18-55

PENNFIELD CHARTER TOWNSHIP RESOLUTION 18-55
(a Resolution reappointing John Bartlett to the Pennfield Charter Township Planning Commission)

BE IT RESOLVED, that the Pennfield Township Board hereby approves the reappointment of John Bartlett to the Pennfield Charter Township Planning Commission.

BE IT RESOLVED, that the term of this appointment will begin on January 1, 2019 and end on December 31, 2022.

Moved by: Trustee Herbstreith

Supported by: Trustee Damerow

Supervisor Morgan – Yes

Trustee Damerow – Yes

Clerk Case – Yes

Trustee Goodman – Yes

Treasurer Jackson- Yes

Trustee Herbstreith – Yes

Trustee Skelding - Yes

Votes shows 7 yes, -0- no. **Resolution 18-55 is adopted.**

9. Adoption of Pennfield Charter Township Resolution 18-56

It was moved by Trustee Herbstreith and supported by Trustee Damerow to table Resolution 18-56 until the October, 2018 Board Meeting. **Motion carried.**

10. Adoption of Pennfield Charter Township Resolution 18-57

PENNFIELD CHARTER TOWNSHIP RESOLUTION 18-57
(a Resolution Approving the Site Plan Request for Gregg Eberhard)

BE IT RESOLVED, that the Pennfield Charter Township Board approves the site plan for Gregg Eberhard located at 956 Capital Avenue N.E. with the following conditions which have to

be met and maintained: the parking lot must be paved before the opening of the ice cream and coffee shop, signs must be to code, and nobody can live in the apartments unless a Use Variance is granted.

WHEREAS, The site plan will include all of, or parts of, the following parcel: 13-18-032-109-70.

WHEREAS, all vehicles must be on a paved surface at all times with a minimum of 27 parking spaces. CEI will evaluate drainage and Mr. Eberhard will obtain signage permits when he is ready to have them installed.

Moved by: Trustee Herbstreith

Supported by: Trustee Damerow

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 18-57 is adopted.**

11. Adoption of Pennfield Charter Township Resolution 18-58

PENNFIELD CHARTER TOWNSHIP RESOLUTION 18-58

(a Resolution which will transfer the Web Administrator position from Dave Morgan to Tim Smith on September 16, 2018)

BE IT RESOLVED, that the Pennfield Charter Township Board hereby authorizes the transfer of the Web Administrator position from Dave Morgan to Tim Smith effective on September 16, 2018 with the annual pay of \$3,000.00 per year.

Moved by: Trustee Herbstreith

Supported by: Trustee Damerow

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 18-58 is adopted.**

12. Adoption of Pennfield Charter Township Resolution 18-59

PENNFIELD CHARTER TOWNSHIP RESOLUTION 18-59

(a Resolution approving the Employee Handbook effective September 11, 2018)

BE IT RESOLVED, that the Pennfield Charter Township Board hereby approves the Employee Handbook effective September 11, 2018.

Moved by: Trustee Herbstreith

Supported by: Trustee Damerow

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 18-59 is adopted.**

MONTHLY TREASURER’S REPORT

General Fund	\$845,078.42
2015 Road Bond	\$30,044.48
Metro Act – Maint.	\$7,051.74
Parks	\$5,371.70
Public Safety	\$350.19
Sewer	\$1,164,849.62
Water	\$1,249,537.52
Trust & Agency	\$26,507.39
Tax Collection	\$1,452,147.00
Weed Control	(\$6,543.22)
TOTAL:	\$4,774,394.84

It was moved by Trustee Herbstreith and supported by Trustee Damerow to approve the Monthly Treasurer’s Report. **Motion carried.**

PAYMENT OF MONTHLY BILLS

It was moved by Trustee Herbstreith and supported by Trustee Damerow to approve the payment of the monthly bills in the amount of \$148,570.73. **Motion carried.**

EXTENDED PUBLIC COMMENTS

1. A resident disagrees with the approval of Resolution 18-48; wants to know when the ID badges will be ready and would like more patrolling in the Carriage Hills neighborhood.
2. A resident had questions about the tracts of land for sale from Cary Dairy.
3. Commissioner Steve Frisbie was present and gave a County update.

BOARD MEMBER COMMENTS

Trustee Skelding – None

Trustee Goodman – None

Clerk Case – None

Treasurer Jackson – Tax deadline is on Friday, September 14, 2018, the office will be open from 8– 5.

Trustee Herbstreith – None

Trustee Damerow – Asked Supervisor Morgan to consider taking a leave of absence from the Township in the month of October to focus on his campaign.

ANNOUNCEMENTS BY THE CHAIRPERSON

The next regularly scheduled Township Board meeting will be October 9, 2018. It was moved by Trustee Herbstreith and supported by Trustee Damerow to adjourn the meeting at 7:09 PM.
Motion carried.

David P. Morgan – Supervisor

Kathleen R. Case – Clerk

ADDENDUM A – DEPARTMENT REPORTS

UTILITIES

The stats for August, 2018 are as follows: 1,200 meter reads, 27 corrective work orders and 15 Miss Digs.

CODE ENFORCEMENT

1. Conducted property inspections for new complaints and follow up inspections of previous complaints.
2. Received 23 new complaints: 1 front yard parking, 14 grass, 2 inoperable vehicles, 6 junk/trash.

ASSESSOR

1. All Homestead forms, Property Transfer Affidavits & Deeds are current. There were 17 transfers of property for the month; 16 were regular sales and 1 was a tax foreclosure.
2. Field review of new construction and miscellaneous phone & in person inquiries about assessments & descriptions.

CEMETERY

Burials – 7	\$3,450.00
Grave sales – 5	\$3,250.00
Foundations – 1	\$300.00
TOTAL:	\$7,000.00

PERMITS

Building – 12	\$5,198.38
Electrical – 14	\$2,913.00
Mechanical – 19	\$2,191.00
Plumbing – 6	\$1,062.00
Zoning – 3	\$210.00
TOTAL:	\$11,574.38