

**PENNFIELD CHARTER TOWNSHIP  
REGULAR MEETING MINUTES  
SEPTEMBER 12, 2017**

Clerk Case called the meeting to order at 6:00 PM at the Pennfield Middle School cafeteria. Present were: Clerk Case, Treasurer Jackson, Trustees Damerow, Goodman and Skelding. Supervisor Morgan and Trustee Herbstreith were excused. There were 11 residents present.

It was moved by Trustee Goodman and supported by Trustee Skelding to have Trustee Damerow serve as Chairperson pro tem in Supervisor Morgan's absence. **Motion carried.**

**CITIZEN/PUBLIC COMMENT**

A resident thanked the Sheriff's Department for patrolling Carriage Hills. He is pleased with the County Road Department for finishing the road landscaping and would like to have the Ordinance for blight enforced more in Carriage Hills. A resident inquired about the paving of Pony Ave.

**ADDITIONS/DELETIONS TO THE AGENDA**

It was moved by Clerk Case and supported by Trustee Skelding to add Resolution 17-77 to New Business, item C. **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 August 8, 2017
2. Utilities Division monthly report – see addendum
3. Code Compliance monthly report – see addendum
4. Permits Department monthly report – see addendum
5. Assessor 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: 114 traffic citations, 164 verbal warnings, 15 traffic crashes, 64 arrests, 44 self generated complaints, 275 dispatched complaints and 1,505 property inspections.

**FIRE**: Chief Smith was present from the Fire Department to give the monthly report. The stats are as follows: 3 fires, 73 rescue & medical emergencies, 10 hazardous conditions, 4 service calls, 3 good intent calls and 1 false alarm.

**UNFINISHED BUSINESS**

Pennfield Charter Township Road Project

**NEW BUSINESS**

**1. Adoption of Pennfield Charter Township Resolution 17-75**

**PENNFIELD CHARTER TOWNSHIP RESOLUTION 17-75**

**(a Resolution which will define the MERS Defined Contribution Plan Adoption Agreement for Pennfield Charter Township’s new entrants)**

**BE IT RESOLVED**, that the Pennfield Charter Township Board approves the agreement between Pennfield Charter Township and MERS (Municipal Employees’ Retirement System) regarding MERS Defined Contribution Plan Adoption Agreement for Pennfield Charter Township’s new entrants. (see attached agreement)

Moved by: Trustee Goodman

Supported by: Trustee Skelding

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

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

Vote shows 5 yes, -0- no and 2 excused. **Resolution 17-75 is adopted.**

**2. Adoption of Pennfield Charter Township Resolution 17-76**

**PENNFIELD CHARTER TOWNSHIP RESOLUTION #17-76**

**(a Resolution authorizing the purchase of new Election Supplies/Equipment)**

**BE IT RESOLVED**, that the Pennfield Charter Township Board approves the purchase of new Election Supplies/Equipment from Election Source not exceeding \$6000.00.

Moved by: Trustee Goodman

Supported by: Trustee Skelding

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

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

Vote shows 5 yes, -0- no and 2 excused. **Resolution 17-76 is adopted.**

**3. Adoption of Pennfield Charter Township Resolution 17-77**

**PENNFIELD CHARTER TOWNSHIP RESOLUTION 17-77  
(a Resolution approving Consumers Energy to convert a  
Streetlight on Wagner Drive)**

**BE IT RESOLVED**, that it is deemed advisable to authorize Consumers Energy Company to make changes in the lighting service as provided in the Standard Lighting Contract between the Company and Pennfield Charter Township dated 3/1/13, in accordance with the authorization for Change in Standard Lighting Contract dated September 12, 2017. The conversion will be from a mercury vapor streetlight to a high pressure sodium streetlight, which is located on Wagner Drive in Pennfield Charter Township (map attached).

Moved by: Trustee Goodman

Supported by: Trustee Skelding

Supervisor Morgan – Excused

Trustee Damerow – Yes

Clerk Case - Yes

Trustee Goodman – Yes

Treasurer Jackson – Yes

Trustee Herbstreith – Excused

Trustee Skelding – Yes

Vote shows 5 yes, -0- no and 2 excused. **Resolution 17-77 is adopted.**

**TREASURER’S MONTHLY REPORT**

August, 2017 monthly report shows the following balances:

General Fund	\$843,165.42
2015 Road Bond	\$110,019.89
Metro Act – Maint.	\$4,090.89
Parks	\$5,366.66
Public Safety	\$350.19
Sewer	\$1,004,701.84
Sewer – SAW Grant	\$0.00
Water	\$1,219,012.74
Trust & Agency	\$12,653.31
Tax Collection	\$473,241.39
Weed Control	(\$9,791.99)
<b>TOTAL:</b>	<b>\$3,662,810.34</b>

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 \$232,472.74. **Motion carried.**

## **EXTENDED PUBLIC COMMENTS**

Residents had questions on the following: culvert on 12 Mile Road and voting equipment.

## **BOARD MEMBER COMMENTS**

Trustee Goodman – None

Treasurer Jackson – Taxes are due on Thursday, September 14<sup>th</sup>.

Trustee Damerow – None

Clerk Case – None

Trustee Skelding – None

## **ANNOUNCEMENTS MADE BY CHAIRPERSON**

The next regularly scheduled Township Board meeting will be Tuesday, October 10, 2017.

The next recycling weekend will be September 23<sup>rd</sup> and 24<sup>th</sup>.

It was moved by Trustee Goodman and supported by Trustee Skelding to adjourn the meeting at 6:25 PM. **Motion carried.**

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David P. Morgan – Supervisor

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Kathleen R. Case – Clerk

## ADDENDUM A – DEPARTMENT REPORTS

### UTILITIES

The stats for August, 2017 are as follows: 1,200 meter reads, 4 corrective work orders and 20 Miss Digs.

### CODE ENFORCEMENT

1. Conducted property inspections for new complaints and follow up inspections of previous Complaints.
2. Received 31 new complaints: 5 front yard parking, 14 grass, 6 inoperable vehicles, 6 junk/trash.

### ASSESSOR

1. All Homestead forms, Property Transfer Affidavits & Deeds are current. There were 15 Transfers of property for the month: 12 were regular sales and 3 were foreclosure related.
2. Updated sketches of properties
3. Miscellaneous phone & in person inquiries about assessment, splits & descriptions.

### CEMETERY

Grave sales – 3	\$1,950.00
Foundations – 2	\$500.00
Burials – 4	\$1,950.00
<b>TOTAL:</b>	<b>\$4,400.00</b>

### PERMITS

Building – 8	\$1,666.40
Electrical – 9	\$1,376.00
Mechanical – 10	\$1,469.00
Plumbing – 4	\$694.00
Zoning – 4	\$280.00
<b>TOTAL:</b>	<b>\$5,485.40</b>