

**PENNFIELD CHARTER TOWNSHIP
BOARD MEETING MINUTES
NOVEMBER 13, 2018**

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 and Skelding. There were 17 people present. The Pledge of Allegiance was recited.

PUBLIC COMMENT ON AGENDA ITEMS

Two residents stated their opinion for the Township Board Trustee position. Steve Frisbie, Calhoun County Commissioner gave an update on County business.

ADDITIONS/DELETIONS TO THE AGENDA

It was moved by Trustee Damerow and supported by Trustee Skelding to delete 9F from the Agenda. **Motion carried.**

CONSENT AGENDA

It was moved by Trustee Damerow 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 October 9, 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. Weirisma was present from the Calhoun County Sheriff’s Department to give the monthly report. The monthly stats are as follows: 118 traffic citations, 208 verbal warnings, 24 traffic crashes, 64 arrests, 157 self generated complaints, 245 dispatched complaints, and 1,301 property inspections.

FIRE: Chief Smith was present from the Fire Department to give the monthly report. The monthly stats are as follows: 2 fires, 80 rescue & medical emergencies, 12 hazardous conditions, 2 service calls and 3 good intent calls.

UNFINISHED BUSINESS

1. **Pennfield Charter Township Resolution 18-56** (a Resolution appointing Kim Tuck to the position of Building Official and Floodplain Manager)

NEW BUSINESS

1. **Pennfield Charter Township Resolution 18-60**

**PENNFIELD CHARTER TOWNSHIP RESOLUTION #18-60
(a Resolution Approving the Special Use Request for Dave and April Yeager)**

BE IT RESOLVED, that the Pennfield Charter Township approves the special use permit for Dave & April Yeager at 21666 Pine Lake Rd. 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 the following conditions:

- a. The kennel and dog run must be moved to the west side of the pole barn and exercise area to the left.
- b. 6-foot wooden Privacy fence.
- c. Maximum number of dogs will be 5.
- c. Additional sound proofing of the inside of the building.
- d. No dogs will be outside unattended after 8:00 PM.
- e. There will be another review that takes place 6 months after the kennel is open. The time starts when the county grants their kennel license.

WHEREAS, Dave and April Yeager will be required to comply with any Local, County, or State Laws regarding their business.

Moved by: Trustee Damerow

Supported by: Trustee Skelding

Supervisor Morgan – Yes

Trustee Damerow – Yes

Clerk Case – Yes

Trustee Goodman – Yes

Treasurer Jackson – Yes

Trustee Skelding – Yes

Vote shows 6 yes, -0- no. **Resolution 18-60 is adopted.**

2. Pennfield Charter Township Resolution 18-61

**PENNFIELD CHARTER TOWNSHIP RESOLUTION 18-61
(a Resolution setting the health insurance FSA contributions for 2019)**

BE IT RESOLVED, that the Township Board hereby officially sets the health insurance FSA contributions by the Township for those employees and elected officials who are enrolled in the group health plan:

SINGLE COVERAGE-	\$ 750.00
MARRIED COVERAGE-	\$ 1,500.00
FAMILY COVERAGE-	\$ 1,250.00

Moved by: Trustee Damerow Supported by: Trustee Skelding

Supervisor Morgan – Yes	Trustee Damerow – Yes
Clerk Case – Yes	Trustee Goodman – Yes
Treasurer Jackson – Yes	Trustee Skelding - Yes

Vote shows 6 yes, -0- no. **Resolution 18-61 is adopted.**

2. Pennfield Charter Township Resolution 18-62

**PENNFIELD CHARTER TOWNSHIP RESOLUTION #18-62
(a Resolution establishing the street lighting ad valorem
assessment/millage rate for Fiscal Year 2018-2019)**

WHEREAS, it has been the policy of the Pennfield Township Board to levy a special ad valorem assessment/millage rate against those properties within two hundred feet of a street light, or within a street lighting district, and

WHEREAS, it has been projected by the Pennfield Township Board that the cost for the operation of street lights will be approximately \$93,100.00 in 2018, and

WHEREAS, the taxable value of those properties is projected to be \$100,209,480.00 for 2018,

SO, THEREFORE BE IT RESOLVED, that the Pennfield Township Board hereby places a special ad valorem assessment against all properties within two hundred feet of a street light, or within a street lighting district, in the amount of **.919 mills** and that this ad valorem assessment shall become part of the 2018 Winter Tax Roll.

Moved by: Trustee Damerow Supported by: Trustee Skelding

Supervisor Morgan – Yes	Trustee Damerow – Yes
Clerk Case – Yes	Trustee Goodman – Yes
Treasurer Jackson – Yes	Trustee Skelding – Yes

Vote shows 6 yes, -0- no. **Resolution 18-62 is adopted.**

3. Pennfield Charter Township Resolution 18-63

**PENNFIELD CHARTER TOWNSHIP RESOLUTION #18-63
(a Resolution establishing the Pennfield Township
millage rate for Fiscal Year 2018-2019)**

WHEREAS, the Pennfield Township Board held a *Truth in Taxation Hearing* on March 29, 2018 in accordance with Public Act No. #5 of the 1982 Truth in Taxation, and

WHEREAS, the Pennfield Township Board did approve the establishment of a township tax levy for all real and personal property at the maximum allowable millage rate for 2018, as approved by the voters in Pennfield Township, so

THEREFORE, BE IT RESOLVED, that the Pennfield Township Board hereby establishes a millage rate of 7.6617 for 2018:

**0.9247 mills for GENERAL OPERATIONS
4.5 mills for PUBLIC SAFETY OPERATIONS
2.237 mills for LOCAL ROAD REPAIRS & IMPROVEMENTS**

Moved by: Trustee Damerow Supported by: Trustee Skelding

Supervisor Morgan – Yes Trustee Damerow – Yes
Clerk Case – Yes Trustee Goodman – Yes
Treasurer Jackson – Yes Trustee Skelding – Yes

Vote shows 6 yes, -0- no. **Resolution 18-63 is adopted.**

4. Pennfield Charter Township Resolution 18-64

**PENNFIELD CHARTER TOWNSHIP RESOLUTION #18-64
(a Resolution approving the purchase of up to 5 sets of turnout gear for
fire department employees)**

WHEREAS, the Pennfield Township Board approves the purchase of up to 5 sets of turnout gear for the Pennfield Charter Township Fire Department. Purchase price not to exceed \$11,500.

Moved by: Trustee Damerow Supported by: Trustee Skelding

Supervisor Morgan – Yes Trustee Damerow – Yes
Clerk Case – Yes Trustee Goodman – Yes
Treasurer Jackson – Yes Trustee Skelding – Yes

Vote shows 6 yes, -0- no. **Resolution 18-64 is adopted.**

5. Pennfield Charter Township Resolution 18-65

**PENNFIELD CHARTER TOWNSHIP RESOLUTION #18-65
(a Resolution amending the GENERAL FUND budget for Fiscal Year 2018-19)**

BE IT RESOLVED, that the Pennfield Charter Township Board hereby approves the following budget amendment for Fiscal Year 2018-19:

	Debit	Credit
1. Amend expenses to add/increase/decrease line item		
101-215.000-702.007, Deputy Salaries	\$30,000.00	
101-215.000-709.000, Performance Bonus		\$5150.00
101-215.000-715.000, Social Security	\$1900.00	
101-215.000-716.000, Emp. Insurance	\$7800.00	
101-215.000-874.000, Retirement	\$4475.00	
101-249.000-702.000, Salaries		\$60,000.00
101-249.000-715.000, Social Security		\$4590.00
101-249.000-716.000, Emp. Insurance		\$23,810.00
101-249.000-874.000, Retirement		\$8950.00
101-253.000-702.007, Deputy Salaries	\$30,000.00	
101-253.000-715.000, Social Security	\$2295.00	
101-253.000-716.000, Emp. Insurance	\$16,010.00	
101-253.000-874.000, Retirement	\$4475.00	
101-276.000-702.009, Cemetery Admin	\$5150.00	
101-276.000-715.000, Social Security	\$395.00	
TOTALS	\$102,500.00	\$102,500.00

Moved by: Trustee Damerow

Supported by: Trustee Skelding

Supervisor Morgan – Yes

Trustee Damerow – Yes

Clerk Case – Yes

Trustee Goodman – Yes

Treasurer Jackson – Yes

Trustee Skelding – Yes

Vote shows 6 yes, -0- no. **Resolution 18-65 is adopted.**

6. Pennfield Charter Township Board of Trustees appointment

It was moved by Trustee Damerow and supported by Treasurer Jackson to nominate Perry Beard for the Pennfield Charter Township Trustee position

Supervisor Morgan – No

Trustee Damerow – Yes

Clerk Case – Yes

Trustee Goodman – No

Treasurer Jackson – Yes

Trustee Skelding – No

Vote shows 3 yes and 3 no. Vote ended in a tie.

It was moved by Trustee Skelding and supported by Trustee Goodman to nominate Dave Vandlen for the Pennfield Charter Township Trustee position

Supervisor Morgan – Yes

Clerk Case – No

Treasurer Jackson – No

Trustee Damerow – No

Trustee Goodman – Yes

Trustee Skelding – Yes

Vote shows 3 yes and 3 no. Vote ended in a tie.

It was moved by Trustee Skelding and supported by Trustee Goodman to nominate Dave Vandlen for the Pennfield Charter Township Trustee position

Supervisor Morgan – Yes

Clerk Case – Yes

Treasurer Jackson – No

Trustee Damerow – No

Trustee Goodman – Yes

Trustee Skelding – Yes

Vote shows 4 yes, 2 no. **Dave Vandlen has been appointed as Pennfield Charter Township Trustee to fulfill the vacated position with term ending 11/20/20.**

MONTHLY TREASURER’S REPORT

General Fund	\$675,848.38
2015 Road Bond	(\$11,455.86)
Metro Act – Maint.	\$7,051.74
Parks	\$5,372.56
Public Safety	\$350.19
Sewer	\$1,206,005.10
Water	\$1,303,454.16
Trust & Agency	\$25,568.00
Tax Collection	\$67,273.29
Weed Control	(\$9,343.22)
TOTAL:	\$3,270,124.34

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

PAYMENT OF MONTHLY BILLS

It was moved by Trustee Damerow and supported by Trustee Skelding to approve the payment of the monthly bills in the amount of \$ 242,727.84. **Motion carried.**

EXTENDED PUBLIC COMMENTS

- Two residents stated their opinion regarding the newly appointed Trustee.
- A resident would like to see the Resolutions that we voted on and had questions regarding his cablevision bill/franchise fees.
- Two residents had statements/questions regarding the passing of Proposal 1.
- Residents had a complaint against a special use permit that was granted to a business located behind their home.

BOARD MEMBER COMMENTS

Trustee Skelding – Had questions regarding Pony Ave., truck route signs and road repairs.
Trustee Goodman – Welcome to Trustee Vandlen
Clerk Case – Election results
Treasurer Jackson – Tax bills will be mailed out on December 1st
Trustee Damerow – None

ANNOUNCEMENTS BY CHAIRPERSON

The next regularly scheduled Township Board meeting will be Tuesday, December 11, 2018.
The Township will be having their annual Christmas Gathering on Thursday, December 13, 2018. Santa arrives at 6:00 PM.

It was moved by Trustee Damerow and supported by Trustee Skelding to adjourn the meeting at 6:49 PM.

David P. Morgan – Supervisor

Kathleen R. Case – Clerk

ADDENDUM A – DEPARTMENT REPORTS

UTILITIES

The stats for October, 2018 are as follows: 1,200 meter reads, 11 corrective work orders and 11 Miss Digs. 301 new meters have been installed in our Change Out Program.

CODE ENFORCEMENT

1. Conducted property inspections for new complaints and follow up inspections of previous complaints.
2. Received 7 new complaints: 1 front yard parking, 1 inoperable vehicle, 5 junk/trash.

ASSESSOR

1. All Homestead forms, Property Transfer Affidavits & Deeds are current. There were 26 transfers of property for the month; 23 were regular sales and 3 were foreclosure related.
2. Field review of new construction and miscellaneous phone & in person inquiries about assessments & descriptions.

CEMETERY

Burials – 5	\$2,750.00
Grave sales – 4	\$2,000.00
Foundations – 5	\$1,000.00
TOTAL:	\$5,750.00

PERMITS

Building – 9	\$2,329.20
Electrical – 15	\$2,407.00
Mechanical – 14	\$1,639.00
Plumbing – 3	\$463.00
Zoning – 1	\$70.00
TOTAL:	\$6,908.20

