

CHARTER TOWNSHIP OF PENNFIELD

SPECIAL MEETING MINUTES

March 27, 2008

7:00 P.M.

Supervisor Behnke called the meeting to order at 7:00 p.m. at the Pennfield Middle School Cafeteria. Present were Supervisor Behnke, Treasurer Phillips and Trustees Bartlett, Houseman, Ensign and Newman. Clerk Bammer was excused. There were 8 citizens present. Supervisor Behnke led the Pledge of Allegiance.

PUBLIC HEARING

Supervisor Behnke called the Public Hearing to order at 7:03 p.m. at the Pennfield Middle School Cafeteria. The purpose of the public hearing was to hear comments on the Township Budget and the Truth in Taxation/Fiscal Year Budgets for 2008/2009.

- 1) General Fund Budget \$2,071,675.00
- 2) Building Inspection Budget \$ 59,650.00
- 3) Water Budget \$ 433,454.00
- 4) Sewer Budget \$ 743,192.00

The entire budget has been accessible in the Township Office for public viewing during normal business hours. Supervisor Behnke closed the public hearing at 7:06 p.m.

Supervisor Behnke opened the floor for public comment. One individual spoke regarding deputies' salaries.

Supervisor Behnke closed the Public Hearing and resumed the Special Board Meeting at 7:05 p.m.

CITIZEN COMMENTS:

Supervisor Behnke opened the floor for public comment. There were no comments.

ADDITIONS/DELETIONS TO THE AGENDA:

It was moved and seconded by (Phillips/Newman) to accept the agenda as presented. Motion Carried.

NEW BUSINESS:

PENNFIELD CHARTER TOWNSHIP RESOLUTION #08-13

**(A Resolution establishing the millage rate for the Pennfield
Charter Township for 2008)**

WHEREAS, the Pennfield Charter Township Board has published proper notice in regard to the setting of its millage rate for 2008, and

WHEREAS, the Pennfield Charter Township Board has properly

conducted a Public Hearing on the proposed millage rate as required by Public

Act No. 5 of the 1982 (Truth in Taxation), so

THEREFORE, BE IT RESOLVED, that the Pennfield Charter Township Board

hereby agrees to establish a Township tax levy for all real and personal property

at the maximum allowable millage rate for 2008, as approved by the voters in

Pennfield Charter Township.

Moved by Treasurer Phillips Seconded by Trustee Newman

Supervisor Behnke Yes Trustee Bartlett Yes

Clerk Bammer Excused Trustee Ensign Yes

Treasurer Phillips Yes Trustee Newman Yes

Trustee Houseman Yes

Vote shows 6 yes, 0 no and 1 excused, resolution #08-13 stands adopted.

PENNFIELD CHARTER TOWNSHIP RESOLUTION #08-14

(A Resolution establishing the General Appropriations Act for the Pennfield Charter Township)

WHEREAS: Pennfield Charter Township wishes to establish a General

Appropriations Act for Pennfield Charter Township; to define the powers and

duties of the Pennfield Charter Township officers in relation to the administration

of the budget; and to provide remedies for refusal or neglect to comply with the

requirements.

The Board of Trustees of Pennfield Charter Township resolves:

Section 1: Title

This resolution shall be known as the Pennfield Charter Township General Appropriations Act.

Section 2: Chief Administrative Officer

The Supervisor shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this act.

Section 3: Fiscal Officer

The Clerk shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this act.

Section 4: Public Hearings on the Budget

Pursuant to MCLA 42.26, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on **Thursday March 13, 2008** and a public hearing on the proposed budget was held on **Thursday, March 27, 2008**.

Section 5: Estimated Revenues

Estimated township general fund revenues for fiscal year 2008-2009, including an allocated millage of 1 mil; voter authorized millage of 3 mills; and various miscellaneous revenues shall total \$2,071,675.00

Section 6: Millage Levy

The Pennfield Charter Township Board shall cause to be levied and collected the general property tax on all real and personal property within the township upon the current tax roll an amount equal to 4 mills as authorized under state law and approved by the electorate.

Section 7: Estimated Expenditures

Estimated township general fund expenditures for fiscal year 2008-2009 for the various township activities per the attached budget.

Section 8: Adoption of Budget by Reference

The general fund budget of Pennfield Charter Township is hereby adopted by reference, with revenues and activity expenditures as indicated in Section 5 and 7 of this act.

Section 9: Adoption of Budget by Cost Center

The Board of Trustees of Pennfield Charter Township adopts the 2008-2009 fiscal year general fund budget by cost center. Township officials responsible for the expenditures authorized in the budget may expend township funds up to, but not to exceed, the total appropriation authorized for each cost center and may make transfers among the various line items contained in the cost center appropriation. However, no transfers of appropriations for line items related to personnel or capital outlay may be made without prior board approval by budget amendment.

Section 10: Appropriation Not a Mandate to Spend

Appropriations will be deemed maximum authorizations to incur expenditures. The fiscal officer shall exercise supervision and control to ensure that expenditures are within appropriations, and shall not issue any township order for expenditures that exceed appropriations.

Section 11: Periodic Fiscal Reports

The fiscal officer shall transmit to the board at the end of each of the first three quarters, and at the end of each month occurring during the fourth quarter, a report of financial operations, including, but not limited to:

a) A summary statement of the actual financial condition of the general fund at

the end of the previous quarter.

b) A summary statement showing the receipts and expenditures and encumbrances for the previous quarter and for the current fiscal year to the end

of the previous quarter;

c) A detailed list of:

1) Expected revenues by major sources as estimated in the budget;
actual

receipts to date for the current fiscal year compared with actual receipts
for the

same period in the prior fiscal year; the balance of estimated revenues
to be

collected in the current fiscal year; and any revisions in revenue
estimates

resulting from collection experience to date.

2) For each cost center; the amount appropriated; the amount
charged to

each appropriation in the previous quarter for the current fiscal year and
as

compared with the same period in the prior fiscal year; the
unencumbered balance

of appropriations; and any revisions in the estimate of expenditures.

Section 12: Limit on Obligations and Payment

No obligation shall be incurred against, and no payment shall be made
from any

appropriation account unless there is a sufficient unencumbered balance in
the appropriation and sufficient funds are or will be available to meet the
obligation.

Section 13: Budget Monitoring

Whenever it appears to the Chief Administrative Officer or the Township
Board that the actual and probable revenues in any fund will be less than the

estimated revenues upon which appropriations from such funds were based, and when it appears that expenditures shall exceed an appropriation, the Chief Administrative Officer shall present to the township board recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

Section 14: Violations of this Act

Any obligation incurred or payment authorized in violation of this resolution shall be void and shall subject any responsible official(s) or employee(s) to disciplinary action as outlined in P.A.621 (1978) and the Pennfield Charter Township personnel manual.

Section 15: Board Adoption

Moved by Treasurer Phillips Seconded by Trustee Newman

Supervisor Behnke Yes Trustee Bartlett Yes

Clerk Bammer Excused Trustee Ensign Yes

Treasurer Phillips Yes Trustee Newman Yes

Trustee Houseman Yes

Vote shows 6 yes, 0 no and 1 excused, resolution #08-14 stands adopted.

PENNFIELD CHARTER TOWNSHIP RESOLUTION #08-15

(A Resolution adopting the General Fund Budget for

Pennfield Charter Township for Fiscal Year 2008-2009)

BE IT RESOLVED, that the Pennfield Charter Township Board officially adopts

the proposed General Fund Budget for Fiscal Year 2008-2009.

Proposed Revenues \$2,071,675.00

Proposed Expenditures \$2,071,675.00

FURTHER BE IT RESOLVED, that this budget shall become effective on April 1, 2008.

Moved by Treasurer Phillips Seconded by Trustee Newman

Supervisor Behnke Yes Trustee Bartlett Yes

Clerk Bammer Excused Trustee Ensign Yes

Treasurer Phillips Yes Trustee Newman Yes

Trustee Houseman Yes

Vote shows 6 yes, 0 no and 1 excused, resolution #08-15 stands adopted.

PENNFIELD CHARTER TOWNSHIP RESOLUTION #08-16

**(A Resolution adopting the Building Inspection Department Budget
for**

Pennfield Charter Township for Fiscal Year 2008-2009)

BE IT RESOLVED, that the Pennfield Charter Township Board officially adopts the

proposed Building Inspection Department budget for Fiscal Year 2008-2009.

Proposed Revenues \$59,650.00

Proposed Expenditures \$59,650.00

FURTHER BE IT RESOLVED, this budget shall become effective on April 1, 2008.

Moved by Treasurer Phillips Seconded by Trustee Newman

Supervisor Behnke Yes Trustee Bartlett Yes

Clerk Bammer Excused Trustee Ensign Yes

Treasurer Phillips Yes Trustee Newman Yes

Trustee Houseman Yes

Vote shows 6 yes, 0 no and 1 excused, resolution #08-16 stands adopted.

PENNFIELD CHARTER TOWNSHIP RESOLUTION #08-17

(A Resolution adopting the Water Department Budget for Pennfield Charter Township for Fiscal Year 2008-2009)

BE IT RESOLVED, that the Pennfield Charter Township Board officially adopts the

proposed Water Department Budget for Fiscal Year 2008-2009:

Proposed Revenues \$433,454.00

Proposed Expenditures \$433,454.00

FURTHER BE IT RESOLVED, this budget shall become effective on April 1, 2008.

Moved by Treasurer Phillips Seconded by Trustee Newman

Supervisor Behnke Yes Trustee Bartlett Yes

Clerk Bammer Excused Trustee Ensign Yes

Treasurer Phillips Yes Trustee Newman Yes

Trustee Houseman Yes

Vote shows 6 yes, 0 no and 1 excused, resolution #08-17 stands adopted.

PENNFIELD CHARTER TOWNSHIP RESOLUTION #08-18

**(A Resolution adopting the Sewer Department Budget for
Pennfield Charter Township for Fiscal Year 2008-2009)**

BE IT RESOLVED, that the Pennfield Charter Township Board officially adopts

the proposed Sewer Department budget for Fiscal Year 2008-2009.

Proposed Revenues \$743,192.00

Proposed Expenditures \$743,192.00

FURTHER BE IT RESOLVED, that this budget shall become effective on April 1, 2008.

Moved by Treasurer Phillips Seconded by Trustee Newman

Supervisor Behnke Yes Trustee Bartlett Yes

Clerk Bammer Excused Trustee Ensign Yes

Treasurer Phillips Yes Trustee Newman Yes

Trustee Houseman Yes

Vote shows 6 yes, 0 no and 1 excused, resolution #08-18 stands adopted.

PENNFIELD CHARTER TOWNSHIP RESOLUTION #08-19

**(A Resolution setting the salary for the position of Township
Supervisor at \$37,904.00 for the period of April 1, 2008 to
March 31, 2009.)**

BE IT RESOLVED, that the Pennfield Charter Township Board sets the salary of the Township Supervisor at \$37,904.00 which represents a 0% increase.

Moved by Treasurer Phillips Seconded by Trustee Newman

Supervisor Behnke Yes Trustee Bartlett Yes

Clerk Bammer Excused Trustee Ensign Yes

Treasurer Phillips Yes Trustee Newman Yes

Trustee Houseman Yes

Vote shows 6 yes, 0 no and 1 excused, Resolution #08-19 stands adopted.

PENNFIELD CHARTER TOWNSHIP RESOLUTION #08-20.

(A Resolution setting the salary for the position of Township

Clerk for the period of April 1, 2008 to March 31, 2009.)

BE IT RESOLVED: that the Township Board hereby sets the salary of the Township

Clerk at \$42,602.00 which represents a 0% increase.

Moved by Treasurer Phillips Seconded by Trustee Newman

Supervisor Behnke Yes Trustee Bartlett Yes

Clerk Bammer Excused Trustee Ensign Yes

Treasurer Phillips Yes Trustee Newman Yes

Trustee Houseman Yes

Vote shows 6 yes, 0 no and 1 excused, resolution #08-20 stands adopted.

PENNFIELD CHARTER TOWNSHIP RESOLUTION #08-21.

**(A Resolution setting the salary for the position of Township
Treasurer for the Period of April 1, 2008 to March 31, 2009.)**

BE IT RESOLVED: that the Township Board hereby sets the salary of the
Township

Treasurer at \$42,602.00 which represents a 0% increase.

Moved by Treasurer Phillips Seconded by Trustee Newman

Supervisor Behnke Yes Trustee Bartlett Yes

Clerk Bammer Excused Trustee Ensign Yes

Treasurer Phillips Yes Trustee Newman Yes

Trustee Houseman Yes

Vote shows 6 yes, 0 no and 1 excused, resolution #08-21 stands adopted.

PENNFIELD CHARTER TOWNSHIP RESOLUTION #08-22.

**(A Resolution setting the hourly wage of the Township Code
Compliance**

Officer for the period of April 1, 2008 to March 31, 2009.)

BE IT RESOLVED: that the Township Board hereby sets the hourly wage of
the

Non-union and non-elected position of Code Compliance Officer to be
effective April 1, 2008 to March 31, 2009.

Code Compliance Officer/Zoning \$14.48 per hour

*Entry levels will be determined by the Executive Committee, normally
at 80% of shown hourly rate.

Moved by Treasurer Phillips Seconded by Trustee Newman

Supervisor Behnke Yes Trustee Bartlett Yes

Clerk Bammer Excused Trustee Ensign Yes

Treasurer Phillips Yes Trustee Newman Yes

Trustee Houseman Yes

Vote shows 6 yes, 0 no and 1 excused, resolution #08-22 stands adopted.

PENNFIELD CHARTER TOWNSHIP RESOLUTION #08-23

(A Resolution setting the salary for the position of Township Fire Chief for the period of April 1, 2008 to March 31, 2009).

BE IT RESOLVED: that the Township Board hereby sets the salary of the Township Fire Chief at \$53,836.00.

Moved by Treasurer Phillips Seconded by Trustee Newman

Supervisor Behnke Yes Trustee Bartlett Yes

Clerk Bammer Excused Trustee Ensign Yes

Treasurer Phillips Yes Trustee Newman Yes

Trustee Houseman Yes

Vote shows 6 yes, 0 no and 1 excused, resolution #08-23 stands adopted.

PENNFIELD CHARTER TOWNSHIP RESOLUTION #08-24

(A Resolution setting the hourly wages for non-union and non-elected positions for the period of April 1, 2008 to

March 31, 2009)

BE IT RESOLVED: that the Township Board hereby sets the wages of the Non-union and non-elected positions to be effective April 1, 2008 to March 31, 2009 for the following Employee(s):

Salary

Deputy Supervisor \$7,140.00

Per Hour

Deputy Clerk \$ 13.68

Deputy Treasurer \$ 12.56

Utility Clerk/Permits \$ 13.68

Utility Clerk/Permits \$ 10.99

* Entry levels will be determined by the Executive Committee, normally at 80% of shown hourly rate.

* Deputy Clerk to receive \$1.00 per hour raise upon certification.

Moved by Treasurer Phillips Seconded by Trustee Newman

Supervisor Behnke Yes Trustee Bartlett Yes

Clerk Bammer Excused Trustee Ensign Yes

Treasurer Phillips Yes Trustee Newman Yes

Trustee Houseman Yes

Vote shows 6 yes, 0 no and 1 excused, resolution #08-24 stands adopted.

PENNFIELD CHARTER TOWNSHIP RESOLUTION #08-25

**(A Resolution setting the hourly rate for Paid on Call Fire Fighters
to begin April 1, 2008 and continue until changed.)**

BE IT RESOLVED: That the Township Board hereby sets the per hour rate
for Paid On

Call Fire Fighters as follows:

Minimum Wage \$ 7.15 7-01-07 - 6-30-08

\$ 7.40 7-01-08 – remains the same, unless change in national minimum
wage.

Certified Fire Fighter \$11.71

Lieutenant \$12.24

Captain \$12.57

Asst. Chief \$13.79

Moved by Treasurer Phillips Seconded by Trustee Newman

Supervisor Behnke Yes Trustee Bartlett Yes

Clerk Bammer Excused Trustee Ensign Yes

Treasurer Phillips Yes Trustee Newman Yes

Trustee Houseman Yes

Vote shows 6 yes, 0 no and 1 excused, resolution #08-25 stands adopted.

PENNFIELD CHARTER TOWNSHIP RESOLUTION #08-26
(A Resolution for Budget Amendments for the Pennfield Charter
Township General Operations Budget for Fiscal Year 2007-2008)

BE IT RESOLVED, that the Pennfield Charter Township Board hereby approves the following budget amendments for Fiscal year 2007-2008

1. Amend expenses to increase line item:

Townboard:

101-101.000-702.000, Salaries \$ 100.00

Elections:

101-191.000-940.000, Rent \$ 200.00

Assessor:

101-209.000-716.000, Employee Insurance \$ 649.00

Clerk:

101-215.000-715.000, Social Security \$ 169.00

General Office:

101-249.000-704.000, Part-time Salaries \$ 1,900.00

101-249.000-715.000, Social Security \$ 252.00

101-249.000-740.000, Operating Supplies \$ 243.00

101-249.000-802.000, Legal \$ 1,000.00

101-249.000-851.000, Telephone \$ 10.00

101-249.000-902.000, Advertising \$ 1,000.00

101-249.000-921.000, Heat \$ 250.00

101-249.000-977.000, Capital Outlay-Equipment \$ 1,084.00

Treasurer:

101-253.000-715.000, Social Security \$ 151.00

Police:

101-301.000-802.000, Legal \$ 100.00

101-301.000-921.000, Heat \$ 50.00

Fire Department:

101-336.000-704.000, Part-time salaries \$ 1,800.00

101-336.000-740.000, Operating Supplies \$ 300.00

101-336.000-921.000, Heat \$ 50.00

101-336.000-922.000, Electricity \$ 106.00

Planning/Zoning:

101-410.000-811.000, Board of Appeals \$ 200.00

Other Appropriations:

101-960.000-810.000, Board of Review \$ 356.00

101-960.000-920.000, Streetlights \$ 100.00

2. Amend expenses to decrease line item

Elections:

101-191.000-777.000, Repair/Maint. - Equipment \$ 4,000.00

101-191.000-802.000, Legal \$ 800.00

101-191.000-861.000, Mileage \$ 100.00

101-191.000-902.000, Advertising \$ 500.00

101-191.000-956.000, Miscellaneous Expense \$ 450.00

3. Amend revenues to increase line item

101-000.000-664.000, Interest earned \$ 2,220.00

101-000.000-664.002, Workers comp dividend \$ 2,000.00

TOTALS \$ 10,070.00 \$10,070.00

4. Amend revenues to decrease line item

101-000.000-698.001, Loan proceeds \$217,569.00

5. Amend expenses to decrease line item

Fire Department:

101-336.000-975.000, Capital Outlay - Building \$ 5,581.00

101-336.000-981.000, Capital Outlay - Vehicle \$242,772.00

6. Amend expenses to increase line item

Fire Department:

101-336.000-977.000, Capital Outlay - Equipment \$ 29,584.00

101-336.000-704.000, Part-time salaries \$ 1,200.00

TOTALS \$248,353.00 \$248,353.00

Moved by Treasurer Phillips Seconded by Trustee Newman
Supervisor Behnke Yes Trustee Newman Yes
Clerk Bammer Excused Trustee Bartlett Yes
Treasurer Phillips Yes Trustee Ensign Yes
Trustee Houseman Yes

Vote shows 6 yes, 0 no and 1 excused, Resolution #08-26 stands adopted.

PENNFIELD CHARTER TOWNSHIP RESOLUTION #08-27

**(A Resolution to amend the Pennfield Charter Township
Permits/Inspections Budget for Fiscal Year 2007-2008)**

BE IT RESOLVED, that the Pennfield Charter Township Board hereby officially approves the following budget amendments within the Permits/Inspections Fund for Fiscal year 2007-2008.