

**PENNFIELD CHARTER TOWNSHIP**

**REGULAR MEETING MINUTES**

**DECEMBER 8, 2009**

Supervisor Behnke called the meeting to order at 7:00 pm at the Pennfield Middle School cafeteria. Present were Supervisor Behnke, Clerk Case, Treasurer Phillips and Trustees Bartlett, Beard, Bordine-Houseman and Ensign. There were four residents present. Supervisor Behnke led the Pledge of Allegiance.

**PRESENTATIONS/PROCLAMATIONS**

None

**CITIZEN/PUBLIC COMMENTS (AGENDA ITEMS ONLY)**

None

**ADDITIONS/DELETIONS TO AGENDA**

There were no additions or deletions to the agenda. It was moved by Trustee Bartlett and supported by Trustee Beard to accept the agenda as presented. **Motion carried.**

**CONSENT AGENDA**

It was moved by Trustee Bartlett and supported by Trustee Beard to approve the Consent Agenda. **Motion carried.** The Consent Agenda consists of the following items:

- 1) Meeting Minutes of November 10, 2009
- 2) Utilities Division monthly report (see Addendum A)
- 3) Code Compliance monthly report (see Addendum A)
- 4) Permits Department monthly report (see Addendum A)
- 5) Assessors Department monthly report (see Addendum A)
- 6) National Drunk & Drugged Driving Proclamation

7) Township Board Representative Committee appointments for 2010 (Trustee Jon Bartlett to the Planning Commission, Trustee Perry Beard to the Zoning Board of Appeals and Trustee Linley Bordine-Houseman to the Design Review Committee, (all terms Expiring 12/31/10)

8) Planning Commission reappointments (Paul Anderson and Brad Messenger – terms expiring 12/31/12)

#### **DEPARTMENT REPORTS**

**POLICE**: Lt. Eddy from the Calhoun County Sheriffs Department gave the police report for the month of November, 2009. The stats are as follows: 119 traffic citations, 168 verbal warnings, 28 traffic crashes, 109 arrests, 66 self generated complaints, 239 dispatched complaints and 1032 property inspections.

**FIRE**: Chief Smith gave the fire report for the month of November, 2009. The stats are as follows: There 79 calls: 6 fire, 51 rescue & emergency, 5 hazardous condition (no fire), 8 service calls, 8 good intent calls and 1 false alarm.

#### **UNFINISHED BUSINESS**

None

#### **NEW BUSINESS**

1. Adoption of Pennfield Charter Township Resolution #09-34

#### **PENNFIELDCHARTER TOWNSHIPRESOLUTION #09-34**

#### **(a Resolution amending the General Fund Budget for Fiscal Year 2009-2010)**

1. Amend expenses to increase line item

Townboard:

101-101.000-956.001, Prior Year Tax \$2,200.00

Supervisor:

101-171.000-861.000, Mileage \$600.00

Elections:

101-191.000-702.000, Salaries \$1,224.00

101-191.000-740.000, Operating Supplies \$150.00

101-191.000-956.000, Misc. Expense \$200.00

Clerk:

101-215.000-874.000, Retirement \$820.00

General Office:

101-249.000-727.000, Office Supplies \$4,000.00

101-249.000-777.000, Repairs/Maint. - Equipment \$400.00

101-249.000-804.000, Bank Charges \$2,000.00

101-249.000-819.000, Conference/Education \$300.00

101-249.000-850.000, Communications \$1,600.00

101-249.000-861.000, Mileage \$800.00

101-249.000-901.000, Printing/Publishing \$235.00

101-249.000-924.000, Sewer/Water Billing \$50.00

Building & Grounds:

101-265.000-775.000, Repair/Maint. - Building \$1,500.00

Fire Department:

101-336.000-740.003, Address Sign Supplies \$140.00

101-336.000-805.000, Professional Services \$500.00

101-336.000-850.000, Communications \$1,440.00

101-336.000-852.000, Dispatch \$1,500.00

Other Appropriations:

101-960.000-715.000, Social Security \$123.00

101-960.000-920.000, Streetlights \$16,200.00

2. Amend expenses to decrease line item

Townboard:

101-101.000-819.000, Conference/Education 1,000.00

Elections:

101-191.000-715.000. Social Security \$353.00

101-191.000-777.000, Repair/Maint. – Equipment \$400.00

101-191.000-819.000, Conference /Education \$900.00

101-191.000-858.000, Voting Equipment Transportation \$300.00

101-191.000-859.000, Election Programming \$200.00

Clerk:

101-215.000-820.000, Membership/Dues \$185.00

General Office:

101-249.000-977.000, Capital Outlay-Equipment \$3,600.00

Fire:

101-336.000-975.000, Capital Outlay - Building \$1,000.00

101-336.000-977.000, Capital Outlay – Equipment \$4,000.00

3. Amend revenues to increase line item

101-000.000-671.000, Fund Balance Carryover \$14,344.00

101-000.000-694.000, Miscellaneous Income \$1,700.00

101-000.000-697.000, Street Lights - Transfer In \$8,000.00

\$35,982.00 \$35,982.00

Moved by: Trustee Bartlett Supported by: Trustee Beard

Supervisor Behnke – Yes Trustee Beard – Yes

Clerk Case – Yes Trustee Bartlett – Yes

Treasurer Phillips – Yes Trustee Ensign – Yes

Trustee Bordine-Houseman – Yes

Vote shows 7 yes, -0- no and -0- excused. **Resolution #09-34 stands adopted.**

2. Adoption of Pennfield Charter Township Resolution #09-35

PENNFIELD CHARTER TOWNSHIP RESOLUTION #09-35 (a Resolution Amending the Water Fund Budget for Fiscal Year 2009-2010)

BE IT RESOLVED, that the Pennfield Charter Township Board hereby approves the following budget amendments for Fiscal year 2009-2010

1. Amend expenses to increase line item

591-000.000-775.000, Repair/Maint. Building \$1,300.00

591-000.000-802.000, Legal \$3,500.00

591-000.000-803.000, Accounting \$50.00

591-000.000-805.000, Professional Services \$7,700.00

591-000.000-813.000, Water Analysis \$900.00

591-000.000-850.000, Communications \$150.00

591-000.000-901.000, Printing/Publishing \$200.00

591-000.000-996.000, Bond Interest \$1.00

2. Amend expenses to decrease line item

591-000.000-890.000, Contingency Fund \$5,663.00

3. Amend revenues to increase line item

591-000.000-615.000, Tap Fees \$1,640.00

591-000.000-680.000, Insurance Claims \$6,498.00

\$13,801.00 \$13,801.00

Moved by Trustee Bartlett Supported by Trustee Beard

Supervisor Behnke – Yes Trustee Beard - Yes

Clerk Case – Yes Trustee Bartlett - Yes

Treasurer Phillips Yes Trustee Ensign – Yes

Trustee Bordine-Houseman – Yes

Vote shows 7 yes, -0- no and -0- excused. **Resolution #09-35 stands adopted.**

3. Adoption of Pennfield Charter Township Resolution #09-36

**PENNFIELDCHARTER TOWNSHIPRESOLUTION #09-36**

**(a Resolution Amending the Sewer Fund Budget for Fiscal Year 2009-2010)**

BE IT RESOLVED, that the Pennfield Charter Township Board hereby approves the following budget amendments for Fiscal year 2009-2010

1. Amend expenses to increase line item

590-000.000-775.000, Repair/Maint. Building \$100.00

590-000.000-790.000, Restoration \$100.00

590-000.000-805.000, Professional Services \$800.00

590-000.000-819.000, Conference/Education \$400.00

590-000.000-850.000, Communications \$300.00

590-000.000-902.000, Advertising \$500.00

2. Amend expenses to decrease line item

590-000.000-890.000, Contingency Fund \$2,200.00

\$2,200.00 \$2,200.00

Moved by: Trustee Bartlett Supported by: Trustee Beard

Supervisor Behnke - Yes Trustee Beard - Yes

Clerk Case - Yes Trustee Bartlett - Yes

Treasurer Phillips - Yes Trustee Ensign - Yes

Trustee Bordine-Houseman - Yes

Vote shows 7 yes, -0- no and -0- excused. **Resolution #09-36 stands adopted.**



4. Adoption of Pennfield Charter Township Resolution #09-37

**PENNFIELD CHARTER TOWNSHIP RESOLUTION 09-37**

**(a Resolution setting dates, time and location of Township Board meetings for 2010)**

**BE IT RESOLVED**, that the Pennfield Township Board hereby sets the following dates (second Tuesday of each month) for its township board meetings in 2010: January 12, February 9, March 9, April 13, May 11, June 8, July 13, August 10, September 14, October 12, November 9 and December 14, and

**FURTHER BE IT RESOLVED**, that the Pennfield Township Board hereby agrees to meet at 6:30pm at the Pennfield Middle School Cafeteria unless otherwise posted and/or changed by the Township Board.

Moved by: Trustee Bartlett Supported by: Trustee: Beard

Supervisor Behnke – Yes Trustee Ensign – Yes

Clerk Case – Yes Trustee Bordine-Houseman – Yes

Treasurer Phillips – Yes Trustee Beard – Yes

Trustee Bartlett – Yes

Vote shows 7 yes, -0- no and -0- excused. **Resolution #09-37 stands adopted.**

5. Adoption of Pennfield Charter Township Resolution #09-38

**PENNFIELD CHARTER TOWNSHIP RESOLUTION 09-38**

**(a Resolution setting dates, time & location of Planning Commission meetings for 2010)**

**BE IT RESOLVED**, that the Pennfield Township Board hereby sets the following dates for the Pennfield Township Planning Commission meetings in 2010: January 4, February 1, March 1, April 5, May 3, June 7, July 6, August 2, September 7, October 4, November 1 and December 6, and

**FURTHER BE IT RESOLVED**, that the Pennfield Township Planning Commission will meet at 6:30pm at the Pennfield Middle School Cafeteria unless otherwise posted and/or changed by the Township Board.

Moved by: Trustee Bartlett Supported by: Trustee Beard

Supervisor Behnke – Yes Trustee Ensign – Yes

Clerk Case – Yes Trustee Bordine-Houseman – Yes

Treasurer Phillips – Yes Trustee Beard – Yes

Trustee Bartlett – Yes

Vote show 7 yes, -0- no and -0- excused. **Resolution #09-38 stands adopted.**

6. Adoption of Pennfield Charter Township Resolution #09-39

**PENNFIELD CHARTER TOWNSHIP RESOLUTION 09-39**

**(a Resolution recognizing the days the Township Office will be  
closed in 2010)**

**BE IT RESOLVED**, that the Pennfield Township Board hereby recognizes the following dates in 2010 in which the Township Office will be closed:

January 1 (New Years Day), February 15 (Presidents Day), April 2 (Good Friday), May 31 (Memorial Day), July 2 and 5 (Independence Day) September 6 (Labor Day), October 11 (Columbus Day), November 11 (Veterans Day), November 25 and 26 (Thanksgiving Holiday) and December 24 and 27 (Christmas Holiday).

Moved by: Trustee Bartlett Supported by: Trustee Beard

Supervisor Behnke – Yes Trustee Ensign – Yes

Clerk Case – Yes Trustee Bordine-Houseman – Yes

Treasurer Phillips – Yes Trustee Beard – Yes

Trustee Bartlett – Yes

Vote shows 7 yes, -0- no and -0- excused. **Resolution #09-39 stands adopted.**

7. Adoption of Pennfield Charter Township Resolution #09-40

**PENNFIELD CHARTER TOWNSHIP RESOLUTION 09-40**

**(a Resolution approving the Downtown Development Authority budget for Fiscal Year 2009-10)**

**BE IT RESOLVED**, that the Pennfield Township Board officially approves the proposed Downtown Development Authority budget for Fiscal Year 2009-10:

**Proposed Revenues \$ 5,000.00**

**Proposed Expenditures \$ 5,000.00**

**AND FURTHER BE IT RESOLVED**, that the Township Board hereby agrees to loan the DDA Board \$ 5,000 for Fiscal Year 2009-10 from the Township General Fund.

Moved by: Trustee Bartlett Supported by: Trustee Beard

Supervisor Behnke –Yes Trustee Ensign – Yes

Clerk Case – Yes Trustee Bordine-Houseman – Yes

Treasurer Phillips – Yes Trustee Beard – Yes

Trustee Bartlett – Yes

Vote shows 7 yes, -0- no and -0- excused. **Resolution #09-40 stands adopted.**

**TREASURER'S REPORT**

November, 2009 report shows the following balances on hand:

General Fund \$943,230.11

Parks \$0.00

Metro Act – Maint. \$6,914.72

Parks \$12,986.94

Public Safety \$2,463.29

Sewer \$898,876.08

Water \$582,864.30

Trust & Agency \$6,300.00

Tax collections \$69,140.35

**TOTALS: \$2,522,775.79**

It was moved by Trustee Bartlett and supported by Trustee Beard to receive and place on file the Treasurer's report. **Motion carried.**

#### **PAYMENT OF BILLS**

It was moved by Trustee Bartlett and supported by Trustee Ensign to approve the payment of the monthly bills in the amount of \$205,973.58 (see addendum) **Motion carried.**

#### **CITIZEN/PUBLIC COMMENT**

None

#### **TOWNSHIP BOARD COMMENTS**

Trustee Ensign commented on how nice the holiday decorations look at the Township, and requested to be excused from the January board meeting. Trustees Bartlett, Beard and Bordine-Houseman expressed thanks for appointments to their committees. Treasurer Phillips announced taxes are currently due now.

#### **ANNOUNCEMENTS MADE BY THE CHAIRPERSON**

Supervisor Behnke made the following announcements: The Township office will be closed on Thursday, December 24<sup>th</sup> thru Monday, December 28<sup>th</sup> for the Christmas holiday and will be closed on January 1<sup>st</sup> for the New Years Day. The next Township Board Meeting is scheduled for January 12, 2010 at our new time of 6:30 pm. The next recycling weekend is December 26<sup>th</sup> and 27<sup>th</sup>. It was moved by Trustee Bartlett and supported by Trustee Beard to adjourn the meeting at 7:40 pm. **Motion carried.**

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Robert P. Behnke, Jr. Kathleen R. Case

Township Supervisor Township Clerk

## **ADDENDUM A – DEPARTMENT REPORTS**

### **UTILITIES**

There were 1,200 meter reads for the month of November, 2009. The stats for the month are as follows: 10 corrective work orders (repair/install meters, radio read boxes, repair wires) and 20 Miss Digs. The monthly bacterial samples came back negative.

### **ASSESSOR/ZONING**

The following was accomplished for the month of November, 2009: All Homestead and Property Transfer Affidavits are current. 14 transfers of property were processed for the month: five were market sales, two were new foreclosures and six were foreclosure resales. Inspections of new construction for 2010 assessments were conducted. Miscellaneous phone & in person inquires were made about assessments and splits. Research was done on description questions.

### **CODE ENFORCEMENT**

Mowing season is over. This season it was necessary to arrange for 34 property maintenance requests for a contract to remove debris, mow and secure properties. All costs were billed to property owners. There were 14 complaints/violations for the month of November which are listed as follows:

8 junk, trash & rubbish

4 inoperable vehicles

2 front yard parking

### **PERMITS**

The following permits were issued for the month of November, 2009:

Building 11 permits (PB09-047 – PB09-059)

Mechanical 5 permits (PM09-043 – PM09-048)

Plumbing 3 permits (PP09-17 – PP09-019)

