

CHARTER TOWNSHIP OF PENNFIELD

REGULAR MEETING MINUTES

MARCH 10, 2009

7:00 PM

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 8 residents present. Supervisor Behnke gave the invocation and led the Pledge of Allegiance.

PRESENTATIONS/PROCLAMATIONS

None

CITIZEN/PUBLIC COMMENT

One resident spoke about the discarding of old used television sets.

ADDITIONS/DELETIONS

No additions or deletions to the Agenda. It was moved by Trustee Bordine-Houseman and supported by Trustee Bartlett to accept the agenda as presented. **Motion carried.**

CONSENT AGENDA

It was moved by Trustee Bordine-Houseman and supported by Trustee Bartlett to approve

the Consent Agenda consisting of the following items:

- 1) Meeting Minutes of February 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) Approval of the Pennfield Township Election Commission

(Clerk Case, Trustee Bordine-Houseman and Trustee Ensign)

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DEPARTMENT REPORTS

POLICE: Lt. Eddy gave the police report for the month of February, 2009. The stats are as follows: There were 77 traffic citations, 74 verbal warnings, 21 traffic crashes, 47 arrests, 66 self generated complaints, 167 dispatched complaints and 618 property inspections.

FIRE: Chief Smith gave the fire report. The stats for the month of January are as follows: There were 50 calls for the month broken down as follows: 3 fire, 41 rescue & emergency medical service incidents, 1 hazardous condition (no fire), 2 service calls, 2 good intent calls and 1 false alarm & false call. There were two drills for the month.

UNFINISHED BUSINESS

None

NEW BUSINESS

1) **ADOPTION OF:**

PENNFIELDCHARTER TOWNSHIPRESOLUTION #09-04

(A Resolution awarding a financial audit agreement for Fiscal Year 2008-09 to

Siegfried Crandall, PC in an amount not to exceed \$11,000.00)

WHEREAS, the Pennfield Township Board is required to conduct a financial audit after the conclusion of each fiscal year, and

WHEREAS, Siegfried Crandall, PC has been the Township auditor for over the past 20 years, and

WHEREAS, the Township Board wishes to continue this relationship for another year, so

THEREFORE BE IT RESOLVED, that the Pennfield Township Board hereby awards a financial audit agreement for Fiscal year 2008-09 to Siegfried Crandall, PC in an amount not to exceed \$11,000.00.

Moved by: Trustee Bordine-Houseman Supported by: Trustee Bartlett

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 #09-04 stands adopted.**

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2) **ADOPTION OF:**

PENNFIELDCHARTER TOWNSHIPRESOLUTION #09-05

(A Resolution for Budget Amendments for the Pennfield Charter Township General

Operations Budget for Fiscal Year 2008-2009)

BE IT RESOLVED, that the Pennfield Charter Township Board hereby approves the

following budgets amendments for Fiscal year 2008-2009:

1. Amend expenses to increase line item

Townboard:

101-101.000-716.000, Employee insurance \$112.00

101-101.000-739.000, Taxroll \$ 60.00

Supervisor:

101-171.000-861.000, Mileage \$300.00

Elections:

101-191.000-861.000, Mileage \$100.00

Clerk:

101-215.000-819.000, Conference/Education \$56.00

101-215.000-820.000, Membership/Dues \$50.00

101-215.000-861.000, Mileage \$125.00

General Office:

101-249.000-727.000, Office Supplies \$1,500.00

101-249.000-740.000, Operating Supplies \$300.00

101-249.000-804.000, Bank Charges \$500.00

101-249.000-805.000, Professional Services \$2,700.00

101-249.000-851.000, Telephone \$205.00

101-249.000-901.000, Printing/Publishing \$300.00

101-249.000-902.000, Advertising \$1,650.00

101-249.000-921.000, Heat \$300.00

101-249.000-922.000, Electricity \$130.00

Treasurer:

101-253.000-716.000, Employee Insurance \$20.00

Building & Grounds:

101-265.000-775.000, Repair/Maint. Building \$800.00

Police:

101-301.000-802.000, Legal \$7,700.00

101-301.000-921.000, Heat \$500.00

Code Compliance:

101-428.000-716.000, Employee Insurance \$20.00

101-428.000-820.000, Membership/Dues \$25.00

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Resolution #09-05 cont.

101-428.000-850.000, Communications \$53.00

Other Appropriations:

101-960.000-880.000, Community Enrichment \$920.00

101-960.000-920.000, Streetlights \$2,000.00

101-960.000-946.000, Accessvision \$2,800.00

2. Amend expenses to decrease line item

Townboard:

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

101-101.000-861.000, Mileage \$200.00

101-101.000-910.000, Insurance/Bonds \$1,600.00

101-101.000-956.000, Misc. Expense \$300.00

101-101.000-956.001, Prior Year Tax \$400.00

Supervisor:

101-171.000-819.000, Conference/Education \$300.00

Elections:

101-191.000-858.000, Voting Equipment Transportation \$500.00

101-191.000-859.000, Election Programming \$700.00

101-191.000-940.000, Rent \$300.00

General Office:

101-249.000-802.000, Legal \$1,888.00

101-249.000-819.000, Conference/Education \$1,000.00

Treasurer:

101-253.000-819.000, Conference/Education \$500.00

101-253.000-820.000, Membership/Dues \$75.00

101-253.000-861.000, Mileage \$300.00

Building & Grounds:

101-265.000-821.000, Residential Maintenance Fee \$3,500.00

101-265.000-925.000, Township Taxes \$93.00

101-265.000-975.000, Capital Outlay-Building \$470.00

Police:

101-301.000-851.000, Telephone \$500.00

Zoning:

101-410.000-805.000, Professional Services \$5,000.00

Code Compliance:

101-428.000-819.000, Conference/Education \$400.00

Other Appropriations:

101-960.000-935.000, Street signs \$1,400.00

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Resolution #09-05 cont.

3. Amend revenues to add line item

101-000.000-463.000, Cable Franchise Fee \$2,800.00

\$23,226.00 \$23,226.00

Moved by: Trustee Bordine-Houseman Supported by: Trustee Bartlett

Supervisor Behnke – Yes Trustee Beard – Yes

Clerk Case – Yes Trustee Bartlett – Yes

Treasurer Phillips – Yes Trustee Ensign – Yes

Trustee Bordine-Housemen – Yes

Vote shows 7 yes, -0- no and -0- excused, **Resolution #09-05 stands adopted.**

3) It was moved by Trustee Bordine-Houseman and supported by Trustee Bartlett

to approve Supervisor Behnke to sign a Quit Claim Deed to Pennfield Self Storage.

Motion carried.

TREASURER'S REPORT

February, 2009 Treasurer's report shows the following balances on hand:

General Fund \$923,825.68

Metro Act-Maint. 1,402.15

Parks 12,972.07

Public Safety 17,027.51

Sewer 927,167.53

Water 597,227.85

Trust & Agency 6,300.00

Tax Collection 875,427.29

Paving Assessment 0.00

TOTAL: \$3,361,350.08

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

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PAYMENT OF BILLS

It was moved by Trustee Bordine-Houseman and supported by Trustee Bartlett to approve the payment of the monthly bills in the amount of \$123,922.40 (see Addendum). **Motion carried.**

CITIZEN COMMENTS

None

TOWNSHIP BOARD COMMENTS

Trustee Ensign complimented Supervisor Behnke on his constant communication with the Board Members.

The next regular Board Meeting will be held on April 14, 2009. There will be a Special Board Meeting/Public Hearing held on March 30, 2009 at the Pennfield Middle School Cafeteria. The office will be closed on Friday, April 10, 2009 in observance of Good Friday.

It was moved by Trustee Bordine-Houseman and supported by Trustee Bartlett to adjourn the meeting at 7:18 PM. **Motion carried.**

Robert P. Behnke, Jr.

Kathleen R. Case

Township Supervisor

Township Clerk

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Addendum A – Department Reports

UTILITIES REPORT

There were 1,200 meter reads for the month of February, 2009. The stats for the month

of February were as follows: 10 work orders for repair/install meters, radio read boxes & repair wires, 17 Miss Digs. The monthly bacterial samples came back negative for the month.

ASSESSOR/ZONING

All Homestead and Property Transfer Affidavits are current. There were 6 transfers of property processed as follows: 3 market sales and 3 foreclosure related sales.

CODE ENFORCEMENT

The Department attended a hearing for inoperable vehicles and conducted property inspections for blight and zoning violations. There were 10 complaints/violations for the month as follows:

4 – junk, trash & rubbish

2 – inoperable vehicles

0 – tall grass & weeds

0 – front yard parking

0 – parking/storage of vehicles & RVs

0 – unsafe structure

4 – township ordinance

0 – zoning ordinance

PERMITS

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

Building 0 permits

Electrical 2 permits (PE09-002 & PE09-003)

Mechanical 4 permits (PM09-008 thru PM09-011)

Plumbing 3 permits (PP09-003 thru PP09-005)