

**PENNFIELD CHARTER TOWNSHIP**

**REGULAR MEETING MINUTES**

**OCTOBER 11, 2011**

Supervisor Behnke called the meeting to order at 6:36 P.M. at the Pennfield Middle School cafeteria. Present were Supervisor Behnke, Clerk Case, Trustees Bartlett, Beard, Bordine-Houseman and Ensign. Supervisor Behnke led the Pledge of Allegiance. There were seven residents present.

**PRESENTATIONS/PROCLAMATIONS**

None

**CITIZEN/PUBLIC COMMENTS**

Two citizens commented: 1) spoke about one of the buildings that was on the Dangerous Buildings list at the Public Hearing. 2) spoke about the Gas Company and announced that there would be a Neighborhood Watch meeting on October 27, 2011 at 7:00 P.M.

**ADDITIONS/DELETIONS TO AGENDA**

It was moved by Trustee Bordine-Houseman and supported by Trustee Bartlett to make an addition to the Agenda under New Business, item B. **Motion carried.**

**CONSENT AGENDA**

It was moved by Trustee Bordine-Houseman and supported by Trustee Bartlett to accept the Consent Agenda as presented. **Motion carried.** The Consent Agenda consists of the following items:

1. Meeting Minutes of September 13, 2011
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. Cemetery Department monthly report (see Addendum A)

### **DEPARTMENT REPORTS**

**POLICE**: Lt. Steve Eddy was present from the Calhoun County Sheriff's Department to give the monthly report. The stats for the month are as follows: 197 traffic citations, 153 verbal warnings, 16 traffic crashes, 48 arrests, 70 self general complaints, 279 dispatched complaints and 1,609 property inspections.

**FIRE**: Chief Smith was present to give the monthly report. There were 74 calls as follows: 3 fire, 54 medical emergencies, 6 hazardous conditions (no fire), 4 services calls, 5 good intent calls and 2 false alarms.

### **UNFINISHED BUSINESS**

None

### **NEW BUSINESS**

#### **1. Adoption of Pennfield Charter Township Resolution No. 11-44.**

#### **PENNFIELDCHARTER TOWNSHIPRESOLUTION # 11-44**

**(A Resolution Amending the Pennfield Charter Township General Fund Budget**

**For Fiscal Year 2011-2012)**

**BE IT RESOLVED**, that the Pennfield Charter Township Board hereby officially approves the following amendments within the General Fund Budget for Fiscal year 2011-2012.

**1. Amend revenue to increase line item**

101-000.000-478.000, Cemetery Lots \$ 12,600.00

101-000.000-630.000, Grave Open/Close 14,000.00

101-000.000-631.000, Foundations 4,200.00

101-000.000-632.000, Deed transfers 300.00

101-000.000-694.000, Miscellaneous Income 41,292.00

**2. Amend expenses to increase line item**

**Cemetery:**

101-276.000-702.000, Salaries \$20,000.00

101-276.000-715.000, Social Security 1,530.00

101-276.000-716.000, Employee Insurance 200.00

101-276.000-727.000, Office Supplies 750.00

101-276.000-740.000, Operating Supplies 1,500.00

101-276.000-742.000, Laundry/Uniforms 500.00

101-276.000-750.000, Gas 1,500.00

101-276.000-775.000, Repair/Maint. Building 500.00

101-276.000-776.000, Repair/Maint. Vehicle 1,000.00

101-276.000-777.000, Repair/Maint. Equip. 2,500.00

101-276.000-802.000, Legal 3,000.00

101-276.000-805.000, Professional Fees 2,500.00

101-276.000-850.000, Communications 1,400.00

101-276.000-851.000, Telephone 200.00

101-276.000-861.000, Mileage 350.00

101-276.000-902.000, Advertising 1,000.00

101-276.000-910.000, Insurance/Bonds 1,000.00

101-276.000-922.000, Electricity 150.00

101-276.000-975.000, Capital Outlay-Building 1,000.00

101-276.000-977.000, Capital Outlay-Equip. 4,500.00

**Other Appropriations:**

101-960.000-890.00, Contingency Fund 25,312.00

**\$ 72,392.00 \$ 72,392.00**

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

Supervisor Behnke – Yes Trustee Bartlett – Yes

Clerk Case – Yes Trustee Beard – Yes

Treasurer Phillips – Yes Trustee Bordine-Houseman – Yes

Trustee Ensign – Yes

Vote shows 7 yes and -0- no. **Resolution #11-44 is adopted.**

**2. Re-schedule November, 2011 Board Meeting date.**

It was moved by Trustee Bordine-Houseman and supported by Trustee Bartlett to approve to re-schedule the November, 2011 Board Meeting from November 8, 2011 to November 9, 2011 due to the November 8<sup>th</sup> Election. **Motion carried.**

### **TREASURER'S MONTHLY REPORT**

September, 2011 report shows the following balances on hand:

General Fund \$759,813.99

DDA \$1,528.11

Metro Act – Maint. \$16,114.70

Parks \$13,015.36

Public Safety \$8,004.74

Sewer \$842,581.26

Water \$635,201.85

Trust & Agency \$7,369.46

Tax Collection \$109,306.15

**TOTAL: \$2,392,935.62**

### **PAYMENT OF MONTHLY 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 \$245,946.68. **Motion carried.**

### **EXTENDED PUBLIC COMMENTS**

None

**TOWNSHIP BOARD COMMENTS**

Trustee Ensign commented how he likes the quarterly Budget Report that was distributed in this months board packet. Clerk Case reminded everyone on the upcoming November 8<sup>th</sup> election and to vote. Trustee Beard commented on Partners Bar.

**ANNOUNCEMENTS MADE BY THE CHAIRPERSON**

Supervisor Behnke led a discussion about possible changes to the Pennfield Charter Township Weeds and Noxious Vegetation Ordinance (Ordinance No. 91B-05-03).

Supervisor Behnke made the following announcements: The next regularly scheduled Township Board Meeting will be November 9, 2011. The next monthly recycling weekend is October 22<sup>nd</sup> and October 23<sup>rd</sup>.

It was moved by Trustee Bordine-Houseman and supported by Trustee Bartlett to adjourn the meeting at 7:23 P.M. **Motion carried.**

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Robert P. Behnke, Jr. Kathleen R. Case

Supervisor Clerk

**ADDENDUM A – DEPARMENT REPORTS**

**UTILITIES**

The stats for the month of September, 2011 are as follows: 1,200 meter reads, 14 corrective work orders and 24 Miss Digs. The monthly bacterial samples came back negative.

### **ASSESSOR**

The following was accomplished for the month of September, 2011:

- 1) All Homestead, Property Transfer Affidavits and Deeds are current. There were 6 transfers of property processed for the month. 2 were foreclosure related and 4 were regular market sales.
2. Conducted miscellaneous phone and in person inquiries about assessments & descriptions.
3. Resumed photo project.

### **CODE ENFORCEMENT**

The following was accomplished for the month of September, 2011:

1. Conducted property inspections for new complaints and follow up inspection of previous complaints.
2. Received 34 new complaints for the month as follows:  
  
19 grass  
  
12 junk & trash  
  
3 inoperable vehicles

### **PERMITS**

22 permits were issued from the month of September, 2011 as follows:

Building 6 permits (PB11-038 thru PB11-043) \$1,793.15

Electrical 9 permits (PE11-039 thru PE11-048) \$1,164.00

Mechanical 5 permits (PM11-047 thru PM11-051) \$551.00

Plumbing 1 permit (PP11-014) \$100.00

Zoning 1 permit (PZ11-006) \$70.00

**TOTALS: \$3,678.15**

**CEMETERY**

The monthly Cemetery activity is as follows:

Burial 9/27/11 \$500.00 open & close

Foundation 9/28/11 \$250.00

Foundation 9/29/11 \$100.00

Burial 9/30/11 \$950.00 purchase plot

**TOTALS \$1,800.00**