

**PENNFIELD CHARTER TOWNSHIP**  
**SPECIAL MEETING MINUTES**  
**MARCH 28, 2012**

Supervisor Behnke called the meeting to order at 6:00 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 three residents present.

Supervisor Behnke led the Pledge of Allegiance.

**PUBLIC HEARING**

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Supervisor Behnke called the Public Hearing to order at 6:01 PM 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 and fiscal year Budgets for 2012-2013.

1. Metro Act Fund Budget	\$6,200.00
2. Inspection/Permits Dept. Budget	\$60,394.00
3. DDA Budget	\$1,528.00
4. Water Department Budget	\$548,496.00
5. Sewer Department Budget	\$828,630.00
6. General Fund Budget	\$2,221,302.00

There was one question from the public. The entire Budget is available at the Township Office for public viewing during normal business hours and is available on the Pennfield Charter Township Website at [www.pennfieldtwp.com](http://www.pennfieldtwp.com). Supervisor Behnke closed the

Public Hearing at 6:04 PM.

## CITIZEN COMMENTS

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None

## NEW BUSINESS

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### **1. Pennfield Charter Township Resolution #12-05**

#### **PENNFIELD CHARTER TOWNSHIP RESOLUTION #12-05**

**(A Resolution establishing the millage rate for**

**Pennfield Charter Township for 2012)**

**WHEREAS**, the Township Board for Pennfield Charter Township has published proper notice in regard to the setting of its millage rate for 2012, and

**WHEREAS**, the Township Board for Pennfield Charter Township 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 Board for Pennfield Charter Township hereby agrees to establish a Township tax levy for all real and personal property at the maximum allowable millage rate for 2012, not to exceed four (4) mils as approved by the voters in Pennfield Charter Township.

Moved by: Treasurer Phillips

Supported by: Trustee Ensign

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 #12-05 is adopted.**

## **2. Pennfield Charter Township Resolution #12-06**

### **PENNFIELD CHARTER TOWNSHIP RESOLUTION #12-06**

#### **(A Resolution establishing the General Appropriations Act**

#### **For 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 MCL 42.26, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on **Thursday, March 15, 2012** and a public hearing on the proposed budget was held on **Wednesday, March 28, 2012**.

**Section 5: Estimated Revenues**

Estimated township general fund revenues for fiscal year 2012-2013, including an allocated millage of 1 mil; voter authorized millage of 3 mils; and various miscellaneous revenues shall total **\$2,221,302.00**.

## **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 2012-2013 for the various township activities are 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 Pennfield Charter Township Board of Trustees hereby adopts the 2012-2013 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 Township 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	Supported by: Trustee Ensign
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 #12-06 is adopted.**

**3. Pennfield Charter Township Resolution #12-07**

**PENNFIELD CHARTER TOWNSHIP RESOLUTION #12-07**

**(A Resolution adopting the Inspections/Permits Department Budget for Pennfield Charter Township for Fiscal Year 2012-2013)**

**BE IT RESOLVED,** that the Pennfield Charter Township Board officially adopts the proposed Building Inspection Department budget for Fiscal Year 2012-2013.

**Proposed Revenues**

**\$60,394.00**

**Proposed Expenditures**

**\$60,394.00**

**FURTHER BE IT RESOLVED**, this budget shall become effective on April 1, 2012.

Moved by: Treasurer Phillips

Supported by: Trustee Ensign

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, -0- no. **Resolution #12-07 is adopted.**

**4. Pennfield Charter Township Resolution #12-08**

**PENNFIELD CHARTER TOWNSHIP RESOLUTION #12-08**

**(A Resolution adopting the Downtown Development Authority Budget for Pennfield Charter Township for Fiscal Year 2012-2013)**

**BE IT RESOLVED**, that the Pennfield Charter Township Board officially adopts the proposed Downtown Development Authority Budget for Fiscal Year 2012-2013.

**Proposed Revenues**

**\$1,528.00**



**Proposed Expenditures**

**\$1,528.00**

**FURTHER BE IT RESOLVED**, this budget shall become effective on April 1, 2012.

Moved by: Treasurer Phillips

Supported by: Trustee Ensign

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, -0- no. **Resolution #12-08 is adopted.**

**5. Pennfield Charter Township Resolution #12-09**

**PENNFIELD CHARTER TOWNSHIP RESOLUTION #12-09**

**(A Resolution adopting the Water Department Budget for Pennfield Charter Township for Fiscal Year 2012-2013)**

**BE IT RESOLVED**, that the Pennfield Charter Township Board officially adopts the proposed Water Department budget for Fiscal Year 2012-2013.

**Proposed Revenues**

**\$ 548,496.00**

**Proposed Expenditures**

**\$ 548,496.00**

**FURTHER BE IT RESOLVED**, this budget shall become effective on April 1, 2012.

Moved by: Treasurer Phillips

Supported by: Trustee Ensign

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, -0- no. **Resolution #12-09 is adopted.**

**6. Pennfield Charter Township Resolution #12-10**

**PENNFIELD CHARTER TOWNSHIP RESOLUTION #12-10**

**(A Resolution adopting the Sewer Department Budget for Pennfield Charter Township for Fiscal Year 2012-2013)**

**BE IT RESOLVED**, that the Pennfield Charter Township Board officially adopts the proposed Sewer Department budget for Fiscal Year 2012-2013.

**Proposed Revenues**

**\$828,630.00**

**Proposed Expenditures**

**\$828,630.00**

**FURTHER BE IT RESOLVED**, this budget shall become effective on April 1, 2012.

Moved by: Treasurer Phillips

Supported by: Trustee Ensign

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, -0- no. **Resolution #12-10 is adopted.**

**7. Pennfield Charter Township Resolution #12-11**

**PENNFIELD CHARTER TOWNSHIP RESOLUTION #12-11**

**(A Resolution adopting the General Fund Budget for Pennfield Charter Township for Fiscal Year 2012-2013)**

**BE IT RESOLVED**, that the Pennfield Charter Township Board officially adopts the proposed General Fund Budget for Fiscal Year 2012-2013.

**Proposed Revenues**

**\$2,221,302.00**

**Proposed Expenditures**                      **\$2,221,302.00**

**FURTHER BE IT RESOLVED**, this budget shall become effective on April 1, 2012.

Moved by: Treasurer Phillips	Supported by: Trustee Ensign
Supervisor Behnke – Yes	Trustee Bartlett – Yes
Clerk Case – Yes	Trustee Beard – Yes
Treasurer Phillips – Yes	Trustee Bordine-Houseman – Yes

Vote shows 7 yes, -0- no. **Resolution #12-11 is adopted.**

**8. Pennfield Charter Township Resolution #12-12**

**PENNFIELD CHARTER TOWNSHIP RESOLUTION #12-12**

**(A Resolution adopting the Metro Act Maintenance Budget for Pennfield Charter Township for  
Fiscal Year 2012-2013)**

**BE IT RESOLVED**, that the Pennfield Charter Township Board officially adopts the proposed Metro Act  
Maintenance Budget for Fiscal Year 2012-2013.

**Proposed Revenues**                      **\$6,200.00**

**Proposed Expenditures**                      **\$6,200.00**

**FURTHER BE IT RESOLVED**, this budget shall become effective on April 1, 2012.

Moved by: Treasurer Phillips

Supported by: Trustee Ensign

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, -0- no. **Resolution #12-12 is adopted.**

**9. Pennfield Charter Township Resolution #12-13**

**PENNFIELD CHARTER TOWNSHIP RESOLUTION #12-13**

**(A Resolution setting the per diem amount for the position of Township Trustee beginning April 1, 2012)**

**BE IT RESOLVED**, that the Pennfield Charter Township Board hereby sets the per diem amount for the position of Township Trustee at **\$100.00** per meeting beginning April 1, 2012.

Moved by: Treasurer Phillips

Supported by: Trustee Ensign

Supervisor Behnke – Yes

Trustee Bartlett – Yes

Clerk Case – Yes

Trustee Beard – Yes

Treasurer Phillips – Yes

Trustee Bordine-Houseman – Yes

Trustee Ensign – Yes

**10. Pennfield Charter Township Resolution #12-14**

**PENNFIELD CHARTER TOWNSHIP RESOLUTION #12-14**

**(A Resolution setting the salary for the position of Township Supervisor for the period of April 1, 2012 to March 31, 2013)**

**BE IT RESOLVED**, that the Pennfield Charter Township Board hereby sets the salary

of the Township Supervisor at **\$47,652.00**, which represents a zero percent (0%) increase.

Moved by: Treasurer Phillips

Supported by: Trustee Ensign

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 #12-14 is adopted.**

**11. Pennfield Charter Township Resolution #12-15**