

**PENNFIELD CHARTER TOWNSHIP
REGULAR MEETING MINUTES
DECEMBER 10, 2013**

Supervisor Behnke called the meeting to order at 6:30 PM at the Pennfield Middle School Cafeteria. Present were Supervisor Behnke, Clerk Case, Treasurer Phillips and Trustees Beard, Damerow, Harris and Skelding. Supervisor Behnke led the Pledge of Allegiance. There were ten residents present.

CITIZEN/PUBLIC COMMENTS

None

PRESENTATIONS/PROCLAMATIONS

The following proclamation was made on behalf of BCATS (Battle Creek Area Transportation Study):

**Holiday Season Impaired Driving Prevention
December 13, 2013 to January 1, 2014**

WHEREAS, motor vehicle crashes involving alcohol (with at least one driver with a blood alcohol concentration of .08 grams per deciliter or above) accounted for 31% of all motor vehicle traffic fatalities in 2011 (killing 9,878 people) and injure hundreds of thousands more every year in the United States; and

WHEREAS, the mid' December through New Year's holiday season is traditionally one of the most deadly times of the year for alcohol-impaired driving; and

WHEREAS, according to the National Highway Traffic Safety Administration, one-third of the persons killed in alcohol related crashes are not the impaired persons themselves, but their passengers, occupants of other vehicles, pedestrians, or bicyclists; and

WHEREAS, organizations across the nation are joining together to promote the "*Drive Sober or Get Pulled Over*" national public awareness campaign and law enforcement initiatives during the December 13, 2013 to January 1, 2014 time period;

NOW, THEREFORE, I, Robert P. Behnke, Jr., do hereby proclaim December 13, 2013 to January 1, 2014 as "Holiday Season Impaired Driving Prevention" in Pennfield Charter Township. We call upon all citizens, government agencies, business leaders, hospitals and health care providers, schools, and public and private institutions to promote awareness of the impaired driving problem, to promote safer and healthier behaviors regarding the use of alcohol and other drugs, and to promote the awareness campaign this holiday season and throughout the year.

ADDITIONS/DELETIONS TO THE AGENDA

It was moved by Treasurer Phillips and supported by Trustee Skelding to approve the Agenda as presented. **Motion carried.**

CONSENT AGENDA

It was moved by Treasurer Phillips and supported by Trustee Skelding to approve the Consent Agenda as presented. **Motion carried.** The Consent Agenda consists of the following items:

1. Meeting Minutes of November 12, 2013
2. Utilities Division month report – see addendum
3. Code Compliance monthly report – see addendum
4. Permits Department monthly report – see addendum
5. Assessor Department monthly report – see addendum
6. Cemetery Department monthly report – see addendum
7. Zoning/Township monthly report

DEPARTMENT REPORTS

POLICE: Lt. Wiersma from the Calhoun County Sheriff's Department was present to give the monthly report. The monthly stats are as follows: 94 traffic citations, 190 verbal warnings, 21 traffic crashes, 84 arrests, 52 self generated complaints, 245 dispatched complaints and 1,763 inspections.

FIRE: Chief Smith was present from the Fire Department to give the monthly report. The monthly stats are as follows: 2 fires, 46 rescue & medical emergencies, 24 hazardous conditions, 7 service calls, 6 good intent calls and 2 false alarms.

UNFINISHED BUSINESS

None

NEW BUSINESS

1. Adoption of Pennfield charter Township Resolution 13-44

PENNFIELD TOWNSHIP RESOLUTION 13-44

(a Resolution setting Holidays, Township Board Meetings and Township Planning Commission Meetings for 2014)

BE IT RESOLVED, that the Pennfield Township Board hereby adopts the following holidays and meetings dates for 2014:

TOWNSHIP OFFICE WILL BE CLOSED ON THE FOLLOWING DATES:

January 1, 2014	Wednesday	New Years Day
February 17, 2014	Monday	Presidents Day
April 18, 2014	Friday	Good Friday
May 26, 2014	Monday	Memorial Day
July 3 & 4, 2014	Thursday/Friday	Independence Day
September 1, 2014	Monday	Labor Day
October 13, 2014	Monday	Columbus Day
November 11, 2014	Tuesday	Veterans Day
November 27 & 28, 2014	Thursday/Friday	Thanksgiving
December 25 & 26, 2014	Thursday/Friday	Christmas

TOWNSHIP BOARD MEETING DATES

Township Board meetings are held at 6:30 PM at the Pennfield Middle School cafeteria located at 8587 Pennfield Road, Battle Creek, MI on the following dates:

January 14, 2014	May 13, 2014	September 9, 2014
February 11, 2014	June 10, 2014	October 14, 2014
March 11, 2014	July 8, 2014	November 12, 2014
April 8, 2014	August 12, 2014	December 9, 2014

PLANNING COMMISSION MEETING DATES

Township Planning Commission meetings are held at 6:30 PM at the Pennfield Middle School cafeteria located at 8587 Pennfield Road, Battle Creek, MI on the following dates:

January 6, 2014	May 5, 2014	September 8, 2014
February 3, 2014	June 9, 2014	October 6, 2014
March 3, 2014	July 14, 2014	November 3, 2014
April 7, 2014	August 4, 2014	December 1, 2014

Moved by: Treasurer Phillips

Supported by: Trustee Skelding

Supervisor Behnke – Yes

Trustee Beard – Yes

Clerk Case – Yes

Trustee Damerow – Yes

Treasurer Phillips – Yes

Trustee Harris – Yes

Trustee Skelding – Yes

Vote shows 7 yes, and -0- no. **Resolution 13-44 is adopted.**

2. Adoption of Pennfield Charter Township Resolution 13-45

**PENNFIELD TOWNSHIP RESOLUTION 13-45
(a Resolution approving the demolition of 8304 Bellevue Road by
SC Environmental Services in the amount of \$5,481.00)**

WHEREAS, the vacant structure at 8304 Bellevue Road was declared a Dangerous Building by the Pennfield Township Board February 12, 2013, and

WHEREAS, the Pennfield Township Board ordered that the vacant structure at 8304 Bellevue Road be demolished within sixty (60) days of February 13, 2013, and

WHEREAS, the vacant structure at 8304 Bellevue Road has not been demolished by the current property owner, so

THEREFORE BE IT RESOLVED, that the Pennfield Township Board hereby approves the demolition of the vacant structure at 8304 Bellevue by SC Environmental Services in the amount of \$5,481.00, and

FURTHER BE IT RESOLVED, that all costs associated with this process be billed directly to the property owner for payment.

Moved by: Treasurer Phillips

Supported by: Trustee Skelding

Supervisor Behnke – Yes

Trustee Beard – Yes

Clerk Case – Yes

Trustee Damerow – Yes

Treasurer Phillips – Yes

Trustee Harris – Yes

Trustee Skelding – Yes

Vote shows 7 yes, and -0- no. **Resolution 13-45 is adopted.**

3. Approval of appointments to the Planning Commission & ZBA.

It was moved by Treasurer Phillips and supported by Trustee Skelding to approve re-appointments of Jack Pooler to the Planning Commission and Frank Schumacher to the Zoning Board of Appeals. **Motion carried.**

TREASURER'S MONTHLY REPORT

November, 2013 reports shows the following balances on hand:

General Fund	\$424,073.88
DDA	\$0.00
Metro Act – Maint.	\$13,915.92
Parks	\$13,032.51
Public Safety	\$3,055.06
Sewer	\$852,668.55
Water	\$848,023.96
Trust & Agency	\$6,641.50
Tax Collection	\$5,544.73
TOTAL:	\$2,166,956.11

It was moved by Supervisor Behnke and supported by Trustee Skelding to approve the Treasurer's monthly report as presented. **Motion carried.**

PAYMENT OF MONTHLY BILLS

It was moved by Treasurer Phillips and supported by Trustee Skelding to approve the payment of the monthly bills in the amount of \$182,011.66. **Motion carried.**

EXTENDED PUBLIC COMMENTS

1. Resident asked about the status of Poulsen School
2. Resident had questions about the letter that was received from the Calhoun County Drain Commission about drain assessments.

TOWNSHIP BOARD MEMBER COMMENTS

Trustee Skelding thanked Barb Darlington, Deputy Supervisor for the tour she gave him of the Township. He said that it was very interesting and recommends that all Board Members take a tour with her. Trustee Harris asked anyone if they would be interested in sponsoring a lane for Big Brothers Big Sisters Bowl for Kids Sake at M-66 Bowl on March 14, 2014. Treasurer Phillips asked to have "No Trespassing" signs and "No Hunting" signs posted on the land that the Township owns behind Wal-Mart's property. She also gave an update on the new requirements for Disabled Veterans Exemptions. Trustee Beard asked Supervisor Behnke to be selective on what goes into the Board packet in order to save money on printing costs. He still has problems and concerns with emails from the Supervisor and wants better communication.

ANNOUNCEMENTS MADE BY CHAIRPERSON

The next regularly scheduled Township Board Meeting will be on January 14, 2014.
The next regularly scheduled recycling weekend will be December 28th and 29th. The Township office will be closed on December 24th and 25th for the Christmas holiday.
The annual Pennfield Township Holiday Gathering will be on December 17th at 6:00 PM at the Pennfield Township Fire Department.

Robert P. Behnke, Jr.
Supervisor

Kathleen R. Case
Clerk

ADDENDUM A – DEPARTMENT REPORTS

UTILITIES

The stats for the month of November, 2013 are as follows: 1,200 meter reads, 12 corrective work orders and 18 Miss Digs.

CODE ENFORCEMENT

The following was completed for the month of November, 2013:

1. Conducted property inspections for new complaints and follow up inspections of previous complaints.
2. Received 9 new complaints: 2 inoperable vehicles, 2 junk/trash/rubbish, 4 front yard parking, 1 Township Ordinance.

ASSESSOR

The following was completed for the month of November, 2013:

1. All Homestead & Property Transfer Affidavits are current. There were 8 transfers of property processed for the month. 2 were foreclosure related and 6 were regular sales.
2. Visited properties with new construction.
3. Miscellaneous phone & in person inquiries about assessment & descriptions.

CEMETERY

Burial of Ashes	11/01/13	\$300.00
Burial	11/22/13	\$500.00
TOTAL:		\$800.00

PERMITS

Building	6 permits (PB13-058 thru PB13-063)	\$2,652.68
Electrical	4 permits (PE13-044 thru PE13-047)	\$667.00
Mechanical	12 permits (PM13-048 thru PM13-059)	\$1,443.00
Plumbing	3 permits (PP13-015 thru PP13-017)	\$530.00
Zoning	2 permits (PZ13-014 thru PZ13-015)	\$140.00
TOTAL:		\$5,432.68

