

**PENNFIELD CHARTER TOWNSHIP
REGULAR MEETING MINUTES
FEBRUARY 12, 2013**

Supervisor Behnke called the meeting to order at 6:40 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 six residents present.

PRESENTATIONS/PROCLAMATIONS

None

CITIZEN/PUBLIC COMMENT

Steve Frisbie, Calhoun County Commissioner gave an update on 9-1-1 and the Road Department.

ADDITIONS/DELETIONS TO AGENDA

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

CONSENT AGENDA

It was moved by Trustee Beard 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 January 8, 20123
2. Utilities Division monthly report – see addendum
3. Code Compliance monthly report – see addendum
4. Permits Department monthly report – see addendum
5. Assessors Department monthly report – see addendum
6. Cemetery Department monthly report – see addendum

DEPARTMENT REPORTS

POLICE: Lt. Aaron Wiersma from the Calhoun County Sheriff's Department was present to give the monthly report. The stats for the month are as follows: 67 traffic citations, 150 verbal warnings, 33 traffic crashes, 81 arrests, 49 self generated complaints, 268 dispatched complaints and 1,743 property inspections.

FIRE: Chief Smith was present to give the monthly report. The stats are as follows: 2 fires, 74 rescue & medical emergencies, 6 hazardous conditions, 9 service calls, 3 good intent calls and 3 false alarms.

UNFINISHED BUSINESS

None

NEW BUSINESS

1. Adoption of Pennfield Charter Township Resolution 13-02

**PENNFIELD CHARTER TOWNSHIP RESOLUTION 13-02
(a Resolution approving ballot language for a proposed 1.50 mil increase for Police and Fire services)**

WHEREAS, the Pennfield Township Board wishes to insure that the Township has sufficient funds to pay for Police and Fire protection services, and

WHEREAS, townships may provide for funding of public safety services by means of a millage levy for such purposes pursuant to 1933 PA 62, as amended, MCL 211.201, et seq., and

WHEREAS, the Pennfield Township Board wishes to levy an additional 1.50 mills to pay for the cost of providing Police and Fire protection services to the residents of Pennfield Township, so

NOW, THEREFORE BE IT RESOLVED, that the Pennfield Township Board, Calhoun County, approves the following millage ballot question language and hereby directs the Township Clerk to submit it to be placed on the May 7, 2013, election ballot:

Shall the authorized charter millage for the Charter Township of Pennfield, established at 3 mills (\$3.00 per \$1,000.00 of taxable value) be increased up to an additional 1.50 mills (\$1.50 per \$1,000.00 of taxable value) for one year, 2013, with revenues from this millage to be used by Pennfield Charter Township for the purposes of Police and Fire protection, raising in the first year of levy an estimated \$297,840.00?

Moved by: Trustee Beard
Supervisor Behnke – Yes
Clerk Case – Yes
Treasurer Phillips – Yes

Supported by: Trustee Skelding
Trustee Beard – Yes
Trustee Damerow – Yes
Trustee Harris – Yes
Trustee Skelding – Yes

Vote shows 7 yes, -0- no. **Resolution adopted.**

2. Adoption of Pennfield Charter Township Resolution 13-03

**PENNFIELD CHARTER TOWNSHIP RESOLUTION #13-03
(A Resolution for Budget Amendments for the Pennfield Charter Township General
Operations Budget for fiscal year 2012-2013)**

BE IT RESOLVED, that the Pennfield Charter Township Board hereby approves the following budget amendments for fiscal year 2012-2013:

	Debit	Credit
1. Amend expenses to add/increase/decrease line item		
Townboard:		
101-101.000-819.000, Conference/Education	\$450.00	
101-101.000-910.000, Insurance/Bonds	\$130.00	
101-101.000-956.001, Prior Year Taxes	\$1,000.00	
 Supervisor:		
101-171.000-850.000, Communications	\$135.00	
101-171.000-861.000, Mileage		\$135.00
 Elections:		
101-191.000-777.000, Repair/Maint. - Equipment		\$220.00
101-191.000-819.000, Conference/Education	\$270.00	
101-191.000-861.000, Mileage	\$250.00	
101-191.000-940.000, Rent		\$300.00
 Assessor:		
101-209.000-819.000, Conference/Education		\$170.00
101-209.000-820.000, Membership/Dues	\$170.00	
 Clerk:		
101-215.000-819.000, Conference/Education	\$5.00	
101-215.000-820.000, Membership/Dues		\$5.00
 General Office:		
101-249.000-777.000, Repair/Maint. - Equipment	\$1,500.00	
101-249.000-803.000, Accounting Fees		\$1,446.00
101-249.000-804.000, Bank Charges	\$1,500.00	
101-249.000-805.000, Professional Services	\$2,500.00	
101-249.000-819.000, Conference/Education	\$105.00	
101-249.000-820.000, Membership/Dues		\$675.00
101-249.000-850.000, Communications	\$300.00	
101-249.000-861.000, Mileage	\$400.00	

101-249.000-902.000, Advertising	\$1,500.00	
101-249.000-924.000, Sewer/Water Billing	\$170.00	
Treasurer:		
101-253.000-819.000, Conference/Education	\$214.00	
101-253.000-861.000, Mileage		\$214.00
Building & Grounds:		
101-265.000-775.000, Repair/Maint. - Building		\$8,538.00
101-265.000-821.000, Residential Maintenance Fee	\$1,500.00	
101-265.000-925.000, Township Taxes	\$102.00	
101-265.000-977.000, Capital Outlay-Equipment	\$1,082.00	
Cemetery:		
101-276.000-740.000, Operating Supplies	\$1,000.00	
101-276.000-742.000, Laundry/Uniforms	\$22.00	
101-276.000-750.000, Gas	\$1,200.00	
101-276.000-775.000, Repair/Maint. Bldg.	\$525.00	
101-276.000-777.000, Repair/Maint. Equipment	\$2,000.00	
101-276.000-805.000, Professional Fees		\$5,967.00
101-276.000-850.000, Communications	\$150.00	
101-276.000-902.000, Advertising		\$700.00
101-276.000-910.000, Insurance/Bonds		\$230.00
101-276.000-971.001, Land Improvements	\$15,000.00	
101-276.000-975.000, Capital Outlay- Building		\$12,000.00
101-276.000-977.000, Capital Outlay-Equipment		\$1,000.00
Police:		
101-301.000-851.000, Telephone	\$500.00	
101-301.000-922.000, Electricity	\$300.00	
101-301.000-805.000, Professional Services		\$2,380.00
Fire Chief:		
101-302.000-742.000, Laundry/Uniforms		\$166.00
101-302.000-819.000, Conference/Education	\$266.00	
101-302.000-820.000, Membership/Dues		\$100.00
2. Amend revenues to add/amend line item		
101-000.000-662.000, Address signs		\$40.00
101-000.000-664.000, Interest earned	\$1,175.00	

BE IT RESOLVED, that the Pennfield Charter Township Board hereby officially approves the following amendments within the Permits/Inspections Budget for Fiscal year 2012-2013.

1. **Amend revenue to add line item**
 249-000.000-664.000, Interest \$ 10.00

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

249-371.000-716.000, Employee Insurance	\$ 1,725.00	
249-371.000-775.000, Repair/Maint. Building	\$ 1,075.00	
249-371.000-910.000, Insurance/Bonds	\$ 100.00	

3. **Amend expense to decrease line item**

249-371.000-702.000, Salaries		\$ 1,075.00
249-371.000-890.000, Contingency Fund		\$ 1,815.00
	\$2,900.00	\$ 2,900.00

Moved by: Trustee Beard

Supported by: Trustee Skelding

Supervisor Behnke – Yes
 Clerk Case – Yes
 Treasurer Phillips – Yes

Trustee Beard – Yes
 Trustee Damerow – Yes
 Trustee Harris – Yes
 Trustee Skelding – Yes

Vote shows 7 yes and -0- no. **Resolution 13-05 is adopted.**

5. Approval of appointment to Pennfield Charter Township Zoning Board of Appeals

It was moved by Trustee Beard and supported by Trustee Skelding to appoint Maryann Herbstreith to the Pennfield Charter Township Zoning Board of Appeals. **Motion carried.**

TREASURER’S MONTHLY REPORT

January, 2013 report shows the following balances on hand:

General Fund	\$698,036.65
DDA	\$1,528.11
Metro Act-Maint.	\$8,699.76
Parks	\$13,027.65
Public Safety	\$3,776.16
Sewer	\$939,962.07
Water	\$815,362.42
Trust & Agency	\$6,475.00
Tax Collection	\$520,107.81
TOTAL:	\$3,006,975.63

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

PAYMENT OF MONTHLY BILLS

It was moved by Trustee Beard and supported by Trustee Skelding to approve the payment of the monthly bills in the amount of \$248,073.00.

EXTENDED PUBLIC COMMENTS

One resident had a question regarding 9-1-1 dispatch and commented on a road sign. Lt. Aaron Wiersma recommended a ride along for the Board Members.

TOWNSHIP BOARD MEMBER COMMENTS

Trustee Skelding thanked Treasurer Phillips for her time and information on his visit to the office. Trustee Harris asked questions regarding BCATS and DEQ. Treasurer Phillips gave the Board an update on the elimination of Personal Property Tax. Trustee Beard inquired about the computers and lines in the office.

ANNOUNCEMENTS BY CHAIRPERSON

The next regularly scheduled Township Board meeting will be on March 12, 2013. The next monthly recycling weekend will be on February 23rd and 24th. It was a good month, with both bins being filled by Saturday and the addition of another bin being left for the remainder of the week. Supervisor Behnke excused Trustee Harris from next months Board Meeting.

It was moved by Trustee Beard and supported by Trustee Skelding to adjourn the meeting at 8:15 PM.

Robert P. Behnke, Jr.
Supervisor

Kathleen R. Case
Clerk

ADDENDUM A – DEPARTMENT REPORTS

UTILITIES

The stats for the month of January, 2013 are as follows: 1,200 meter reads, 8 corrective work orders and 15 Miss Digs.

ASSESSOR

The following was accomplished for the month of January, 2013:

1. All Homestead and Property Transfer Affidavits are current. There were 22 transfers of property processed for the month. 13 were regular sales and 9 were foreclosure related.
2. Conducted miscellaneous phone & in person inquiries about assessments & descriptions.
3. Visited new construction for 2013 assessments

CODE ENFORCEMENT

The following was accomplished for the month of January, 2013:

1. Conducted property inspections for new complaints and follow up inspections of previous complaints.
2. Received 6 new complaints for the month as follows: 4 junk & trash, 1 inoperable vehicle and 1 Township Ordinance.

CEMETERY

Burial	1/05/13	\$650.00
Burial	1/05/13	\$700.00
Ashes	1/10/13	\$300.00
Plot purchase (2)	1/16/13	\$900.00
Plot purchase (1)	1/16/13	\$450.00
TOTAL:		\$3,000.00

PERMITS

Building	2 permits (PB13-001 thru PB13-002)	\$200.00
Electrical	4 permits (PE13-001 thru PB13-004)	\$611.00
Mechanical	3 permits (PM13-001 thru PM13-003)	\$314.00
Plumbing	1 permit (PP13-001)	\$100.00
TOTAL:		\$ 1,225.00

