

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

Clerk Case called the meeting to order at 6:30 PM at the Pennfield Middle School cafeteria. Present were Clerk Case, Treasurer Phillips and Trustees Beard, Damerow, Harris and Skelding. Supervisor Behnke was excused. Clerk Case made a motion to appoint Treasurer Phillips as president pro tem in Supervisor Behnke's absence; it was supported by Trustee Beard. Treasurer Phillips led the Pledge of Allegiance. There were seven residents present.

PRESENTATIONS/PROCLAMATIONS

None

CITIZEN/PUBLIC COMMENTS

None

ADDITIONS/DELETIONS TO AGENDA

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

CONSENT AGENDA

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

1. Meeting Minutes of October 8, 2013
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
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: 120 traffic citations, 211 verbal warnings, 20 traffic crashes, 92 arrests, 52 self generated complaints, 270 dispatched complaints and 1,868 property inspections.

FIRE: Chief Smith was present from the Fire Department to give the monthly report. The monthly stats are as follows: 1 fire, 62 rescue & medical emergencies, 4 hazardous conditions, 2 service calls, 4 good intent calls and 1 false alarm.

UNFINISHED BUSINESS

None

NEW BUSINESS

1. Adoption of Pennfield Charter Township Resolution 13-42

**PENNFIELD CHARTER TOWNSHIP RESOLUTION #13-42
(A Resolution for Budget Amendments for the Pennfield Charter Township General
Operations Budget for Fiscal Year 2013-2014)**

BE IT RESOLVED, that the Pennfield Charter Township Board hereby approves the following budget amendments for Fiscal year 2013-2014

	Debit	Credit
1. Amend expenses to add/increase/decrease line item		
Townboard:		
101-101.000-956.001, Prior Year Tax	\$ 3,000.00	
Elections:		
101-191.000-702.000, Salaries		\$ 2,050.00
101-191.000-777.000, Repair/Maint. - Equipment	\$ 200.00	
101-191.000-858.000, Voting Equip. Transportation	\$ 150.00	
101-191.000-902.000, Advertising	\$ 1,500.00	
101-191.000-956.000, Miscellaneous Expense	\$ 200.00	
Clerk:		
101-215.000-716.000, Employee Insurance	\$ 10.00	
101-215.000-874.000, Retirement	\$ 214.00	
General Office:		
101-249.000-802.000, Legal	\$ 3,000.00	
101-249.000-819.000, Conference/Education	\$ 150.00	
101-249.000-851.000, Telephone	\$ 1,000.00	
101-249.000-901.000, Printing/Publishing	\$ 100.00	
101-249.000-902.000, Advertising	\$ 500.00	

Treasurer:

101-253.000-716.000, Employee Insurance	\$ 10.00	
101-253.000-819.000, Conference/Education		\$ 225.00
101-253.000-874.000, Retirement	\$ 215.00	

Building & Grounds:

101-265.000-750.000, Gas	\$ 100.00	
101-265.000-821.000, Residential Maintenance Fee		\$ 100.00
101-265.000-821.001, Property Demolition Fee	\$12,100.00	

Cemetery:

101-276.000-740.000, Operating Supplies	\$ 100.00	
101-276.000-902.000, Advertising		\$ 100.00

Fire Chief:

101-302.000-750.000, Gas	\$ 1,700.00	
101-302.000-819.000, Conference/Education	\$ 157.00	
101-302.000-820.000, Membership/Dues		\$ 157.00
101-302.000-850.000, Communications	\$ 75.00	

Fire:

101-336.000-750.000, Gas		\$ 1,700.00
101-336.000-777.000, Repair/Maint. Equipment		\$ 659.00
101-336.000-850.000, Communications		\$ 875.00
101-336.000-851.000, Telephone	\$ 1,458.00	
101-336.000-994.000, Debt Service	\$ 1.00	

Planning/Zoning:

101-410.000-809.000, Planning Commission		\$ 500.00
101-410.000-811.000, Board of Appeals	\$ 500.00	

Other Appropriations:

101-960.000-715.000, Social Security	\$ 153.00	
101-960.000-890.000, Contingency Fund		\$ 8,127.00

2. Amend revenues to add/amend line item

101-000.000-694.004, Property Demolition		\$12,100.00
	\$26,593.00	\$26,593.00

Moved by: Trustee Beard

Supported by: Trustee Damerow

Supervisor Behnke – Excused

Trustee Beard – Yes

Clerk Case – Yes

Trustee Damerow – Yes

Treasurer Phillips – Yes

Trustee Harris – Yes

Trustee Sekdling – Yes

Vote shows 6 yes, -0- no and 1 excused. **Resolution 13-42 is adopted.**

2. Adoption of Pennfield Charter Township Resolution 13-43

Board of Trustees
Pennfield Charter Township
Resolution Authorizing the SAW Grant Agreement

Minutes of the regular meeting of the Board of Trustees of Pennfield Charter Township, County of Calhoun, State of Michigan, (the "Municipality") held on November 12, 2013.

PRESENT: Members: Clerk Case, Treasurer Phillips, Trustee Beard, Trustee Damerow, Trustee Harris and Trustee Skelding

ABSENT: Members: Supervisor Behnke

Member Trustee Beard offered and moved the adoption of the following resolution, seconded by Member Trustee Damerow.

WHEREAS, Part 52 (strategic water quality initiatives) of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended ("Part 52"), provides at MCL 324.5204e that the Michigan Finance Authority (the "MFA") in consultation with the Michigan Department of Environmental Quality (the "DEQ") shall establish a strategic water quality initiatives grant program; and

WHEREAS, in accordance with the provisions of 2012 PA 511, which provides grants to municipalities for sewage collection and treatment systems or storm water or nonpoint source pollution control; and

WHEREAS, in accordance with the provisions of 1985 PA 227, as amended, Part 52, and other applicable provisions of law, the MFA, the DEQ, and the Municipality that is a grant recipient shall enter into a grant agreement (the "SAW Grant Agreement") that requires the Municipality to repay the grant under certain conditions as set forth in MCL 324.5204e, as amended; and

WHEREAS, the Municipality does hereby determine it necessary to establish a(n) (*select one or more*) asset management plan, stormwater management plan, plan for wastewater/ stormwater, design of wastewater/stormwater, innovative technology, or for disadvantaged community construction activities (up to \$500,000).

WHEREAS, it is the determination of the Municipality that at this time, a grant in the aggregate principal amount not to exceed \$407,700 ("Grant") be requested from the MFA and the DEQ to pay for the planning and/or design activities; and

WHEREAS, the Municipality shall obtain this Grant by entering into the SAW Grant Agreement with the MFA and the DEQ.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Supervisor (*title of the designee's position*), a position currently held by Robert P. Behnke, Jr. (*name of the designee*), is designated as the Authorized Representative for purposes of the SAW Grant Agreement.
2. The proposed form of the SAW Grant Agreement between the Municipality, the MFA and DEQ (attached hereto as Appendix I) is hereby approved and the Authorized Representative is authorized and directed to execute the SAW Grant Agreement with such revisions as are permitted by law and agreed to by the Authorized Representative.
3. The Municipality shall repay the Grant, within 90 days of being informed to do so, with interest at a rate not to exceed 8 percent per year, to the Authority if the Municipality is unable to, or decides not to, proceed with constructing the project or implementing the asset management program for which the funding is provided within 3 years of the Grant award.
4. The Grant, if repayable, shall be a first budget obligation from the general funds of the Municipality, and the Municipality is required, if necessary, to levy ad valorem taxes on all taxable property in the Municipality for the payment thereof, subject to applicable constitutional, statutory and Municipality tax rate limitations.
5. The Municipality shall not invest, reinvest or accumulate any moneys deemed to be Grant funds, nor shall it use Grant funds for the general local government administration activities or activities performed by municipal employees that are unrelated to the project.
6. The Authorized Representative is hereby jointly or severally authorized to take any actions necessary to comply with the requirements of the MFA and the DEQ in connection with the issuance of the Grant. The Authorized Representative is hereby jointly or severally authorized to execute and deliver such other contracts, certificates, documents, instruments, applications and other papers as may be required by the MFA or the DEQ or as may be otherwise necessary to effect the approval and delivery of the Grant.
7. The Municipality acknowledges that the SAW Grant Agreement is a contract between the Municipality, the MFA and the DEQ.
8. All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution are rescinded.

YEAS: Members: Clerk Case, Treasurer Phillips, Trustee Beard, Trustee Damerow, Trustee Harris and Trustee Skelding NAYS: Members: None

RESOLUTION DECLARED ADOPTED

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Pennfield Charter Township Board of Trustees , County of Calhoun , said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open

Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

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

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

Vote shows 6 yes, -0- no and 1 excused. **Resolution 13-43 is adopted.**

3. Approval of an agreement with the City of Springfield

It was moved by Trustee Beard and supported by Trustee Damerow to approve an agreement with the City of Springfield for Assessing services. **Motion carried.**

TREASURER’S MONTHLY REPORT

October, 2013 report shows the following balances on hand:

General Fund	\$515,331.15
DDA	\$0.00
Meto Act – Maint.	\$13,915.92
Parks	\$13,032.05
Public Safety	\$3,055.06
Sewer	\$850,719.91
Water	\$824,636.08
Trust & Agency	\$6,641.50
Tax Collection	\$11,556.29
TOTAL:	\$2,238,887.96

It was moved by Trustee Beard and supported by Trustee Damerow to approve the Treasurer’s monthly report as presented. **Motion carried.**

PAYMENT OF MONTHLY BILLS

It was moved by Trustee Beard and supported by Trustee Damerow to approve the payment of the monthly bills in the amount of \$242,480.93. **Motion carried.**

It was moved by Trustee Beard and supported by Trustee Damerow to have the Executive Committee investigate/obtain bids on the costs to keep the website current and explore options/obtain bids on the website administrator position. **Motion carried.**

EXTENDED PUBLIC COMMENTS

1. Steve Frisbie, Calhoun County Commissioner, gave an update on the roads.
2. A resident commented on the closing of Scooters Hardware store in December and would like the Board to show recognition to the owners.
3. A resident inquired about the status of the Rental Ordinance.

TOWNSHIP BOARD MEMBER COMMENTS

Treasurer Phillips announced that the winter tax bills will be out by December 1, 2013. Trustee Beard stated that the Board needs to work on our communication skills.

ANNOUNCEMENTS MADE BY CHAIRPERSON

The next regularly scheduled Township Board Meeting will be on December 10, 2013. The next monthly recycling weekend will be November 23rd and 24th. The Township office will be closed on November 28th and 29th for the Thanksgiving holiday.

It was moved by Trustee Beard and supported by Trustee Damerow to adjourn the meeting at 7:39 PM. **Motion carried.**

Barbara J. Phillips, Treasurer
President Pro Tem

Kathleen R. Case, Clerk

ADDENDUM A – DEPARTMENT REPORTS

UTILITIES

The stats for the month of October, 2013 are as follows: 1,200 meter reads, 17 corrective work orders and 12 Miss Digs.

CODE ENFORCEMENT

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

1. Conducted property inspections for new complaints and follow up inspections of previous complaints.
2. Received 16 new complaints as follows: 6 grass, 4 inoperable vehicles, 3 junk/trash/rubbish, 3 Township Ordinances.

ASSESSOR

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

1. All Homestead & Property Transfer Affidavits are current. There were 18 transfers of property processed for the month. 9 were foreclosure related and 9 were regular sales.
2. Visited properties with new construction.
3. Miscellaneous phone & in person inquiries about assessments & descriptions.

CEMETERY

Ashes	10/04/13	\$300.00
Grave purchase	10/16/13	\$450.00
Foundation	10/08/13	\$250.00
Foundation	10/10/13	\$250.00
Foundation	10/25/13	\$150.00
TOTAL:		\$1,400.00

PERMITS

Building	6 permits (PB13-039 thru PB13-057)	\$3,469.26
Electrical	5 permits (PE13-039 thru PE13-043)	\$628.00
Mechanical	11 permits (PM13-037 thru PM13-041)	\$1,277.00
Plumbing	3 permits (PP13-012 thru PP13-014)	\$400.00
TOTAL:		\$5,774.26