

**PENNFIELD CHARTER TOWNSHIP
SPECIAL MEETING MINUTES
MARCH 26, 2013**

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 Beard, Damerow, Harris and Skelding. There were two residents present. Supervisor Behnke led the Pledge of Allegiance.

PUBLIC HEARING

Supervisor Behnke called the Public Hearing to order at 6:00 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 2013-2014.

| | |
|------------------------------------|----------------|
| 1. Metro Act Fund Budget | \$6,400.00 |
| 2. Inspection/Permits Dept. Budget | \$60,394.00 |
| 3. DDA Budget | \$1,528.00 |
| 4. Water Department Budget | \$508,051.00 |
| 5. Sewer Department Budget | \$828,630.00 |
| 6. General Fund Budget | \$2,287,249.00 |

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. Supervisor Behnke closed the Public Hearing at 6:04 PM.

CITIZEN COMMENTS

None

NEW BUSINESS

1. Pennfield Charter Township Resolution #13-10

**PENNFIELD CHARTER TOWNSHIP RESOLUTION #13-10
(A Resolution establishing the millage rate for
Pennfield Charter Township for 2013)**

WHEREAS, the Township Board for Pennfield Charter Township has published proper notice in regard to the setting of its millage rate for 2013, 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 2013, not to exceed four (4) mills, unless additional millage is approved by the voters in Pennfield Charter Township.

Moved by: Treasurer Phillips

Supported by: Trustee Harris

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, -0- no. **Resolution #13-10 is adopted.**

2. Pennfield Charter Township Resolution #13-11

**PENNFIELD CHARTER TOWNSHIP RESOLUTION #13-11
(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 7, 2013** and a public hearing on the proposed budget was held on **Tuesday, March 26, 2013**.

Section 5: Estimated Revenues

Estimated township general fund revenues for fiscal year 2013-2014, including an allocated millage of 1 mil; voter authorized millage of 3 mils; and various miscellaneous revenues shall total **\$2,287,249.00**.

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 mils as authorized under state law and approved by the electorate.

Section 7: Estimated Expenditures

Estimated township general fund expenditures for fiscal year 2013-2014 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 2013-2014 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 Harris

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, -0- no. **Resolution #13-11 is adopted.**

3. Pennfield Charter Township Resolution #13-12

PENNFIELD CHARTER TOWNSHIP RESOLUTION #13-12

(A Resolution adopting the Inspections/Permits Department Budget for Pennfield Charter Township for Fiscal Year 2013-2014)

BE IT RESOLVED, that the Pennfield Charter Township Board officially adopts the proposed Building Inspection Department budget for Fiscal Year 2013-2014.

| | |
|------------------------------|--------------------|
| Proposed Revenues | \$60,394.00 |
| Proposed Expenditures | \$60,394.00 |

FURTHER BE IT RESOLVED, this budget shall become effective on April 1, 2013.

Moved by: Treasurer Phillips

Supported by: Trustee Harris

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, -0- no. **Resolution #13-12 is adopted.**

4. Pennfield Charter Township Resolution #13-13

**PENNFIELD CHARTER TOWNSHIP RESOLUTION #13-13
(A Resolution adopting the Downtown Development Authority Budget for Pennfield Charter Township for Fiscal Year 2013-2014)**

BE IT RESOLVED, that the Pennfield Charter Township Board officially adopts the Proposed Downtown Development Authority Budget for Fiscal Year 2013-2014.

| | |
|------------------------------|-------------------|
| Proposed Revenues | \$1,528.00 |
| Proposed Expenditures | \$1,528.00 |

FURTHER BE IT RESOLVED, this budget shall become effective on April 1, 2013.

Moved by: Treasurer Phillips

Supported by: Trustee Harris

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, -0- no. **Resolution #13-13 is adopted.**

5. Pennfield Charter Township Resolution #13-14

**PENNFIELD CHARTER TOWNSHIP RESOLUTION #13-14
(A Resolution adopting the Water Department Budget for Pennfield Charter Township for Fiscal Year 2013-2014)**

BE IT RESOLVED, that the Pennfield Charter Township Board officially adopts the proposed Water Department budget for Fiscal Year 2013-2014.

| | |
|------------------------------|----------------------|
| Proposed Revenues | \$ 508,051.00 |
| Proposed Expenditures | \$ 508,051.00 |

FURTHER BE IT RESOLVED, this budget shall become effective on April 1, 2013.

Moved by: Treasurer Phillips

Supported by: Trustee Harris

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, -0- no. **Resolution #13-14 is adopted.**

6. Pennfield Charter Township Resolution #13-15

**PENNFIELD CHARTER TOWNSHIP RESOLUTION #13-15
(A Resolution adopting the Sewer Department Budget for Pennfield
Charter Township for Fiscal Year 2013-2014)**

BE IT RESOLVED, that the Pennfield Charter Township Board officially adopts the proposed Sewer Department budget for Fiscal Year 2013-2014.

| | |
|------------------------------|---------------------|
| Proposed Revenues | \$852,083.00 |
| Proposed Expenditures | \$852,083.00 |

FURTHER BE IT RESOLVED, this budget shall become effective on April 1, 2013.

Moved by: Treasurer Phillips

Supported by: Trustee Harris

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, -0- no. **Resolution #13-15 is adopted.**

7. Pennfield Charter Township Resolution #13-16

**PENNFIELD CHARTER TOWNSHIP RESOLUTION #13-16
(A Resolution adopting the General Fund Budget for Pennfield Charter Township for Fiscal Year
2013-2014)**

BE IT RESOLVED, that the Pennfield Charter Township Board officially adopts the proposed General Fund Budget for Fiscal Year 2013-2014.

| | |
|------------------------------|-----------------------|
| Proposed Revenues | \$2,287,249.00 |
| Proposed Expenditures | \$2,287,249.00 |

FURTHER BE IT RESOLVED, this budget shall become effective on April 1, 2013.

Moved by: Treasurer Phillips

Supported by: Trustee Harris

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, -0- no. **Resolution #13-16 is adopted.**

8. Pennfield Charter Township Resolution #13-17

PENNFIELD CHARTER TOWNSHIP RESOLUTION #13-17

(A Resolution adopting the Metro Act Maintenance Budget for Pennfield Charter Township for Fiscal Year 2013-2014)

BE IT RESOLVED, that the Pennfield Charter Township Board officially adopts the proposed Metro Act Maintenance Budget for Fiscal Year 2013-2014.

| | |
|------------------------------|-------------------|
| Proposed Revenues | \$6,400.00 |
| Proposed Expenditures | \$6,400.00 |

FURTHER BE IT RESOLVED, this budget shall become effective on April 1, 2013.

Moved by: Treasurer Phillips

Supported by: Trustee Harris

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, -0- no. **Resolution #13-17 is adopted.**

9. Pennfield Charter Township Resolution #13-18

PENNFIELD CHARTER TOWNSHIP RESOLUTION #13-18

(A Resolution setting the salary for the position of Township Supervisor for the period of April 1, 2013 to March 31, 2014)

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 Harris

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 #13-18 is adopted.**

10. Pennfield Charter Township Resolution #13-19

PENNFIELD CHARTER TOWNSHIP RESOLUTION #13-19

(A Resolution setting the salary for the position of Township Treasurer for the period of April 1, 2013 to March 31, 2014)

BE IT RESOLVED, that the Pennfield Charter Township Board hereby sets the salary of the Township Treasurer at \$ **43,883.00**, which represents a zero percent (0%) increase.

Moved by: Treasurer Phillips

Supported by: Trustee Harris

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 #13-19 is adopted.**

11. Pennfield Charter Township Resolution #13-20

PENNFIELD CHARTER TOWNSHIP RESOLUTION #13-20

(A Resolution setting the salary for the position of Township Clerk for the period of April 1, 2013 to March 31, 2014)

BE IT RESOLVED, that the Pennfield Charter Township Board hereby sets the salary of the Township Clerk at \$ **42,602.00**, which represents a zero percent (0%) increase.

Moved by: Treasurer Phillips

Supported by: Trustee Harris

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, -0- no. **Resolution #13-20 is adopted.**

12. Pennfield Charter Township Resolution #13-21

PENNFIELD CHARTER TOWNSHIP RESOLUTION #13-21

(A Resolution setting the salary for the position of Code Compliance/Deputy Supervisor for the period of April 1, 2013 to March 31, 2014)

BE IT RESOLVED, that the Pennfield Charter Township Board hereby sets the salary of the Code Compliance/Deputy Supervisor at \$ **30,600.00**, which represents a zero percent (0%) increase.

Moved by: Treasurer Phillips

Supported by: Trustee Harris

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 #13-21 is adopted.**

13. Pennfield Charter Township Resolution #13-22

PENNFIELD CHARTER TOWNSHIP RESOLUTION #13-22

(A Resolution setting the salary for the position of Township Fire Chief for the period of April 1, 2013 to March 31, 2014)

BE IT RESOLVED, that the Pennfield Charter Township Board hereby sets the salary of the Township Fire Chief at **\$ 56,011.00**, which represents a zero percent (0%) increase, and

FURTHER BE IT RESOLVED, that the Pennfield Charter Township Board hereby approves the Employee Agreement.

Moved by: Treasurer Phillips

Supported by: Trustee Harris

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, -0- no. **Resolution #13-22 is adopted.**

14. Pennfield Charter Township Resolution #13-23

PENNFIELD CHARTER TOWNSHIP RESOLUTION #13-23

(A Resolution setting the salary for the position of Township Assessor for the period of April 1, 2013 to March 31, 2014)

BE IT RESOLVED, that the Pennfield Charter Township Board hereby sets the salary of the Township Assessor at **\$ 55,080.00**, which represents a zero percent (0%) increase, and

FURTHER BE IT RESOLVED, that the Pennfield Charter Township Board hereby approves the Employee Agreement.

Moved by: Treasurer Phillips

Supported by: Trustee Harris

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, -0- no. **Resolution #13-23 is adopted.**

15. Pennfield Charter Township Resolution #13-24

PENNFIELD CHARTER TOWNSHIP RESOLUTION #13-24

(A Resolution setting the hourly rate for non-union, non-elected and Paid on Call Fire Fighter positions for the period of April 1, 2013 to March 31, 2014)

BE IT RESOLVED, that the Pennfield Charter Township Board hereby sets the hourly wages of the non-union and non-elected positions to be effective April 1, 2013 to March 31, 2014 for the following employees which represents a zero percent (0%) increase:

| | |
|-------------------------------|----------------------------------|
| Deputy Clerk | \$14.23 per hour |
| Deputy Treasurer | \$13.07 per hour |
| Utility Clerk/Permits - Cheri | \$14.23 per hour |
| Utility Clerk/Permits - Candy | \$11.43 per hour |
| Cemetery Sexton | \$20,420.00 annual salary |

(The following represents a zero percent (0%) increase)

| | |
|-----------------------|----------------------------------|
| Website Administrator | \$ 7,054.00 Annual salary |
| Zoning Administrator | \$16,442.00 Annual salary |

*Entry levels will be determined by the Executive Committee, normally at 80% of shown hourly rate.

***Deputy Clerk to receive \$1.00 per hour raise upon certification.*

(The following represents a zero percent (0%) increase)

PAID ON CALL FIRE FIGHTERS:

| | |
|--|----------------|
| Minimum Wage | \$ 7.40 |
| (remains the same, unless there is a change in minimum wage) | |
| Certified Fire Fighter | \$12.18 |
| Lieutenant | \$12.73 |
| Captain | \$13.08 |
| Asst. Chief | \$14.35 |

Moved by: Treasurer Phillips

Supported by: Harris

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, -0- no. **Resolution #13-24 is adopted.**

16. Pennfield Charter Township Resolution #13-25

**PENNFIELD CHARTER TOWNSHIP RESOLUTION #13-25
(a Resolution approving the compensation for all Township Board
appointed Committees)**

BE IT RESOLVED, that the Pennfield Charter Township Board hereby sets the compensation for all Township Board appointed committees as follows:

Planning: \$40.00 Chairperson – per meeting
\$30.00 Member – per meeting

Zoning Board of Appeals: \$40.00 Chairperson – per meeting
\$30.00 Member – per meeting

DDA: \$25.00 Member – per meeting

Election: Election Chairperson: \$185.00
Election Inspector: \$160.00
Receiving Board: \$75.00
Training: \$25.00

Board of Review: \$20.00 per hour (March meeting)
\$50.00 per meeting (July & December meetings)

Moved by: Treasurer Phillips

Supported by: Trustee Harris

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, -0- no. **Resolution #13-25 is adopted.**

17. Pennfield Charter Township Resolution #13-26

**PENNFIELD CHARTER TOWNSHIP RESOLUTION #13-26
(A Resolution to extend the Union Contract with Pennfield Fire Fighters
Union #2588 until March 31, 2014)**

BE IT RESOLVED, that the Pennfield Charter Township Board hereby agrees to extend the current union contract with the Pennfield Fire Fighters Union #2588 until March 31, 2014.

Moved by: Treasurer Phillips

Supported by: Trustee Harris

Supervisor Behnke – Yes

Trustee Beard – No

Clerk Case – Yes

Trustee Damerow – Yes

Treasurer Phillips – Yes

Trustee Harris – Yes

Trustee Skelding – Yes

Vote shows 6 yes, 1 no. **Resolution #13-26 is adopted.**

18. Pennfield Charter Township Resolution #13-27

PENNFIELD CHARTER TOWNSHIP RESOLUTION #13-27

(a Resolution agreeing to a three year union contract with the International Union of Operating Engineers Local 547, A, B, C, E, H / AFL-CIO until March 31, 2016)

BE IT RESOLVED, that the Pennfield Charter Township Board hereby agrees to a three (3) year union contract with the International Union of Operating Engineers Local 547, A, B, C, E, H / AFL-CIO until March 31, 2016 with the following changes effective April 1, 2013:

- a) Zero percent (0%) pay increase in the first year
- b) Wage and fringe opener in years two (2) and three (3) for possible adjustments
- c) One (1) additional week of vacation for employees with 20 or more years of service.

Moved by: Treasurer Phillips

Supported by: Trustee Harris

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, -0- no. **Resolution #13-27 is adopted.**

19. Pennfield Charter Township Resolution #13-28

PENNFIELD CHARTER TOWNSHIP RESOLUTION #13-28

(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: | | |
| 101-101.000-702.000, Salaries | \$ 1,700.00 | |

| | | |
|---------------------------------------|-------------|--|
| 101-101.000-715.000, Social Security | \$ 130.00 | |
| 101-101.000-739.000, Tax Roll | \$ 200.00 | |
| 101-101.000-910.000, Insurance/Bonds | \$ 301.00 | |
| 101-101.000-956.001, Prior Year Taxes | \$ 1,000.00 | |

Supervisor:

| | | |
|---|-----------|-----------|
| 101-171.000-702.000, Salaries | \$ 1.00 | |
| 101-171.000-715.000, Social Security | | \$ 500.00 |
| 101-171.000-716.000, Employee Insurance | \$ 462.00 | |
| 101-171.000-819.000, Conference/Education | | \$ 800.00 |
| 101-171.000-820.000, Membership/Dues | | \$ 200.00 |
| 101-171.000-861.000, Mileage | | \$ 265.00 |

Elections:

| | | |
|---|-----------|------------|
| 101-191.000-702.000, Salaries | | \$1,300.00 |
| 101-191.000-777.000, Repair/Maint. - Equipment | \$ 190.00 | |
| 101-191.000-858.000, Voting Equip. Transportation | | \$ 150.00 |
| 101-191.000-859.000, Election Programming | | \$ 900.00 |
| 101-191.000-977.000, Capital Outlay-Equipment | | \$ 750.00 |

Assessor:

| | | |
|---|---------|-----------|
| 101-209.000-715.000, Social Security | | \$ 100.00 |
| 101-209.000-716.000, Employee Insurance | \$ 4.00 | |
| 101-209.000-861.000, Mileage | | \$ 200.00 |

Clerk:

| | | |
|---|----------|--|
| 101-215.000-702.000, Salaries | \$ 1.00 | |
| 101-215.000-715.000, Social Security | \$ 90.00 | |
| 101-215.000-716.000, Employee Insurance | \$ 7.00 | |
| 101-215.000-874.000, Retirement | \$ 1.00 | |

General Office:

| | | |
|---|-------------|------------|
| 101-249.000-702.000, Salaries | \$ 1,000.00 | |
| 101-249.000-715.000, Social Security | | \$ 170.00 |
| 101-249.000-716.000, Employee Insurance | | \$2,500.00 |
| 101-249.000-727.000, Office Supplies | \$ 1,000.00 | |
| 101-249.000-802.000, Legal | \$ 3,000.00 | |
| 101-249.000-804.000, Bank Charges | \$ 90.00 | |
| 101-249.000-805.000, Professional Services | \$ 500.00 | |
| 101-249.000-806.000, Janitorial Fee | | \$ 300.00 |
| 101-249.000-851.000, Telephone | | \$ 180.00 |
| 101-249.000-874.000, Retirement | \$ 170.00 | |
| 101-249.000-902.000, Advertising | \$ 1,000.00 | |
| 101-249.000-921.000, Heat | | \$ 300.00 |
| 101-249.000-922.000, Electricity | | \$ 300.00 |
| 101-249.000-977.000, Capital Outlay-Equipment | | \$7,504.00 |

Treasurer:

| | | |
|---|----|--------|
| 101-253.000-702.000, Salaries | \$ | 1.00 |
| 101-253.000-715.000, Social Security | \$ | 83.00 |
| 101-253.000-716.000, Employee Insurance | \$ | 7.00 |
| 101-253.000-861.000, Mileage | \$ | 100.00 |
| 101-253.000-874.000, Retirement | \$ | 1.00 |

Building & Grounds:

| | | |
|--|-------------|------------|
| 101-265.000-775.000, Repair/Maint. -Building | | \$1,900.00 |
| 101-265.000-821.001, Property Demolition Fee | \$23,000.00 | |

Cemetery:

| | | |
|--|----------|-------------|
| 101-276.000-702.000, Salaries | | \$ 2,000.00 |
| 101-276.000-715.000, Social Security | | \$ 100.00 |
| 101-276.000-727.000, Office Supplies | | \$ 275.00 |
| 101-276.000-802.000, Legal | | \$ 900.00 |
| 101-276.000-805.000, Professional Fees | | \$ 3,000.00 |
| 101-276.000-922.000, Electricity | \$ 73.00 | |

Police:

| | | |
|--|--|-------------|
| 101-301.000-802.000, Legal | | \$ 2,000.00 |
| 101-301.000-805.000, Professional Services | | \$28,000.00 |

Fire Chief:

| | | | |
|---|----|--------|-----------|
| 101-302.000-702.000, Salaries | \$ | 1.00 | |
| 101-302.000-715.000, Social Security | | | \$ 230.00 |
| 101-302.000-716.000, Employee Insurance | \$ | 462.00 | |

Fire Department:

| | | |
|---|-------------|-------------|
| 101-336.000-702.000, Salaries | \$ 5,000.00 | |
| 101-336.000-704.000, Part-time Salaries | | \$ 4,500.00 |
| 101-336.000-715.000, Social Security | | \$ 200.00 |
| 101-336.000-716.000, Employee Insurance | \$ 2,136.00 | |
| 101-336.000-716.001, Life Insurance/Part-time | | \$ 200.00 |
| 101-336.000-727.000, Office Supplies | | \$ 400.00 |
| 101-336.000-740.003, Address Sign Supplies | | \$ 200.00 |
| 101-336.000-742.000, Laundry/Uniforms | | \$ 256.00 |
| 101-336.000-742.001, Laundry/Uniforms-POC | | \$ 499.00 |
| 101-336.000-750.000, Gas | | \$ 200.00 |
| 101-336.000-750.000, Gas | \$ 300.00 | |
| 101-336.000-775.000, Repair/Maint. Building | \$ 800.00 | |
| 101-336.000-776.000, Repair/Maint. Vehicle | \$ 1,500.00 | |
| 101-336.000-777.000, Repair/Maint. Equipment | \$ 2,800.00 | |
| 101-336.000-805.000, Professional Services | \$ 400.00 | |
| 101-336.000-805.001, Cost Recovery Fees | \$ 600.00 | |

| | | |
|--|-------------|-------------|
| 101-336.000-816.000, Fire Prevention | | \$ 100.00 |
| 101-336.000-818.000, Part-Time Education | | \$ 500.00 |
| 101-336.000-819.000, Conference/Education | | \$ 380.00 |
| 101-336.000-820.000, Membership/Dues | | \$ 225.00 |
| 101-336.000-850.000, Communications | \$ 127.00 | |
| 101-336.000-851.000, Telephone | \$ 181.00 | |
| 101-336.000-852.000, Dispatch | | \$ 988.00 |
| 101-336.000-874.000, Retirement | \$ 120.00 | |
| 101-336.000-874.000, Retirement | \$ 500.00 | |
| 101-336.000-910.000, Insurance/Bonds | \$ 1,051.00 | |
| 101-336.000-921.000, Heat | | \$ 1,100.00 |
| 101-336.000-922.000, Electricity | | \$ 200.00 |
| 101-336.000-924.000, Sewer/Water Billing | \$ 150.00 | |
| 101-336.000-975.000, Capital Outlay-Building | | \$ 1,000.00 |
| 101-336.000-994.000, Debt Service | \$ 1.00 | |

Planning/Zoning:

| | | |
|---|-----------|-----------|
| 101-410.000-715.000, Social Security | \$ 153.00 | |
| 101-410.000-809.000, Planning Commission | \$ 290.00 | |
| 101-410.000-811.000, Board of Appeals | | \$ 370.00 |
| 101-410.000-819.000, Conference/Education | | \$ 100.00 |

Code Compliance:

| | | |
|---|----------|-----------|
| 101-428.000-715.000, Social Security | \$ 91.00 | |
| 101-428.000-716.000, Employee Insurance | \$ 7.00 | |
| 101-428.000-819.000, Conference/Education | | \$ 150.00 |
| 101-428.000-820.000, Membership/Dues | | \$ 75.00 |
| 101-428.000-850.000, Communications | | \$ 120.00 |
| 101-428.000-874.000, Retirement | \$ 10.00 | |

Other Appropriations:

| | | |
|--|-----------|-------------|
| 101-960.000-702.000, Salaries | | \$ 300.00 |
| 101-960.000-715.000, Social Security | \$ 120.00 | |
| 101-960.000-880.000, Community Enrichment | | \$ 1,000.00 |
| 101-960.000-920.000, Street Lights | | \$14,566.00 |
| 101-960.000-956.000, Miscellaneous Expense | \$ 300.00 | |

2. Amend revenues to add/amend line item

| | | |
|---|-------------|-------------|
| 101-000.000-539.000, Federal Grants | | \$ 1,203.00 |
| 101-000.000-628.001, Cost Recovery | | \$ 1,180.00 |
| 101-000.000-655.000, District Court Fees | \$ 8,000.00 | |
| 101-000.000-664.000, Interest | \$20,000.00 | |
| 101-000.000-671.000, Fund Balance Carryover | | \$18,476.00 |
| 101-000.000-671.000, Fund Balance Carryover | | \$ 800.00 |
| 101-000.000-694.000, Miscellaneous Income | \$36,000.00 | |
| 101-000.000-694.004, Property Demolition | | \$23,000.00 |

| | | |
|--|--------------|--------------|
| 101-000.000-697.000, Street Lights-Transfer In | \$ 5,400.00 | |
| 101-000.000-699.000, Public Safety-Transfer In | \$ 6,500.00 | |
| | \$127,112.00 | \$127,112.00 |

Moved by: Treasurer Phillips

Supported by: Trustee Harris

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, -0- no. **Resolution #13-28 is adopted.**

20. Pennfield Charter Township Resolution #13-29

**PENNFIELD CHARTER TOWNSHIP RESOLUTION # 13-29
 (A Resolution Amending the Pennfield Charter Township Water Department Budget
 For Fiscal Year 2012-2013)**

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

1. Amend revenue to add line item

| | |
|--|-------------|
| 591-000.000-615.000, Tap Fees | \$ 5,300.00 |
| 591-000.000-665.000, Interest on Special Assessments | \$ 141.00 |
| 591-000.000-681.000, Reimbursements | \$ 200.00 |
| 591-000.000-694.000, Miscellaneous Income | \$ 50.00 |

2. Amend expense to increase line item

| | |
|--|--------------|
| 591-000.000-716.000, Employee Insurance | \$ 1,776.00 |
| 591-000.000-727.000, Office Supplies | \$ 500.00 |
| 591-000.000-740.000, Operating Supplies | \$ 300.00 |
| 591-000.000-750.000, Gas | \$ 150.00 |
| 591-000.000-775.000, Repair/Maint. Building | \$ 500.00 |
| 591-000.000-777.000, Repair/Maint. Equipment | \$ 300.00 |
| 591-000.000-803.000, Accounting Fees | \$ 173.00 |
| 591-000.000-806.000, Janitorial Fee | \$ 32.00 |
| 591.000-000-813.000, Water Analysis | \$ 1,000.00 |
| 591-000.000-820.000, Membership/Dues | \$ 205.00 |
| 591-000.000-823.000, Water Supply Fee | \$ 131.00 |
| 591-000.000-850.000, Communications | \$ 6.00 |
| 591-000.000-901.000, Printing/Publishing | \$ 206.00 |
| 591-000.000-921.000, Heat | \$ 100.00 |
| 591-000.000-922.000, Electricity | \$ 2,300.00 |
| 591-000.000-936.000, R & M Distribution System | \$ 50,000.00 |

| | | | |
|---|-----------|------------------|--------------------|
| 591-000.000-977.000, Capital Outlay-Equipment | \$ | 630.00 | |
| 3. Amend expense to decrease line item | | | |
| 591-000.000-890.000, Contingency Fund | | | \$52,618.00 |
| | \$ | 58,309.00 | \$58,309.00 |

Moved by: Treasurer Phillips

Supported by: Trustee Harris

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, -0- no. **Resolution #13-29 is adopted.**

21. Pennfield Charter Township Resolution #13-30

**PENNFIELD CHARTER TOWNSHIP RESOLUTION #13-30
 (A Resolution Amending the Pennfield Charter Township Sewer Department Budget
 For Fiscal Year 2012-2013)**

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

1. Amend expense to decrease line item

| | | |
|---|----|-----------|
| 590-000.000-777.000, Repair/Maint. Equipment | \$ | 500.00 |
| 590-000.000-805.000, Professional Services | \$ | 2,000.00 |
| 590-000.000-851.000, Telephone | \$ | 400.00 |
| 590-000.000-853.000, Ms. Dig | \$ | 99.00 |
| 590-000.000-890.000, Contingency Fund | \$ | 16,522.00 |
| 590-000.000-901.000, Printing/Publishing | \$ | 500.00 |
| 590-000.000-902.000, Advertising | \$ | 500.00 |
| 590-000.000-921.000, Heat | \$ | 400.00 |
| 590-000.000-922.000, Electricity | \$ | 340.00 |
| 590-000.000-981.000, Capital Outlay – Vehicle | \$ | 5,505.00 |

2. Amend expense to increase line item

| | | |
|---|----|-----------|
| 590-000.000-702.000, Salaries | \$ | 11,012.00 |
| 590-000.000-715.000, Social Security | \$ | 1,020.00 |
| 590-000.000-716.000, Employee Insurance | \$ | 6,056.00 |
| 590-000.000-727.000, Office Supplies | \$ | 1,400.00 |
| 590-000.000-740.000, Operating Supplies | \$ | 500.00 |
| 590-000.000-750.000, Gas | \$ | 500.00 |
| 590-000.000-775.000, Repair/Maint. Building | \$ | 2,000.00 |
| 590-000.000-776.000, Repair/Maint. Vehicle | \$ | 300.00 |
| 590-000.000-802.000, Legal | \$ | 1,500.00 |
| 590-000.000-803.000, Accounting Fees | \$ | 173.00 |
| 590-000.000-806.000, Janitorial Fee | \$ | 53.00 |

| | | |
|---|----|--------|
| 590-000.000-819.000, Conference/Education | \$ | 460.00 |
| 590-000.000-850.000, Communications | \$ | 354.00 |
| 590-000.000-874.000, Retirement | \$ | 900.00 |
| 590-000.000-910.000, Insurance/Bonds | \$ | 955.00 |
| 590-000.000-933.000, R & M Collection System | \$ | 600.00 |
| 590-000.000-956.000, Miscellaneous Expense | \$ | 10.00 |
| 590-000.000-964.000, Refunds/Reimbursements | \$ | 675.00 |
| 590-000.000-977.000, Capital Outlay – Equipment | \$ | 630.00 |
| 590-000.000-996.000, Bond Interest | \$ | 313.00 |

3. Amend Revenue to add line item

| | | |
|---|----|-----------|
| 590-000.000-615.000, Tap Fees | \$ | 1,424.00 |
| 590-000.000-661.000, Meters | \$ | 200.00 |
| 590-000.000-694.000, Miscellaneous Income | \$ | 10.00 |
| 590-000.000-671.000, Fund Balance Carryover | \$ | 11,011.00 |

4. Amend Revenue to decrease line item

| | | |
|-------------------------------|----|-----------|
| 590-000.000-664.000, Interest | \$ | 10,000.00 |
|-------------------------------|----|-----------|

\$39,411.00 \$39,411.00

Moved by: Treasurer Phillips

Supported by: Trustee Harris

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, -0- no. **Resolution #13-30 is adopted.**

22. Pennfield Charter Township Resolution #13-31

**PENNFIELD CHARTER TOWNSHIP RESOLUTION #13-31
 (A Resolution Amending the Pennfield Charter Township Permits/Inspections Budget
 For Fiscal Year 2013-2014)**

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 expense to increase line item

| | | |
|--|----|--------|
| 249-371.000-775.000, Repair/Maint. Building | \$ | 132.00 |
| 249-371.000-777.000, Repair/Maint. Equipment | \$ | 75.00 |
| 249-371.000-820.000, Membership/Dues | \$ | 25.00 |

2. Amend expense to decrease line item

| | | |
|--|----|--------|
| 249-371.000-805.000, Professional Fees | \$ | 232.00 |
|--|----|--------|

\$ 232.00 \$ 232.00

Moved by: Treasurer Phillips

Supported by: Trustee Harris

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, -0- no. **Resolution #13-31 is adopted.**

23. Pennfield Charter Township Resolution #13-32

**PENNFIELD CHARTER TOWNSHIP RESOLUTION # 13-32
(A Resolution Amending the Pennfield Charter Township Public Safety Budget
For Fiscal Year 2012-2013)**

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

1. Amend revenues to increase line item

| | |
|---|-----------|
| 205-000.000-671.000, Fund Balance Carryover | \$ 426.00 |
| 205-000.000-696.000, Fire Donations | \$ 400.00 |

2. Amend expense to increase line item

| | | |
|---|------------------|------------------|
| 205-000.000-740.000, Operating Supplies | \$ 104.00 | |
| 205-000.000-977.000, Capital Outlay-Equipment | \$ 722.00 | |
| | \$ 826.00 | \$ 826.00 |

Moved by: Treasurer Phillips

Supported by: Trustee Harris

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, -0- no. **Resolution #13-32 is adopted.**

24. Introduction of Pennfield Charter Township Ordinance #66A-01-2013 of 2013

ORDINANCE NO. 66A-04-2013 OF 2013

**THE CHARTER TOWNSHIP OF PENNFIELD FRANCHISE GRANTED TO:
SEMCO ENERGY GAS COMPANY**

An Ordinance, granting to SEMCO Energy Gas Company, a division of SEMCO Energy, Inc., a Michigan corporation, its successors and assigns, the right, power and authority to lay, maintain and operate gas mains, pipes and serves on, along, across and under the highways, streets, alleys, bridges, waterways, and

other public places, and to conduct a local gas business in the Township of Pennfield, located in Calhoun County, Michigan, for a period of thirty years.

THE CHARTER TOWNSHIP OF PENNFIELD ORDAINS:

Article II of Appendix A of the Pennfield Charter Township Code of Ordinances is hereby amended to read as follows:

ARTICLE II: Gas Franchise

Section 1. GRANT OF FRANCHISE. *Pennfield Charter Township, located in Calhoun County, Michigan (the "Township"), hereby grants to SEMCO Energy Gas Company, a division of SEMCO Energy, Inc., a Michigan corporation, its successors and assigns, (The "Grantee") the right, power and authority to construct, operate, maintain and replace in the public streets, highways, alleys and other public places in Pennfield Charter Township, Michigan, all needful and proper gas pipes, mains, conductors, service pipes and other apparatus and facilities requisite for the manufacture, transmission and distribution of gas for all purposes to Pennfield Charter Township, and the inhabitants thereof, and for conducting gas elsewhere to supply neighboring cities, villages and other territories supplied with gas by said Grantee, for a period of thirty years.*

Section 2. CONSIDERATION. *In consideration of the rights, power and authority hereby granted, Grantee shall faithfully perform all things required by the terms hereof.*

Section 3. CONDITIONS. *No highway, street, alley, bridge or other public place used by Grantee shall be obstructed longer than necessary during the work of construction or repair, and shall be restored to the as good order and condition as when Grantee commenced the work. All of Grantee's pipes and mains shall be so placed in the highways and other public places as not to unnecessarily interfere with the use thereof for highway purposes. If the Township determines that a construction project or change to the Township's right-of-way requires Grantee to relocate its pipes and/or mains, the Township shall provide notice to the Grantee a reasonable time prior to the date on which the Township wants such pipes and/or mains relocated. If the Township in its sole discretion determines that the pipes and/or mains must be relocated, Grantee shall relocate such pipes and/or mains at Grantee's expense at the time designated by the Township. In the event either party identifies a viable alternative to relocating Grantee's pipes and/or mains, the parties shall work cooperatively to develop an appropriate course of action to accomplish the Township's goals.*

Section 4. HOLD HARMLESS. *Grantee shall at all times keep and save the Township free and harmless from all loss, costs and expense to which it may be subject by reason of the Grantee's negligent construction and negligent maintenance of the structures and equipment hereby authorized. If any action is commenced against the Township resulting from Grantee's negligent construction and maintenance, Grantee shall, upon notice, defend the Township and save it free and harmless from all loss, cost and damage arising out of such negligent construction and maintenance.*

Section 5. FRANCHISE NOT EXCLUSIVE. *The rights, power and authority herein granted, are not exclusive. Either manufactured or natural gas may be furnished hereunder.*

Section 6. RATES. Grantee shall charge for gas furnished the rates, charges and special taxes as approved from time to time by the Michigan Public Service Commission, or its successors having authority and jurisdiction to fix and regulate gas rates and charges, or as otherwise permitted or required by applicable law or tariff, for the term of this franchise. Such rates shall be subject to Commission review and change at any time upon petition therefore being made by either said Township, acting by its Township Board, or by said Grantee.

Section 7. REVOCATION. The franchise granted by this ordinance is subject to revocation upon sixty (60) days written notice by the party desiring such revocation.

Section 8. MICHIGAN PUBLIC SERVICE COMMISSION JURISDICTION. Grantee shall, as to all other conditions and elements or service not herein fixed, be and remain subject to the reasonable rules and regulations of the Michigan Public Service Commission or its successors, applicable to gas service in said township and shall provide service in accordance with the terms and conditions set forth in its applicable tariff as approved from time to time by the Michigan Public Service Commission or its successors.

Section 9. SUCCESSORS AND ASSIGNS. The words “SEMCO Energy Gas Company” and “SEMCO Energy, Inc.,” wherever used herein, are intended and shall be held and construed to mean and include SEMCO Energy Gas Company and its parent, subsidiaries, successors, affiliates, and assigns, whether so expressed or not. The word “Grantee,” wherever used herein, is intended and shall be held and construed to mean and include SEMCO Energy Gas Company, SEMCO Energy, Inc., and the successors and assigns of each, whether so expressed or not. Grantee may assign the rights and obligations under this agreement as long as the Grantee provides prior written notice to the Township of any such assignment.

Section 10. EFFECTIVE DATE. Upon adoption, the Township Clerk shall deliver to Grantee a certified copy of this ordinance. Additionally, the Township shall publish this ordinance within thirty (30) days of its adoption and this ordinance shall take effect upon the day after the date of publication thereof, continuing for a term of thirty (30) years from that date; provided, however, it shall cease and be of no effect after sixty (60) days from its adoption unless within said period the Grantee shall accept the same in writing filed with the Township Clerk. Upon acceptance and publication hereof, the ordinance shall constitute a contract between said Township and said Grantee.

Moved by: Treasurer Phillips

Supported by: Trustee Harris

Supevisor Behnke – Yes

Trustee Beard – Yes

Clerk Case – Yes

Trustee Damerow – Yes

Treasurer Phillips – Yes

Trustee Harris – Yes

Trustee Skelding – Yes

Vote shows 7 yes, -0- no. **Ordinance #66A-04-2013 of 2013 is introduced.**

TOWNSHIP BOARD MEMBER COMMENTS

Trustee Damerow asked about the Collard demolition. Treasurer Phillips updated the Board on the recent water rate study which was done by herself and Barb Darlington with Mark Engels from the Michigan Rural Water Assn. Clerk Case stated that the AV applications have been mailed out for the upcoming May, 2013 election. Trustee Beard talked about blight situations in the Township. Trustee Skelding stated that we need to update the satellite dish Ordinance.

ANNOUNCEMENTS MADE BY THE CHAIRPERSON

Supervisor Behnke stated that the next Board Meeting will be April 9, 2013 and that he will be on vacation for spring break.

It was moved by Treasurer Phillips and supported by Trustee Harris to adjourn the meeting at 7:11 PM.
Motion carried.

Robert P. Behnke
Supervisor

Kathleen R. Case
Clerk

