

**PENNFIELD CHARTER TOWNSHIP
REGULAR MEETING MINUTES
FEBRUARY 11, 2014**

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 & Skelding. Supervisor Behnke led the Pledge of Allegiance. There were five residents present.

CITIZEN/PUBLIC COMMENTS

None

PRESENTATIONS/PROCLAMATIONS

None

ADDITIONS/DELETIONS TO THE AGENDA

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

CONSENT AGENDA

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

1. Meeting minutes of January 14, 2014
2. Utilities Division monthly 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: No one was present from the Calhoun County Sheriff's Department to give the monthly report. The monthly stats are as follows: 66 traffic citations, 171 verbal warnings, 31 traffic crashes, 54 arrests, 36 self generated complaints, 192 dispatched complaints and 1,669 property inspections.

FIRE: Chief Smith was present from the Fire Department to give the monthly report. The monthly stats are as follows: 5 fires, 66 rescue & emergencies, 6 hazardous conditions, 1 service call, 10 good intent calls and 2 false alarms.

UNFINISHED BUSINESS

None

NEW BUSINESS

1. Green Special Land Use Permit

It was moved by Treasurer Phillips and supported by Trustee Harris to approve of the Special Land Use Permit for the operation of a group daycare home at 9000 Baseline Road for Leo and Abby Green with the following conditions:

1. Must maintain State License for the facility at all times
2. If the State License ceases, or if the property is sold, the Special Land Use Permit shall cease

Motion carried.

2. Worthington/Talbott Special Land Use Permit

It was moved by Treasurer Phillips and supported by Trustee Harris to approve of the Special Land Use Permit for the operation of a used car lot at 1590 Capital Avenue N.E. for Northside Auto Sales with the following conditions:

1. Four (4) parking spaces for employee parking
2. Four (4) parking spaces for the general public with one (1) of those spaces reserved for handicapped parking
3. No more than 30 vehicles for sale on the property
4. No inoperable vehicles shall be stored on the property
5. No repairs shall be permitted on the property
6. No vehicle painting shall be permitted on the property
7. No selling of new or used vehicle parts
8. All vehicles must be parked on a hard surface (asphalt/concrete)
9. No test drives within the immediate subdivision of Convis 3rd Addn. (Carleton, South Carleton and Lee Street)
10. An eight (8) foot privacy fence shall be installed along the East property line

Motion carried.

3. Approval to re-hire paid on call Firefighters

It was moved by Treasurer Phillips and supported by Trustee Harris to approve of re-hiring Justin Reniger and Justin Rose as Paid on Call Firefighters. **Motion carried.**

4. Adoption of Pennfield Charter Township Resolution 14-01

**PENNFIELD CHARTER TOWNSHIP RESOLUTION #14-01
(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:

	<u>Debit</u>	<u>Credit</u>
1. Amend expenses to add/increase/decrease line item		
Supervisor:		
101-171.000-716.000, Employee Insurance	\$ 2,211.00	
101-171.000-819.000, Conference/Education		\$1,000.00
101-171.000-861.000, Mileage	\$ 250.00	
101-171.000-874.000, Retirement	\$ 229.00	
Assessor:		
101-209.000-702.000, Salaries	\$ 212.00	
101-209.000-716.000, Employee Insurance	\$ 3,083.00	
101-209.000-874.000, Retirement	\$ 266.00	
Clerk:		
101-215.000-702.000, Salaries	\$ 164.00	
General Office:		
101-249.000-702.000, Salaries	\$ 2,385.00	
101-249.000-716.000, Employee Insurance	\$ 2,407.00	
101-249.000-777.000, R/M- Equipment	\$ 1,200.00	
101-249.000-802.000, Legal	\$ 5,600.00	
101-249.000-804.000, Bank Charges	\$ 1,000.00	
101-249.000-874.000, Retirement	\$ 701.00	
101-249.000-902.000, Advertising	\$ 1,000.00	
Treasurer:		
101-253.000-702.000, Salaries	\$ 169.00	

Building & Grounds:

101-265.000-750.000, Gas	\$ 500.00	
101-265.000-821.000, Residential Maintenance Fee		\$3,500.00
101-265.000-821.001, Property Demolition Fee	\$ 6,900.00	
Cemetery:		
101-276.000-740.000, Operating Supplies	\$ 500.00	
101-276.000-805.000, Professional Fees		\$9,000.00
101-276.000-850.000, Communications	\$ 60.00	
101-276.000-971.001, Capital Outlay-Land Improvement		\$7,000.00
Police:		
101-301.000-851.000, Telephone	\$ 400.00	
Fire Chief:		
101-302.000-716.000, Employee Insurance	\$ 1,532.00	
101-302.000-874.000, Retirement	\$ 22.00	
Fire:		
101-336.000-716.000, Employee Insurance	\$ 526.00	
101-336.000-775.000, R/M- Building	\$ 500.00	
101-336.000-910.000, Insurance/Bonds	\$ 192.00	
Planning/Zoning:		
101-410.000-701.000, Zoning Wage	\$ 64.00	
101-410.000-715.000, Social Security	\$ 153.00	
101-410.000-861.000, Mileage	\$ 150.00	
101-410.000-874.00, Retirement	\$ 79.00	
Code Compliance:		
101-428.000-702.000, Salaries	\$ 118.00	
101-428.000-715.000, Social Security	\$ 93.00	
101-428.000-874.000, Retirement	\$ 165.00	
Other Appropriations:		
101-960.000- 890.000, Contingency Fund		\$10,681.00

2. Amend revenues to add/amend line item

101-000.000-456.000, Conditional Use Permits		\$ 1,100.00
101-000.000-693.000, Community Enrichment		\$ 550.00
	\$32,831.00	\$32,831.00

Moved by: Treasurer Phillips

Supported by: Trustee Harris

Supervisor Behnke – Yes

Trustee Beard – Yes

Clerk Case – Yes
Treasurer Phillips – Yes

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

Vote shows 7 yes, -0- no. **Resolution 14-01 is adopted.**

TREASURER’S MONTHLY REPORT

January, 2014 report shows the following balances on hand:

General Fund	\$529,848.93
DDA	\$0.00
Metro Act – Maint.	\$13,915.92
Parks	\$13,033.28
Public Safety	\$3,055.06
Sewer	\$870,696.93
Water	\$886,095.49
Trust & Agency	\$6,400.00
Tax Collection	\$500,923.99
TOTAL:	\$2,823,969.60

It was moved by Trustee Beard and supported by Trustee Harris 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 Harris to approve the payment of the monthly bills in the amount of \$174,973.50. **Motion carried.**

EXTENDED PUBLIC COMMENTS

1. A resident had questions about the proposed used car lot on Capital Avenue N.E.
2. A resident asked about the status of the rental ordinance that the Township is considering

TOWNSHIP BOARD MEMBER COMMENTS

Trustee Skelding asked questions about the Sprint generator. Treasurer Phillips reminded everyone that taxes are due on February 14th. Trustee Beard recommended that we continue on our blight quest with the Michigan Motel and commented on the used car lot at Capital Avenue N.E. & Roosevelt.

ANNOUNCEMENTS MADE BY CHAIRPERSON

The next regularly scheduled Township Board Meeting will be on March 11, 2014. The next regularly scheduled recycling weekend will be February 22 and 23rd. The Township office will be closed on Monday, February 17th for Presidents Day.

It was moved by Treasurer Phillips and supported by Trustee Harris to adjourn the Meeting at 7:27 PM. **Motion carried.**

Robert P. Behnke, Jr.
Supervisor

Kathleen R. Case
Clerk

ADDENDUM A – DEPARTMENT REPORTS

UTILITIES

The stats for the month of January, 2014 are as follows: 1,200 meter reads, 10 corrective work orders and 12 Miss Digs.

CODE ENFORCEMENT

The following was completed for the month of January, 2014:

1. Conducted property inspections for new complaints and follow up inspections of previous complaints.
2. Received one new complaint: Township Ordinance

ASSESSOR

The following was completed for the month of January, 2014:

1. All Homestead, Property Transfer Affidavits & Deeds are current. There were six transfers of property processed for the month: 3 were regular sales and 3 were foreclosure related
2. Printed & mailed personal property statements
3. Prepared sales analysis for 2014 valuations
4. Assisted Veterans with new property tax exemption law (currently 20 approved)
5. Miscellaneous phone & in person inquiries about assessments & descriptions

CEMETERY

Grave purchase	1/13/14	\$300.00
Burial	1/15/14	\$500.00
Grave purchase	1/22/14	\$450.00
Burial	1/27/14	\$500.00
Burial	1/27/14	\$500.00
TOTAL:		\$4,650.00

PERMITS

Mechanical	10 permits (PM14-001 thru PM14-010)	\$1,048.00
TOTAL:		\$1,048.00

