

**PENNFIELD CHARTER TOWNSHIP  
REGULAR MEETING MINUTES  
APRIL 14, 2015**

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

**CITIZEN/PUBLIC COMMENT**

Terris Todd, Director of District Relations for State Representative John Bizon, was present to give an update. Representative Bizon now has a Facebook page and will be hosting a coffee hour at the Coney Island Café on April 25th from 8:00-9:00 AM.

**PRESENTATIONS/PROCLAMATIONS**

Jim Voss gave a presentation on severe weather public warning systems.

**ADDITIONS/DELETIONS TO THE AGENDA**

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

**APPROVAL OF CONSENT AGENDA**

It was moved by Trustee Harris 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 March 10 and March 30, 2015
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
8. SAW Grant monthly report
9. Life Care Ambulance monthly report

## **DEPARTMENT REPORTS**

**POLICE**: Lt. Weirsma was present from the Calhoun County Sheriff's Department to give the monthly report. The monthly stats are as follows: 133 traffic citations, 198 verbal warnings, 21 traffic crashes, 97 arrests, 54 self generated complaints, 267 dispatched complaints and 943 property inspections.

**FIRE**: Chief Smith was present from the Fire Department to give the monthly report. The monthly stats are as follows: 4 fires, 55 rescue & medical emergencies, 2 hazardous conditions, 2 service calls, 4 good intent calls and 2 false alarms.

## **UNFINISHED BUSINESS**

1. Proposed Truck Route Ordinance
2. Proposed updates to Water/Sewer Ordinance
3. Proposed Rental, Vacant Property, Property Maintenance Ordinances
4. Zoning Administrator/Website Administrator position
4. Road repair list

## **NEW BUSINESS**

### **1. Adoption of Pennfield Charter Township Resolution #15-34**

**PENNFIELD CHARTER TOWNSHIP RESOLUTION #15-34  
(a Resolution authorizing the Township Executive Committee to purchase a new lawn mower for Hicks Cemetery in an amount not to exceed \$8,600.00)**

**BE IT RESOLVED**, that the Pennfield Charter Township Board hereby officially authorizes the Township Executive Committee to purchase a new lawn mower for Hicks Cemetery in an amount not to exceed \$8,600.00.

Moved by: Trustee Harris

Supported by: Trustee Damerow

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 #15-34 is adopted.**

**2. Adoption of Pennfield Charter Township Resolution #15-35**

**PENNFIELD CHARTER TOWNSHIP RESOLUTION #15-35  
(a Resolution authorizing the purchase and installation of new 100,000 BTU propane heater from Union Electric for the water treatment facility chemical room in an amount not to exceed \$3,950.00)**

**BE IT RESOLVED**, that the Pennfield Charter Township Board hereby authorizes the purchase and installation of new 100,000 BTU propane heater from Union Electric for the water treatment facility chemical room in an amount not to exceed \$3,950.00.

Moved by: Trustee Harris

Supported by: Trustee Damerow

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 #15-35 is adopted.**

**3. Adoption of Pennfield Charter Township Resolution #15-36**

**PENNFIELD CHARTER TOWNSHIP RESOLUTION #15-36  
(a Resolution authorizing the complete pump overhaul of water well #96-3 by Peerless Midwest, Inc. in an amount not to exceed \$20,000.00)**

**BE IT RESOLVED**, that the Pennfield Charter Township Board hereby authorizes the complete pump overhaul of water well #96-3 by Peerless Midwest, Inc. in an amount not to exceed \$20,000.00.

Moved by: Trustee Harris

Supported by: Trustee Damerow

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 #15-36 is adopted.**

## TREASURER'S MONTHLY REPORT

March, 2015 monthly report shows the following balances on hand:

General Fund	\$1,175,512.44
Metro Act – Maint.	\$18,968.22
Parks	\$13,538.23
Public Safety	\$3,082.06
Sewer	\$907,031.25
Sewer – SAW Grant	(\$2,237.40)
Water	\$1,039,629.25
Trust & Agency	\$6,200.00
Tax collection	\$3.00
<b>TOTAL:</b>	<b>\$3,161,727.15</b>

It was moved by Trustee Harris and supported by Trustee Damerow to approve the Treasurer's report. **Motion carried.**

## PAYMENT OF MONTHLY BILLS

It was moved by Trustee Harris and supported by Trustee Damerow to approve the payment of the monthly bills in the amount of \$ 519,596.97. **Motion carried.**

## EXTENDED PUBLIC COMMENTS

Residents had questions/comments on the following: roads, trees, truck route ordinance and recycling.

## TOWNSHIP BOARD MEMBER COMMENTS

Trustee Skelding: None

Trustee Harris – Questions on reports

Clerk Case – Flags will be put on the Veterans graves for Memorial Day on Saturday, May 16<sup>th</sup> at 9:00AM. All volunteers welcome.

Trustee Damerow: Questions on tire recycling and road questions

Trustee Beard – None

## ANNOUNCEMENTS MADE BY CHAIRPERSON

The next regularly scheduled Township Board Meeting will be May 12, 2015. The next monthly recycling weekend will be April 25<sup>th</sup> and 26<sup>th</sup>. It was moved by Trustee Harris and supported to Trustee Damerow to adjourn the meeting at 7:42 PM. **Motion carried.**

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Robert P. Behnke, Jr. – Supervisor

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Kathleen R. Case – Clerk

## ADDENDUM A – DEPARTMENT REPORTS

### UTILITIES

The stats for the month of March, 2015 are as follows: 1,200 meter reads, 13 corrective work orders and seven Miss Digs.

### CODE ENFORCEMENT

The following was completed in the month of March, 2015:

1. Conducted property inspections for new complaints and follow up inspections of previous complaints.
2. Received 15 new complaints: 4 inoperable vehicles, 10 junk/trash/One Twp. Ordinance

### ASSESSOR

The following was completed for the month of March, 2015:

1. All Homestead, Property Transfer Affidavits & Deeds are current. There was seven transfers of property for the month: 6 were regular sales and one was foreclosure related.
2. Board of Review Summary report attached.
3. Prepared & mailed Appeal results to property owners.
4. Prepared reports to the County & State for 2015 assessments.

### CEMETERY

Burial of ashes	03/02/15	\$300.00
Grave purchase	03/16/15	\$900.00
Grave purchase	03/24/15	\$900.00
Burial	03/28/15	\$650.00
Grave purchase	03/24/15	\$450.00
Burial of ashes	03/27/15	\$300.00
Burial of ashes	03/31/15	\$300.00
<b>TOTAL:</b>		<b>\$3,800.00</b>

### PERMITS

7 Building permits	\$2,666.65
6 Electrical permits	\$1,137.00
12 Mechanical permits	\$1,450.00
1 Plumbing permit	\$286.00
<b>TOTAL:</b>	<b>\$5,539.65</b>

