

**PENNFIELD CHARTER TOWNSHIP
REGULAR BOARD MEETING MINUTES
DECEMBER 8, 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 four residents present.

CITIZEN/PUBLIC COMMENT

Steve Frisbie, Calhoun County Commissioner, was present to give a County update. He stated that Calhoun County has approved the 9-1-1 budget and the County budget.

ADDITIONS/DELETIONS TO THE AGENDA

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

APPROVAL OF CONSENT AGENDA

It was moved by Trustee Damerow 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 November 10, 2015
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
8. SAW Grant monthly report
9. Life Care Ambulance monthly report

DEPARTMENT REPORTS

POLICE: Lt. Wiersma was present from the Calhoun County Sheriff’s Department to give the monthly report. The monthly stats are as follows: 131 traffic citations, 186 verbal warnings, 27 traffic crashes, 109 arrests, 69 self generated complaints, 249 dispatched complaints and 1,241 property inspections.

FIRE: Chief Smith was present from the Fire Department to give the monthly report. The stats are as follows: 7 fires, 66 rescue & medical emergencies, 8 hazardous conditions, 6 service calls and 4 good intent calls.

UNFINISHED BUSINESS

1. Proposed Rental, Vacant Property & Property Maintenance Ordinances

NEW BUSINESS

1. **ADOPTION OF PENNFIELD CHARTER TOWNSHIP 15-56**

PENNFIELD CHARTER TOWNSHIP RESOLUTION 15-56
(a Resolution setting the Township Board and Planning Commission meeting dates and time as well as the recognized holiday schedule for 2016)

BE IT RESOLVED, that the Pennfield Township Board hereby approves the listed Township Board and Planning Commission dates and time as well as the recognized holiday schedule for 2016:

TOWNSHIP OFFICE WILL BE CLOSED ON THE FOLLOWING DATES:

January 1, 2016	Friday	New Year’s Day
January 18, 2016	Monday	Martin Luther King Day
February 15, 2016	Monday	Presidents Day
March 25, 2016	Friday	Good Friday
May 30, 2016	Monday	Memorial Day
July 4, 2016	Monday	Independence Day
September 5, 2016	Monday	Labor Day
October 10, 2016	Monday	Columbus Day
November 11, 2016	Friday	Veterans Day
November 24, 2016	Thursday	Thanksgiving
November 25, 2016	Friday	Thanksgiving
December 23, 2016	Friday	Christmas
December 26, 2016	Monday	Christmas

BOARD MEETING DATES

Township Board meetings are held at **6:00 PM** at the Pennfield Middle School cafeteria located at 8587 Pennfield Road, Battle Creek, MI on the following dates:

January 12, 2016	May 10, 2016	September 13, 2016
February 9, 2016	June 14, 2016	October 11, 2016
March 15, 2016	July 12, 2016	November 15, 2016
April 12, 2016	August 9, 2016	December 13, 2016

PLANNING COMMISSION MEETING DATES

Township Planning Commission meetings are held at **6:00 PM** at the Pennfield Middle School cafeteria located at 8587 Pennfield Road, Battle Creek, MI on the following dates:

January 5, 2016	May 3, 2016	September 6, 2016
February 2, 2016	June 7, 2016	October 4, 2016
March 1, 2016	July 5, 2016	November 1, 2016
April 5, 2016	August 2, 2016	December 6, 2016

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 15-56 is adopted.**

2. ADOPTION OF PENNFIELD CHARTER TOWNSHIP RESOLUTION 15-57

PENNFIELD CHARTER TOWNSHIP RESOLUTION 15-57

(a Resolution appointing the following individuals to the Township Planning Commission and the Township Zoning Board of Appeals)

BE IT RESOLVED, that the Pennfield Township Board hereby approves the following appointments:

PLANNING COMMISSION-

Paul Anderson	Term Expiring on 12/31/2018
Brad Messenger	Term Expiring on 12/31/2018

ZONING BOARD OF APPEALS-

Maryann Herbstreith	Term Expiring on 12/31/2018
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Moved by: Trustee Damerow

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 15-57 is adopted.**

3. ADOPTION OF PENNFIELD CHARTER TOWNSHIP RESOLUTION 15-58

PENNFIELD CHARTER TOWNSHIP RESOLUTION 15-58

(a Resolution authorizing payment, with conditions, to the Calhoun County Road Department for Local Road Project #1, Local Road Project #2 and Local Road Project #3)

BE IT RESOLVED, that the Pennfield Township Board hereby authorizes payment to be made to the Calhoun County Road Department for Local Road Project #1, Local Road Project #2 and Local Road Project #3 of 2015 once a review of all expenses charged to the township have been properly received, reviewed and approved by the Township Executive Committee (Supervisor Behnke, Treasurer Phillips and Clerk Case).

Moved by: Trustee Damerow

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 15-58 is adopted.**

TREASURER’S MONTHLY REPORT

November, 2015 monthly report shows the following balances:

General Fund	\$398,007.62
Road Bond	\$4,951,011.05
Metro Act – Maint.	\$5,790.34
Parks	\$11,625.50
Public Safety	\$3,082.06
Sewer	\$898,361.93
Sewer - Saw Grant	(\$7,358.59)
Water	\$1,029,528.32
Trust & Agency	\$7,818.71
Tax Collection	\$49,665.27
TOTAL:	\$7,347,532.21

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

PAYMENT OF MONTHLY BILLS

It was moved by Trustee Damerow and supported by Trustee Harris to approve the payment of the monthly bills in the amount of \$217,247.16. **Motion carried.**

EXTENDED PUBLIC COMMENTS

None

TOWNSHIP BOARD MEMBER COMMENTS

Trustee Skelding: Questions on the road millage

Trustee Harris: None

Clerk Case: Merry Christmas to all

Treasurer Phillips: Announced to the Board that she will not be seeking another term and will be retiring in 2016. Her last day will be March 31, 2016, which is the end of our fiscal year.

Trustee Damerow: Commented on Planning Commission Meeting

Trustee Beard: Merry Christmas to all

ANNOUNCEMENTS BY CHAIRPERSON

The next regularly scheduled Township Board meeting will be January 12, 2016. The next monthly recycling weekend will be December 19th and 20th, which has been moved up one week due to the Christmas holiday. The Township office will be closed on December 24th and 25th for the Christmas holiday and January 1st for the New Year holiday.

A motion was made by Trustee Damerow and supported by Trustee Harris to adjourn the meeting at 6:48 PM. **Motion carried.**

Robert P. Behnke, Jr. – Supervisor

Kathleen R. Case – Clerk

ADDENDUM A – DEPARTMENT REPORTS

UTILITIES

The stats for the month of November, 2015 are as follows: 1,200 meter reads, 12 corrective work orders and 14 Miss Digs.

CODE ENFORCEMENT

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

1. Conducted property inspections for new complaints and follow up inspections of previous complaints.
2. Received 5 new complaints: 1 front yard parking, 1 inoperable vehicle, 3 junk/trash.

ASSESSOR

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

1. All Homestead, Property Transfer Affidavits & Deeds are current. There were 4 transfers of property for the month: 3 were regular sales and 1 was foreclosure related.
2. Visited properties to update photo & sketching records.
3. Answered description & split questions from property owners.
4. Reviewed building permits for new construction.

CEMETERY

4 Burials	\$2,100.00
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PERMITS

3 Building	\$2,842.00
6 Electrical	\$842.00
10 Mechanical	\$1,110.00
1 Plumbing	\$100.00
TOTAL:	\$4,894.00