

**PENNFIELD CHARTER TOWNSHIP
REGULAR MEETING MINUTES
MAY 12, 2015**

Clerk Case called the meeting to order at 6:00 PM at the Pennfield Middle School cafeteria. Present were Clerk Case, Treasurer Phillips, Trustees Beard, Damerow, Harris and Skelding. Supervisor Behnke was excused. Clerk Case led the Pledge of Allegiance. There were seven residents present.

A motion was made by Trustee Damerow and supported by Trustee Beard to appoint Treasurer Phillips as Chairperson in the Supervisors absence. **Motion carried.**

CITIZEN/PUBLIC COMMENT

Calhoun County Sheriff Matt Saxton was present to give an update about the changes in his office. Captain Steve Eddy has retired, Art Draper has been promoted to Captain and Dan Latta promoted to Lieutenant in the Springfield area.

PRESENTATIONS/PROCLAMATIONS

None

ADDITIONS/DELETIONS TO THE AGENDA

It was moved by Trustee Beard and supported by Trustee Skelding to approve the agenda as amended with the removal of Item 9A. **Motion carried.**

APPROVAL OF CONSENT AGENDA

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

1. Meeting minutes of April 14, 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: 75 traffic citations, 196 verbal warnings, 11 traffic crashes, 89 arrests, 58 self generated complaints, 196 dispatched complaints and 197 property inspections.

FIRE: Chief Smith was present from the Fire Department to give the monthly report. The monthly stats are as follows: 7 fires, 58 rescue & medical emergencies, 2 hazardous conditions, 5 service calls, 6 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

TREASURER’S MONTHLY REPORT

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

General Fund	\$959,384.67
Metro Act – Maint	\$18,968.22
Parks	\$13,538.64
Public Safety	\$3,082.06
Sewer	\$834,934.93
Sewer – SAW Grant	(\$5,431.15)
Water	\$916,933.57
Trust & Agency	\$6,200.00
Tax collection	\$3.00
TOTAL:	\$2,747,613.94

It was moved by Trustee Beard and supported by Trustee Skelding to approve the Treasurer’s report. **Motion carried.**

PAYMENT OF MONTHLY BILLS

It was moved by Trustee Beard and supported by Trustee Skelding to approve the payment of the monthly bills in the amount of \$297,987.38. **Motion carried.**

EXTENDED PUBLIC COMMENTS

Terris Todd, Director of District Relations for State Representative John Bizon, was present to give an update on news from Lansing. Two residents commented on No Fault insurance rates.

TOWNSHIP BOARD MEMBER COMMENTS

Trustee Skelding: None

Trustee Harris: Question on revenue & expense report

Clerk Case: Spoke about Memorial plaque/tree for the cemetery

Trustee Damerow: Planning Commission meeting 6/8/15

Trustee Beard: None

ANNOUNCEMENTS MADE BY CHAIRPERSON

The next regularly scheduled Township Board meeting will be June 9, 2015. The next monthly recycling weekend will be May 23rd and 24th. The Township office will be closed on Monday, May 25th for Memorial Day. It was moved by Trustee Beard and supported by Trustee Skelding to adjourn the meeting at 6:45 PM. **Motion carried.**

Barbara J. Phillips, Chairperson

Kathleen R. Case, Clerk

ADDENDUM A – DEPARTMENT REPORTS

UTILITIES

The stats for the month of April, 2015 are as follows: 1,200 meter reads, 7 corrective work orders and 8 Miss Digs.

CODE ENFORCEMENT

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

1. Conducted property inspections for new complaints and follow up inspections of previous complaints
2. Received 21 new complaints: 4 front yard parking, 3 inoperable vehicles, 12 junk & trash and 2 Twp. Ordinances

ASSESSOR

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

1. All Homestead, Property Transfer Affidavits & Deeds are current. There were 3 transfers of property for the month: all 3 were regular sales
2. Turned roll & reports in to the County – all in balance
3. Answer description & split questions from property owners

CEMETERY

2 Burials	\$1,300.00
2 Burial of Ashes	\$850.00
3 Memorial plaques	\$150.00
3 Foundations	\$600.00
TOTAL:	\$2,900.00

PERMITS

2 Building permits	\$395.00
5 Electrical permits	\$862.00
7 Mechanical permits	\$1,113.00
2 Plumbing permits	\$425.00
3 Zoning permits	\$210.00
TOTAL:	\$3,005.00

