

**PENNFIELD CHARTER TOWNSHIP
REGULAR BOARD MEETING MINUTES
SEPTEMBER 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

None

PRESENTATIONS/PROCLAMATIONS

None

ADDITIONS/DELETIONS TO THE AGENDA

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

APPROVAL OF CONSENT AGENDA

It was moved by Trustee Harris 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 August 11, 2015
2. Utilities Division monthly report
3. Code Compliance monthly report
4. Permits Department monthly report
5. Assessors Department monthly report
6. Cemetery Department monthly report
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: 142 traffic citations, 238 verbal warnings, 13 traffic crashes, 84 arrests, 57 self generated complaints, 214 dispatched complaints and 1,240 property inspections.

FIRE: No one was present from the Fire Department to give the monthly report. The monthly stats are as follows: 3 fires, 55 rescue & medical emergencies, 3 hazardous conditions, 1 service call, 2 good intent calls and 2 false alarms.

UNFINISHED BUSINESS

1. Proposed Rental, Vacant Property & Property Maintenance Ordinances

NEW BUSINESS

1. **Adoption of Pennfield Charter Township Resolution 15-49**

PENNFIELD CHARTER TOWNSHIP RESOLUTION #15-49
(a Resolution agreeing to pay the Calhoun Road Department for the purchase and installation of traffic signs, as required under Section 50-81 of Pennfield Charter Township Ordinance No. 204-08-15, in an amount not to exceed \$6,900.00)

BE IT RESOLVED, that the Pennfield Charter Township Board hereby agrees to pay the Calhoun County Road Department for the purchase and installation of traffic signs, as required under Section 50-81 of Pennfield Charter Township Ordinance No. 204-08-15, in an amount not to exceed \$6,900.00.

Moved by: Trustee Harris

Supported by: Trustee Skelding

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 15-49 is adopted.**

2. **Adoption of Pennfield Charter Township Resolution 15-50**

PENNFIELD CHARTER TOWNSHIP RESOLUTION #15-50
(a Resolution amending the METRO FUND budget for Fiscal Year 2015-16)

BE IT RESOLVED, that the Pennfield Charter Township Board hereby approves the following budget amendment for Fiscal Year 2015-16:

	Debit	Credit
1. Amend revenues to add/amend line item 217-000.000-671.000, Fund Balance Carryover		\$8,000.00
2. Amend expenses to add/increase/decrease line item 217-000.000-805.000, Professional Services	\$ 6,300.00	
217-000.000-861.000, Mileage	\$ 700.00	
217-000.000-967.000, Project Expenses	\$ 1,000.00	
	\$ 8,000.00	\$ 8,000.00
OVERALL FISCAL YEAR 2015-16 BUDGET (Amended)	\$ 14,000.00	\$14,000.00

Moved by: Trustee Harris

Supported by: Trustee Skelding

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 15-50 is adopted.**

3. Adoption of Pennfield Charter Township Resolution 15-51

PENNFIELD CHARTER TOWNSHIP RESOLUTION #15-51
(a Resolution amending the GENERAL FUND budget for Fiscal Year 2015-16)

BE IT RESOLVED, that the Pennfield Charter Township Board hereby approves the following budget amendment for Fiscal Year 2015-16:

	<u>Debit</u>	<u>Credit</u>
1. Amend revenues to add/amend line item 101-000.000-671.000, Fund Balance Carryover		\$ 31,000.00
2. Amend expenses to add/increase/decrease line item 101-960.000-930.000, Road Maintenance	\$ 31,000.00	
	\$ 31,000.00	\$31,000.00
OVERALL FISCAL YEAR 2015-16 BUDGET (amended)	\$ 2,360,406.00	\$ 2,360,406.00

Moved by: Trustee Harris

Supported by: Trustee Skelding

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 15-51 is adopted.**

TREASURER’S MONTHLY REPORT

August, 2015 monthly report shows the following balances:

General Fund	\$629,488.76
Metro Act – Maint.	\$18,352.46
Parks	\$13,540.45
Public Safety	\$3,082.06
Sewer	\$916,698.61
Sewer – SAW Grant	(\$25,442.59)
Water	\$978,515.94
Trust & Agency	\$6,812.05
Tax Collection	\$632,073.00
TOTAL:	\$3,173,120.74

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

PAYMENT OF MONTHLY BILLS

It was moved by Trustee Harris and supported by Trustee Skelding to approve the payment of the monthly bills in the amount of \$273,851.26. **Motion carried.**

EXTENDED PUBLIC COMMENTS

Steve Frisbie, Calhoun County Commissioner, commented on the County’s 5 year plan for the roads. A resident had questions regarding the sign at the former Irish Pub.

TOWNSHIP BOARD MEMBER COMMENTS

Trustee Skelding: None

Trustee Harris: Questions regarding “Fear the Farm”

Clerk Case: Is seeking new election workers. Send any interested parties her way

Treasurer Phillips: Had questions regarding the tenant in the rental house

Trustee Beard: Had questions regarding the Township owned property behind Wal-Mart’s property

ANNOUNCEMENTS MADE BY CHAIRPERSON

The next regularly scheduled Township Board meeting will be October 13, 2015. The next monthly recycling weekend will be September 26th and 27th. The Township Office will be closed on Monday, October 12th for Columbus Day.

A motion was made by Trustee Harris and supported by Trustee Skelding to adjourn the meeting at 7:12 PM. **Motion carried.**

Robert P. Behnke, Jr. – Supervisor

Kathleen R. Case – Clerk

ADDENDUM A – DEPARTMENT REPORTS

UTILITIES

The stats for the month of August, 2015 are as follows: 1,200 meter reads, 12 corrective work orders and 10 Miss Digs.

CODE ENFORCEMENT

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

1. Conducted property inspections for new complaints and follow up inspections of previous complaints.
2. Received 28 new complaints: 3 front yard parking, 9 grass, 2 inoperable vehicles, 12 junk & trash, 1 Township Ordinance, 1 unsecured building.

ASSESSOR

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

1. All Homestead, Property Transfer Affidavits & Deeds are current. There were 7 property transfers for the month: 5 were regular sales and 2 were foreclosure related.
2. Visited properties to update photo & sketching records.
3. Answered description & split questions from property owners.

CEMETERY

Sale of graves (4)	\$2,000.00
Burials (2)	\$1,050.00
Foundations (2)	\$400.00
TOTAL:	\$3,450.00

PERMITS

9 Building	\$1,985.42
9 Electrical	\$1,777.00
12 Mechanical	\$1,621.44
2 Plumbing	\$300.00
1 Zoning	\$70.00
TOTAL:	\$5,753.86

