

**PENNFIELD CHARTER TOWNSHIP
REGULAR MEETING MINUTES
DECEMBER 13, 2016**

Supervisor Morgan called the meeting to order at 6:00 PM at the Pennfield Middle School cafeteria. Present were Supervisor Morgan, Clerk Case, Trustees Damerow, Goodman, Herbstreith and Skelding. There were 8 residents present.

CITIZEN/PUBLIC COMMENT

A resident congratulated the new Board Members and gave suggestions to the Board to make Pennfield a better place to live. Chris Dopp from the City of Battle Creek was present to answer any questions that the Board may have on the adoption of the Wastewater Treatment Services Contract.

ADDITIONS/DELETIONS TO THE AGENDA

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

APPROVAL OF THE CONSENT AGENDA

It was moved by Trustee Damerow 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 November 17, 2016
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

PUBLIC SAFETY REPORTS

POLICE: Lt. Wiersma was present from the Calhoun County Sheriff's Department to give the monthly report. The monthly stats are as follows: 87 traffic citations, 98 verbal warnings, 18 crashes, 42 arrests, 36 self generated complaints, 161 dispatched complaints and 1,119 property inspections.

FIRE: Chief Smith was present from the Fire Department to give the monthly report. The stats are as follows: 7 fires, 82 rescue & medical emergencies, 8 hazardous conditions, 5 service calls, 9 good intent calls and 3 false alarms.

UNFINISHED BUSINESS

1. Pennfield Charter Township Resolution #16-48.

NEW BUSINESS

1. Pennfield Charter Township Board of Review appointments

It was moved by Trustee Damerow and supported by Trustee Skelding to appoint the following to the Board of Review with the term ending December 31, 2018: Ron Flesch, Sandy Jones and Albertine Bechtol. **Motion carried.**

2. Pennfield Charter Township Zoning Board of Appeals appointment

It was moved by Trustee Damerow and supported by Trustee Skelding to appoint Cathy Skelding to the Zoning Board of Appeals with the term ending December 31, 2019. **Motion carried.**

3. Pennfield Charter Township Zoning Board of Appeals appointment

It was moved by Trustee Damerow and supported by Trustee Skelding to appoint Tony Goodman as the Township Board Representative to the Zoning Board of Appeals with the term ending November 20, 2020. **Motion carried.**

4. Adoption of Pennfield Charter Township Resolution 16-61

PENNFIELD CHARTER TOWNSHIP RESOLUTION 16-61

(a Resolution approving an Intergovernmental Wastewater Treatment Services contract with the City of Battle Creek)

WHEREAS, Pennfield Charter Township entered into an Intergovernmental Wastewater Service Contract with the City of Battle Creek on March 20, 1985, under which the City of Battle Creek agreed to accept, treat, and dispose of wastewater originating within Pennfield Charter Township; and

WHEREAS, pursuant to its terms, the 1985 Intergovernmental Wastewater Service Contract expired on March 20, 2010; and

WHEREAS, the parties have now negotiated a new Intergovernmental Wastewater Treatment Services Contract for a fifteen (15) year term with rates locked in for the initial five (5) year time period, after which rates may be adjusted by the Battle Creek City Commission, only after consultation with a Technical Review Committee established by the contract; and

WHEREAS, the contract guarantees Pennfield Charter Township representation on the Technical Review Committee and likewise guarantees representation by the other surrounding contributing jurisdictions; and

WHEREAS, the contract further permits any party to unilaterally terminate its status as a party to the contract upon one (1) year’s written notice to each of the other then existing parties; and

WHEREAS, Fleis & VandenBrink, the civil engineering firm hired by Pennfield Charter Township to advise the township with regard to negotiations on the contract, and Mumford, Schubel, Macfarlane & Barnett, PLLC, township legal counsel, both recommend approval of the Agreement; and

WHEREAS, the Pennfield Charter Township has the authority to enter into a contract for the joint use and/or operation of sewers and/or sewage disposal facilities pursuant to 1943 PA 129 (MCL 123.231, et seq.) provided the contract is approved by the township’s legislative body,

NOW, THEREFORE, BE IT RESOLVED that the Pennfield Charter Township Board hereby approves the Intergovernmental Wastewater Treatment Services Contract as proposed and directs and authorizes *the current Pennfield Charter Township Supervisor, Dave Morgan, and the former Pennfield Township Supervisor, Rob Behnke, to sign the contract on the township’s behalf.*

Moved by: Trustee Damerow

Supported by: Trustee Skelding

Supervisor Morgan – Yes

Trustee Damerow – Yes

Clerk Case – Yes

Trustee Goodman – Yes

Treasurer Jackson – Yes

Trustee Herbstreith – Yes

Trustee Skelding – Yes

Vote shows 7 yes, -0- no. **Resolution 16-61 is adopted.**

5. Appointment to the Battle Creek Wastewater Technical Review Committee

It was moved by Trustee Damerow and supported by Trustee Skelding to appoint Supervisor Dave Morgan and Deputy Supervisor Barb Darlington to the Battle Creek Wastewater Technical Review Committee with a term ending 11/20/20. **Motion carried.**

6. Adoption of Pennfield Charter Township Resolution 16-62

PENNFIELD CHARTER TOWNSHIP RESOLUTION 16-62
(a Resolution proclaiming June 17, 2017 as Public Safety, Sheriff and Fire Department
Appreciation Day in Pennfield Township)

BE IT RESOLVED, that the Pennfield Charter Township Board hereby proclaims June 17, 2017 as Public Safety, Sheriff and Fire Department Appreciation Day in Pennfield Township.

Moved by: Trustee Damerow

Supported by: Trustee Skelding

Supervisor Morgan – Yes

Trustee Damerow – Yes

Clerk Case – Yes

Trustee Goodman – Yes

Treasurer Jackson – Yes

Trustee Herbstreith – Yes

Trustee Skelding – Yes

Vote shows 7 yes, -0- no. **Resolution 16-62 is adopted.**

7. Adoption of Pennfield Charter Township Resolution 16-63

**PENNFIELD CHARTER TOWNSHIP RESOLUTION 16-63
(a Resolution approving the 2017 Holiday Schedule and
Board Meeting dates)**

BE IT RESOLVED, that the Pennfield Township Board hereby approves the following Holiday Schedule, Township Board and Planning Commission dates and time for 2017:

**PENNFIELD CHARTER TOWNSHIP
MEETING DATES & HOLIDAY SCHEDULE FOR 2017**

TOWNSHIP OFFICE WILL BE CLOSED ON THE FOLLOWING DATES:

January 2, 2017	Monday	New Year’s Day
January 16, 2017	Monday	Martin Luther King Day
February 20, 2017	Monday	Presidents Day
April 14, 2017	Friday	Good Friday
May 29, 2017	Monday	Memorial Day
July 3, 2017	Monday	Independence Day
July 4, 2017	Tuesday	Independence Day
September 4, 2017	Monday	Labor Day
October 9, 2017	Monday	Columbus Day
November 23, 2017	Thursday	Thanksgiving
November 24, 2017	Friday	Thanksgiving
December 22, 2017	Friday	Christmas
December 25, 2017	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 10, 2017	May 9, 2017	September 12, 2017
February 14, 2017	June 13, 2017	October 10, 2017
March 14, 2017	July 11, 2017	November 14, 2017
April 11, 2017	August 8, 2017	December 12, 2017

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 3, 2017	May 2, 2017	September 5, 2017
February 7, 2017	June 6, 2017	October 3, 2017
March 7, 2017	July 5, 2017	November 7, 2017
April 4, 2017	August 1, 2017	December 5, 2017

Moved by: Trustee Damerow Supported by: Trustee Skelding

Supervisor Morgan – Yes	Trustee Damerow – Yes
Clerk Case – Yes	Trustee Goodman – Yes
Treasurer Jackson – Yes	Trustee Herbstreith – Yes
	Trustee Skelding – Yes

Vote shows 7 yes, -0- no. **Resolution 16-63 is adopted.**

8. Pennfield Charter Township Planning Commission appointment

It was moved by Trustee Damerow and supported by Trustee Skelding to appoint Jack Pooler to the Pennfield Charter Township Planning Commission with the term ending 12/31/19. **Motion carried.**

TREASURER’S MONTHLY REPORT

November, 2016 monthly report shows the following balances:

General Fund	\$524,707.29
Road Bond	\$2,710,830.76
Metro Act – Maint.	\$4,090.89
Parks	\$5,362.60
Public Safety	\$221.52
Sewer	\$936,620.80
Sewer – SAW Grant	(\$732.74)
Water	\$1,150,748.52
Trust & Agency	\$12,516.34
Tax Collection	\$48,832.00
TOTAL:	\$5,394,197.98

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

PAYMENT OF MONTHLY BILLS

It was moved by Trustee Damerow and supported by Trustee Skelding to approve the payment of the monthly bills in the amount of \$175,462.93. **Motion carried.**

EXTENDED PUBLIC COMMENTS

Residents had questions/comments on the following: Rental Ordinance, appointment of Committee members, salary of Transitional Advisor and Deputy Supervisor and having the Agenda put on the website. Sheriff Saxton was present and congratulated the new Board Members and is looking forward to continued service with Pennfield Township and the Calhoun County Sheriff's Department. A resident announced that there would be a fundraiser for residents who lost their home to a fire on Saturday, December 17, 2016 at the Eagles Lodge from 3:30 – 6:30.

TOWNSHIP BOARD MEMBER COMMENTS

Trustee Skelding – None

Trustee Goodman – Gave thanks for being elected and shared thoughts on ways to improve the Community.

Clerk Case – Welcomed new Board Members and looks forward to working with the new Board

Treasurer Jackson – None

Trustee Herbstreith – Gave thanks for being elected and had questions on sidewalk bids

Trustee Damerow – Merry Christmas to all

ANNOUNCEMENTS BY THE CHAIRPERSON

The next regularly scheduled Township board meeting will be Tuesday, January 10, 2017. The next monthly recycling weekend will be December 17th and 18th, one week earlier as regularly scheduled due to the Christmas holiday weekend. The annual Christmas Gathering will be Thursday, December 15th from 6:00 PM to 7:30 PM. The Township office will be closed on December 23rd and 26th for the Christmas holiday.

It was moved by Trustee Damerow and supported by Trustee Skelding to adjourn the meeting at 6:47 PM. **Motion carried.**

David P. Morgan – Supervisor

Kathleen R. Case – Clerk

ADDENDUM A – DEPARTMENT REPORTS

UTILITIES

The stats for the month of November, 2016 are as follows: 1,200 meter reads, 10 corrective work orders and 10 Miss Digs.

CODE ENFORCEMENT

The following was completed for the month of November, 2016:

1. Conducted property inspections for new complaints and follow up inspections of previous complaints.
2. Received 6 new complaints: 1 front yard parking, 2 inoperable vehicles and 3 junk/trash.

ASSESSOR

1. All Homestead, Property Transfer Affidavits & Deeds are current. There were 15 transfers of property for the month: 13 regular sales and 2 foreclosures.
2. Miscellaneous phone & in person inquiries about assessments and descriptions.
3. Visited properties with new construction.
4. Prepared reports for Rental Ordinance verification.

CEMETERY

Burials – 4	\$1,800.00
Foundations – 2	\$400.00
Sale of grave – 1	\$500.00
TOTAL:	\$2,700.00

PERMITS

Building – 6	\$1,285.23
Electrical – 4	\$705.00
Mechanical – 12	\$1,400.00
Plumbing – 2	\$300.00
Rental – 32	\$5,520.00
Vacant Bldg. – 1	\$160.00
Zoning – 4	\$280.00
TOTAL:	\$9,650.23

