

**PENNFIELD CHARTER TOWNSHIP  
REGULAR BOARD MEETING MINUTES  
JANUARY 12, 2016**

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 and Skelding. Trustee Harris was excused. Supervisor Behnke led the Pledge of Allegiance. There were seven residents present.

**CITIZEN/PUBLIC COMMENT**

None

**ADDITIONS/DELETIONS TO THE AGENDA**

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

**APPROVAL OF CONSENT AGENDA**

It was moved by Treasurer Phillips 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 December 8, 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: 132 traffic citations, 226 verbal warnings, 22 traffic crashes, 118 arrests, 56 self generated complaints, 249 dispatched complaints and 1,269 property inspections.

**FIRE**: Chief Smith was present from the Fire Department to give the monthly report. The stats are as follows: 2 fires, 59 rescue & medical emergencies, 5 hazardous conditions, 5 service calls, 3 good intent calls and 1 false alarm.

**UNFINISHED BUSINESS**

1. Proposed Rental, Vacant Property & Property Maintenance Ordinances

**NEW BUSINESS**

**1. ADOPTION OF PENNFIELD CHARTER TOWNSHIP RESOLUTION 16-01**

**PENNFIELD CHARTER TOWNSHIP RESOLUTION 16-01  
(a Resolution to establish the Township Clerk’s salary for  
Pennfield Charter Township commencing on November 20, 2016)**

**WHEREAS**, pursuant to MCL 41.95, in a Charter Township created under 1947 PA 359, as amended, the salary for officers composing the Township Board is to be determined by the Township Board, and

**WHEREAS**, the Township Board of Pennfield Charter Township deems that an adjustment in the salary for the office of clerk is warranted in consideration of the fact that a new clerk may be elected in November 2016 with substantially less training and experience than the current clerk; and

**WHEREAS**, the Township has not yet created a local officials compensation commission to determine the salary of elected township officials; and

**NOW, THEREFORE BE IT RESOLVED**, that as of November 20, 2016, the salary of the office of clerk shall be as follows: **\$ 33,880.00**

Moved by: Treasurer Phillips

Supported by: Trustee Skelding

Supervisor Behnke – Yes

Trustee Beard – Yes

Clerk Case – Yes

Trustee Damerow – Yes

Treasurer Phillips – Yes

Trustee Harris – Excused

Trustee Skelding – Yes

Vote shows 6 yes, -0- no and 1 excused. **Resolution 16-01 is adopted.**

**2. ADOPTION OF PENNFIELD CHARTER TOWNSHIP RESOLUTION 16-02**

**PENNFIELD CHARTER TOWNSHIP RESOLUTION 16-02  
(a Resolution to establish the Township Treasurer’s salary for  
Pennfield Charter Township commencing on November 20, 2016)**

**WHEREAS**, pursuant to MCL 41.95, in a Charter Township created under 1947 PA 359, as amended, the salary for officers composing the Township Board is to be determined by the Township Board, and

**WHEREAS**, the Township Board of Pennfield Charter Township deems that an adjustment in the salary for the office of treasurer is warranted in consideration of the fact that a new treasurer may be elected in November 2016 with substantially less training and experience than the current treasurer; and

**WHEREAS**, the Township has not yet created a local officials compensation commission to determine the salary of elected township officials; and

**NOW, THEREFORE BE IT RESOLVED** that as of November 20, 2016, the salary of the office of treasurer shall be as follows: **\$33,880.00**

Moved by: Treasurer Phillips

Supported by: Trustee Skelding

Supervisor Behnke – Yes

Trustee Beard – Yes

Clerk Case – Yes

Trustee Damerow – Yes

Treasurer Phillips – Yes

Trustee Harris – Excused

Trustee Skelding – Yes

Vote shows 6 yes, -0- no and 1 excused. **Resolution 16-02 is adopted.**

### **3. ADOPTION OF PENNFIELD CHARTER TOWNSHIP RESOLUTION 16-03**

#### **PENNFIELD CHARTER TOWNSHIP RESOLUTION 16-03 (a Resolution to establish the Township Supervisor’s salary for Pennfield Charter Township commencing on November 20, 2016)**

**WHEREAS**, pursuant to MCL 41.95, in a Charter Township created under 1947 PA 359, as amended, the salary for officers composing the Township Board is to be determined by the Township Board, and

**WHEREAS**, the Township Board of Pennfield Charter Township deems that an adjustment in the salary for the office of supervisor is warranted in consideration of the fact that a new supervisor may be elected in November 2016 with substantially less training and experience than the current supervisor; and

**WHEREAS**, the Township has not yet created a local officials compensation commission to determine the salary of elected township officials; and

**NOW, THEREFORE BE IT RESOLVED**, that as of November 20, 2016, the salary of the office of supervisor shall be as follows: **\$ 37,652.00**

Moved by: Treasurer Phillips

Supported by: Trustee Skelding

Supervisor Behnke – Yes

Trustee Beard – Yes

Clerk Case – Yes

Trustee Damerow – Yes

Treasurer Phillips – Yes

Trustee Harris – Excused

Trustee Skelding – Yes

Vote shows 6 yes, -0- no and 1 excused. **Resolution 16-03 is adopted.**

**4. ADOPTION OF PENNFIELD CHARTER TOWNSHIP RESOLUTION 16-04**

**PENNFIELD CHARTER TOWNSHIP RESOLUTION #16-04**

**(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:

	<b>Debit</b>	<b>Credit</b>
<b>1. Amend revenues to add/amend line item</b>		
101-000.000-456.000, Conditional Use Permits		\$375.00
101-000.000-539.000, Federal Grants		\$570.00
101-000.000-574.000, State Revenue-Statutory		\$8,172.00
101-000.000-608.000, Admin Fee-Taxes		\$9,293.00
101-000.000-630.000, Grave Open/Close		\$2,250.00
101-000.000-681.000, Reimbursements		\$3,804.00
101-000.000-694.004, Property Demolition		\$1,017.00
<b>2. Amend expenses to add/increase/decrease line item</b>		
<b>ELECTIONS-</b>		
101-191.000-819.000, Conference/Education	\$500.00	
101-191.000-858.000, Voting Equip Transportation	\$200.00	
101-191.000-977.000, Capital Outlay Equipment	\$275.00	
<b>CLERK-</b>		
101-215.000-716.000, Employee Insurance	\$20.00	
101-215.000-819.000, Conference/Education	\$190.00	
101-215.000-861.000, Mileage	\$217.00	
<b>GENERAL OFFICE-</b>		
101-249.000-802.000, Legal	\$3,500.00	
101-249.000-924.000, Sewer/Water Billing	\$25.00	
<b>BUILDING &amp; GROUNDS-</b>		
101-265.000-702.000, Salaries	\$96.00	
101-265.000-715.000, Social Security	\$8.00	
101-265.000-740.000, Operating Supplies	\$63.00	
101-265.000-805.000, Professional Fees	\$350.00	
101-265.000-925.000, Twp Taxes/Rental House	\$130.00	
<b>CEMETERY-</b>		

101-276.000-702.000, Salaries	\$2,500.00	
101-276.000-715.000, Social Security	\$200.00	
101-276.000-775.000, R/M- Building	\$666.00	
101-276.000-958.000, Cemetery Plot Buy Back	\$225.00	
101-276.000-971.001, Capital Outlay Land Improvement	\$1,180.00	
<b>POLICE-</b>		
101-301.000-802.000, Legal Fees	\$5,000.00	
101-301.000-852.000, Dispatch		
\$10,504.00		
<b>FIRE-</b>		
101-336.000-716.000, Employee Insurance	\$6,180.00	
101-336.000-716.001, Life Insurance/POC	\$491.00	
101-336.000-776.000, R/M- Vehicles	\$5,000.00	
101-336.000-777.000, R/M- Equipment	\$6,000.00	
101-336.000-805.000, Professional Services	\$300.00	
101-336.000-924.000, Sewer/Water Billing	\$200.00	
101-336.000-975.000, Capital Outlay-Building	\$1,400.00	
101-336.000-981.000, Capital Outlay-Vehicle	\$69.00	
<b>PLANNING/ZONING-</b>		
101-410.000-809.000, Planning Commission	\$700.00	
<b>OTHER APPROPRIATIONS-</b>		
101-960.000-956.000, Miscellaneous Expense	\$300.00	
<b>TOTALS:</b>	<b>\$35,985.00</b>	<b>\$35,985.00</b>

Moved by: Treasurer Phillips

Supported by: Trustee\ Skelding

Supervisor Behnke – Yes

Trustee Beard – Yes

Clerk Case – Yes

Trustee Damerow – Yes

Treasurer Phillips – Yes

Trustee Harris – Excused

Trustee Skelding – Yes

Vote shows 6 yes, -0- no and 1 excused. **Resolution 16-04 is adopted.**

## 5. ADOPTION OF PENNFIELD CHARTER TOWNSHIP RESOLUTION 16-05

### PENNFIELD CHARTER TOWNSHIP RESOLUTION #16-05

(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:

	<b>Debit</b>	<b>Credit</b>
<b>1. Amend revenues to add/amend line item</b>		
217-000.000-671.000, Fund Balance Carryover		\$8,000.00
<b>2. Amend expenses to add/increase/decrease line item</b>		
217-000.000-805.000, Professional Services	\$6,850.00	
217-000.000-861.000, Mileage	\$150.00	
217-000.000-967.000, Project Expenses	\$1,000.00	
	<b>\$8,000.00</b>	<b>\$8,000.00</b>
<b>OVERALL FISCAL YEAR 2015-16 BUDGET (Amended)</b>	<b>\$22,000.00</b>	<b>\$22,000.00</b>

Moved by: Treasurer Phillips

Supported by: Trustee Skelding

Supervisor Behnke – Yes

Trustee Beard – Yes

Clerk Case – Yes

Trustee Damerow – Yes

Treasurer Phillips – Yes

Trustee Harris – Excused

Trustee Skelding – Yes

Vote shows 6 yes, -0- no and 1 excused. **Resolution 16-05 is adopted.**

## **6. ADOPTION OF PENNFIELD CHARTER TOWNSHIP RESOLUTION 16-06**

### **PENNFIELD CHARTER TOWNSHIP RESOLUTION #16-06 (a Resolution amending the PERMITS/INSPECTIONS 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:

	<b>Debit</b>	<b>Credit</b>
<b>1. Amend revenues to add/amend line item</b>		
249-000.000-621.000, Plumbing Registration		\$70.00
249-000.000-664.000, Interest		\$10.00
249-000.000-681.000, Reimbursements		\$494.00
<b>2. Amend expenses to add/increase/decrease line item</b>		
249-371.000-777.000, R/M- Equipment	\$250.00	
249-371.000-802.000, Legal	\$60.00	
249-371.000-805.000, Professional Services	\$264.00	
	<b>\$574.00</b>	<b>\$574.00</b>

Moved by: Treasurer Phillips

Supported by: Trustee Skelding

Supervisor Behnke – Yes

Trustee Beard – Yes

Clerk Case – Yes

Trustee Damerow – Yes

Treasurer Phillips – Yes

Trustee Harris – Excused

Trustee Skelding – Yes

Vote shows 6 yes, -0- no and 1 excused. **Resolution 16-06 is adopted.**

**7. ADOPTION OF PENNFIELD CHARTER TOWNSHIP RESOLUTION 16-07**

**PENNFIELD CHARTER TOWNSHIP RESOLUTION #16-07  
(a Resolution amending the ROAD CONSTRUCTION 2015 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:

	<b>Debit</b>	<b>Credit</b>
<b>1. Amend revenues to add/amend line item</b>		
430-000.000-664.000, Interest		\$500.00
<b>2. Amend expenses to add/increase/decrease line item</b>		
430-000.000-805.000, Professional Services	\$7,150.00	
430-000.000-890.000, Contingency Fund		\$6,650.00
	<b>\$7,150.00</b>	<b>\$7,150.00</b>

Moved by: Treasurer Phillips

Supported by: Trustee Skelding

Supervisor Behnke – Yes

Trustee Beard – Yes

Clerk Case – Yes

Trustee Damerow – Yes

Treasurer Phillips – Yes

Trustee Harris – Excused

Trustee Skelding – Yes

Vote shows 6 yes, -0- no and 1 excused. **Resolution 16-07 is adopted.**

**8. ADOPTION OF PENNFIELD CHARTER TOWNSHIP RESOLUTION 16-08**

**PENNFIELD CHARTER TOWNSHIP RESOLUTION #16-08  
(a Resolution amending the SEWER 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
<b>1. Amend revenues to add/amend line item</b>		
590-000.000-661.000, Meters		\$191.00
590-000.000-664.002, Workers Compensation Refund		\$6.00
<b>2. Amend expenses to add/increase/decrease line item</b>		
590-000.000-874.000, Retirement	\$1,000.00	
590-000.000-890.000, Contingency Fund		\$ 30,803.00
590-000.000-999.000, Transfer Out (SAW Grant monies)	\$30,000.00	
	<b>\$31,000.00</b>	<b>\$31,000.00</b>

Moved by: Treasurer Phillips

Supported by: Trustee Skelding

Supervisor Behnke – Yes

Trustee Beard – Yes

Clerk Case – Yes

Trustee Damerow – Yes

Treasurer Phillips – Yes

Trustee Harris – Excused

Trustee Skelding – Yes

Vote shows 6 yes, -0- no and 1 excused. **Resolution 16-08 is adopted.**

## 9. ADOPTION OF PENNFIELD CHARTER TOWNSHIP RESOLUTION 16-09

### PENNFIELD CHARTER TOWNSHIP RESOLUTION #16-09 (a Resolution amending the WATER 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
<b>1. Amend revenues to add/amend line item</b>		
591-000.000-457.000, Permits		\$50.00
591-000.000-664.002, Workers Compensation Refund		\$3.00
591-000.000-694.000, Miscellaneous Income		\$1,041.00
<b>Amend expenses to add/increase/decrease line item</b>		
591-000.000-740.000, Operating Supplies	\$500.00	
591-000.000-775.000, R/M- Building	\$1,389.00	
591-000.000-777.000, R/M-Equipment	\$1,200.00	
591-000.000-813.000, Water Analysis	\$300.00	
591-000.000-874.000, Retirement	\$750.00	
591-000.000-890.000, Contingency Fund		\$18,181.00
591-000.000-936.000, R/M Distribution System	\$15,136.00	
	<b>\$19,275.00</b>	<b>\$19,275.00</b>



Moved by: Treasurer Phillips

Supported by: Trustee Skelding

Supervisor Behnke – Yes

Trustee Beard – Yes

Clerk Case – Yes

Trustee Damerow – Yes

Treasurer Phillips – Yes

Trustee Harris – Excused

Trustee Skelding – Yes

Vote shows 6 yes, -0- no and 1 excused. **Resolution 16-09 is adopted.**

**10. ADOPTION OF PENNFIELD CHARTER TOWNSHIP RESOLUTION 16-10**

**PENNFIELD CHARTER TOWNSHIP RESOLUTION #16-10  
(a Resolution amending the SAW GRANT 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:

	<b>Debit</b>	<b>Credit</b>
<b>1. Amend revenues to add/amend line item</b>		
592-000.000-699.003, Sewer Fund Transfer In		\$30,000.00
<b>2. Amend expenses to add/increase/decrease line item</b>		
592-000.000-802.000, Legal	\$1,500.00	
592-000.000-805.000, Professional Services	\$28,500.00	
	<b>\$30,000.00</b>	<b>\$30,000.00</b>
<b>OVERALL FISCAL YEAR 2015-16 BUDGET (Amended)</b>	<b>\$330,000.00</b>	<b>\$330,000.00</b>

Moved by: Treasurer Phillips

Supported by: Trustee Skelding

Supervisor Behnke – Yes

Trustee Beard – Yes

Clerk Case – Yes

Trustee Damerow – Yes

Treasurer Phillips – Yes

Trustee Harris – Excused

Trustee Skelding – Yes

Vote shows 6 yes, -0- no and 1 excused. **Resolution 16-10 is adopted.**

**11. ADOPTION OF PENNFIELD CHARTER TOWNSHIP RESOLUTION 16-11**

**PENNFIELD CHARTER TOWNSHIP RESOLUTION #16-11  
(a Resolution amending the PARKS 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:

	<b>Debit</b>	<b>Credit</b>
<b>1. Amend revenues to add/amend line item</b>		
232-000.000-588.000, From Local Unit	\$10,000.00	
232-000.000-671.000, Fund Balance Carryover		
\$10,000.00		
<b>2. Amend expenses to add/increase/decrease line item</b>		
232-000.000-802.000, Legal		\$500.00
232-000.000-902.000, Advertising	\$1,400.00	
232-000.000-956.000, Miscellaneous Expense		\$900.00
	<b>\$11,400.00</b>	<b>\$11,400.00</b>

Moved by: Treasurer Phillips

Supported by: Trustee Skelding

Supervisor Behnke – Yes

Trustee Beard – Yes

Clerk Case – Yes

Trustee Damerow – Yes

Treasurer Phillips – Yes

Trustee Harris – Excused

Trustee Skelding – Yes

Vote shows 6 yes, -0- no and 1 excused. **Resolution 16-11 is adopted.**

## **12. APPROVAL FOR FILLING THE POSITION OF TOWNSHIP TREASURER**

It was moved by Treasurer Phillips and supported by Trustee Skelding to process approval for filling the position of Township Treasurer. **Motion carried.**

### **TREASURER’S MONTHLY REPORT**

December, 2015 monthly report shows the following balances:

General Fund	\$422,487.28
Road Bond	\$4,926,703.58
Metro Act – Maint.	\$2,928.18
Parks	\$11,625.97
Public Safety	\$3,082.06
Sewer	\$912,273.76
Sewer – SAW Grant	(\$7,736.59)
Water	\$1,056,119.35
Trust & Agency	\$7,818.71
Tax Collection	\$1,651,330.03
<b>TOTAL:</b>	<b>\$7,347,532.21</b>

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

### **PAYMENT OF MONTHLY BILLS**

It was moved by Treasurer Phillips and supported by Trustee Skelding to approve the payment of the monthly bills in the amount of \$209,455.89. **Motion carried.**

### **EXTENDED PUBLIC COMMENTS**

A resident of Bedford Township was present to speak about changing our Ordinance to allow chickens in residential areas of Pennfield Township. A resident had questions about the advertising for the Treasurer's position.

### **TOWNSHIP BOARD MEMBER COMMENTS**

Trustee Skelding – Questions about the Parks & Recreation plan

Trustee Harris – Excused

Treasurer Phillips – None

Clerk Case – Stated that AV applications are available and have been mailed out to the voters on the permanent list.

Trustee Damerow – None

Trustee Beard – None

### **ANNOUNCEMENTS BY CHAIRPERSON**

Supervisor Behnke thanked Tim Smith and Aaron Wiersma for their help with the installation of the new Fiber Optic Line. The Township Board will conduct a Public Hearing on the proposed 2016-2021 Pennfield Township Parks & Recreation Plan prepared by the Pennfield Township Planning Commission on Tuesday, February 9, 2016 at 6:00 PM. A copy of the Plan is available for public review at the Township Office during normal business hours and it is also posted on the Township website at [www.pennfieldtwp.com](http://www.pennfieldtwp.com). The regularly scheduled Township Board Meeting will follow the Public Hearing.

The next monthly recycling weekend will be January 23<sup>rd</sup> and 24<sup>th</sup>. The Township Office will be closed on Monday, January 18<sup>th</sup> in observance of Martin Luther King Day. A motion was made by Treasurer Phillips and supported by Trustee Skelding to adjourn the meeting at 6:50 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 December, 2015 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 December, 2015:

1. Conducted property inspections for new complaints and follow up inspections of previous complaints.
2. Received 13 new complaints: 2 front yard parking, 2 inoperable vehicles, 6 junk/trash and 3 Township Ordinances.

### ASSESSOR

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

1. All Homestead, Property Transfer Affidavits & Deeds are current. There were 7 transfers of property for the month: all were regular sales.
2. Visited properties to update photo & sketching records.
3. Answered description & split questions from property owners.
4. Reviewed building permits for new construction.
5. Conducted December Board of Review.

### CEMETERY

4 Burials	\$2,400.00
2 Sales of graves	\$1,000.00
<b>TOTAL:</b>	<b>\$3,400.00</b>

### PERMITS

9 Building	\$2,144.96
13 Electrical	\$1,844.00
7 Mechanical	\$758.00
1 Zoning	\$70.00
<b>TOTAL:</b>	<b>\$4,816.96</b>

