

**PENNFIELD CHARTER TOWNSHIP
SPECIAL MEETING MINUTES
MARCH 30, 2016**

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

PUBLIC HEARING

Supervisor Behnke called the Public Hearing to order at 6:00 PM at the Pennfield Middle School Library. The purpose of the Public Hearing was to hear comments on the Township Budgets and the Truth in Taxation and fiscal year Budgets for 2016-2017.

1. General Fund Budget	\$2,324,210.00
2. Inspections/Permits Dept. Budget	\$129,440.00
3. Water Department Budget	\$557,038.00
4. Sewer Department Budget	\$941,904.00
5. Local Road Construction Fund Budget	\$3,591,181.00
6. Parks Fund Budget	\$4,725.00
7. SAW Grant Fund Budget	\$88,000.00

The entire Budget is available at the Township Office for public viewing during normal business hours and is available on the Pennfield Charter website at www.pennfieldtwp.com. Supervisor Behnke closed the Public Hearing at 6:03 PM.

PUBLIC COMMENTS

None

NEW BUSINESS

1. Pennfield Charter Township Resolution 16-17

**PENNFIELD CHARTER TOWNSHIP RESOLUTION #16-17
(a Resolution establishing the Pennfield Charter
Township millage rate for 2016)**

WHEREAS, the Township Board for Pennfield Charter Township has published proper notice in regard to the setting of its millage rate for 2016, and

WHEREAS, the Township Board for Pennfield Charter Township has properly conducted a Public Hearing on the proposed millage rate as required by Public Act No. 5 of the 1982 (Truth in Taxation), so

THEREFORE, BE IT RESOLVED, that the Board for Pennfield Charter Township hereby agrees to establish a Township tax levy for all real and personal property at the allowable millage rate for 2016, not to exceed 8.2572 mills, unless additional millage is approved by the voters in Pennfield Charter Township.

Moved by: Treasurer Phillips

Supported by: Trustee Damerow

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 16-17 is adopted.**

2. Pennfield Charter Township Resolution 16-18

PENNFIELD CHARTER TOWNSHIP RESOLUTION #16-18 (a Resolution establishing the General Appropriations Act for Pennfield Charter Township)

WHEREAS, Pennfield Charter Township wishes to establish a General Appropriations Act for Pennfield Charter Township; to define the powers and duties of the Pennfield Charter Township officers in relation to the administration of the budget; and to provide remedies for refusal or neglect to comply with the requirements.

The Board of Trustees of Pennfield Charter Township resolves:

Section 1: Title

This resolution shall be known as the Pennfield Charter Township General Appropriations Act.

Section 2: Chief Administrative Officer

The Township Supervisor shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this act.

Section 3: Fiscal Officer

The Township Clerk shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this act.

Section 4: Public Hearings on the Budget

Pursuant to MCL 42.26, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on **Thursday, March 17, 2016** and a public hearing on the proposed budget was held on **Wednesday, March 30, 2016**.

Section 5: Estimated Revenues

Estimated township general fund revenues for fiscal year 2016-2017, including an allocated millage of 0.9361; voter authorized millage of 7.3211; and various miscellaneous revenues shall total **\$2,324,210.00**.

Section 6: Millage Levy

The Pennfield Charter Township Board shall cause to be levied and collected the general property tax on all real and personal property within the township upon the current tax roll an amount equal to 8.2572 mils as authorized under state law and approved by the electorate.

Section 7: Estimated Expenditures

Estimated township general fund expenditures for fiscal year 2016-2017 for the various township activities are per the attached budget.

Section 8: Adoption of Budget by Reference

The general fund budget of Pennfield Charter Township is hereby adopted by reference, with revenues and activity expenditures as indicated in **Section 5 and 7** of this act.

Section 9: Adoption of budget by Cost Center

The Pennfield Charter Township Board of Trustees hereby adopts the 2016-2017 fiscal year general fund budget by cost center. Township officials responsible for the expenditures authorized in the budget may expend township funds up to, but not to exceed, the total appropriation authorized for each cost center and may make transfers among the various line items contained in the cost center appropriation. However, no transfers of appropriations for line items related to personnel or capital outlay may be made without prior Township Board approval by budget amendment.

Section 10: Appropriation Not a Mandate to Spend

Appropriations will be deemed maximum authorizations to incur expenditures. The Fiscal Officer shall exercise supervision and control to ensure that expenditures are within appropriations, and shall not issue any township order for expenditures that exceed appropriations.

Section 11: Periodic Fiscal Reports

The Fiscal Officer shall transmit to the board at the end of each of the first three quarters, and at the end of each month occurring during the fourth quarter, a report of financial operations, including, but not limited to:

- a) A summary statement of the actual financial condition of the general fund at the end of the previous quarter;
- b) A summary statement showing the receipts and expenditures and encumbrances for the previous quarter and for the current fiscal year to the end of the previous quarter;

c) A detailed list of:

1) Expected revenues by major sources as estimated in the budget; actual receipts to date for the current fiscal year compared with actual receipts for the same period in the prior fiscal year; the balance of estimated revenues to be collected in the current fiscal year; and any revisions in revenue estimates resulting from collection experience to date

2) For each cost center; the amount appropriated; the amount charged to each appropriation in the previous quarter for the current fiscal year and as compared with the same period in the prior fiscal year; the unencumbered balance of appropriations; and any revisions in the estimate of expenditures.

Section 12: Limit on Obligations and Payment

No obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

Section 13: Budget Monitoring

Whenever it appears to the Chief Administrative Officer or the Township Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such funds were based, and when it appears that expenditures shall exceed an appropriation, the Chief Administrative Officer shall present to the Township Board recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

Section 14: Violations of this Act

Any obligation incurred or payment authorized in violation of this resolution shall be void and shall subject any responsible official(s) or employee(s) to disciplinary action as outlined in P.A. 621 (1978) and the Pennfield Charter Township personnel manual.

Section 15: Board adoption

Moved by: Treasurer Phillips

Supported by: Trustee Damerow

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 16-18 is adopted.**

3. Pennfield Charter Township Resolution 16-19

**PENNFIELD CHARTER TOWNSHIP RESOLUTION 16-19
(a Resolution adopting the SAW Grant budget for Fiscal Year 2016-2017)**

BE IT RESOLVED, that the Pennfield Charter Township Board officially adopts the Proposed SAW Grant budget for Fiscal Year 2016-2017:

Proposed Revenues	\$88,000.00
Proposed Expenditures	\$88,000.00

FUTHER BE IT RESOLVED, this budget shall become effective on April 1, 2016.

Moved by: Treasurer Phillips Supported by: Trustee Damerow

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 16-19 is adopted.**

4. Pennfield Charter Township Resolution 16-20

**PENNFIELD CHARTER TOWNSHIP RESOLUTION #16-20
(a Resolution adopting the Park Fund budget for
Fiscal Year 2016-2017)**

BE IT RESOLVED, that the Pennfield Charter Township Board officially adopts the proposed Park Fund budget for Fiscal Year 2016-2017:

Proposed Revenues	\$ 4,725.00
Proposed Expenditures	\$ 4,725.00

FURTHER BE IT RESOLVED, this budget shall become effective on April 1, 2016.

Moved by: Treasurer Phillips Supported by: Trustee Damerow

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 16-20 is adopted.**

5. Pennfield Charter Township Resolution 16-21

**PENNFIELD CHARTER TOWNSHIP RESOLUTION #16-21
(a Resolution adopting the Permits & Inspections Fund budget for Fiscal Year 2016-2017)**

BE IT RESOLVED, that the Pennfield Charter Township Board officially adopts the proposed Permits & Inspections Fund budget for Fiscal Year 2016-2017:

Proposed Revenues	\$ 129,440.00
Proposed Expenditures	\$ 129,440.00

FURTHER BE IT RESOLVED, this budget shall become effective on April 1, 2016.

Moved by: Treasurer Phillips Supported by: Trustee Damerow

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 16-21 is adopted.**

6. Pennfield Charter Township Resolution 16-22

**PENNFIELD CHARTER TOWNSHIP RESOLUTION #16-22
(a Resolution adopting the Water Department
budget for Fiscal Year 2016-2017)**

BE IT RESOLVED, that the Pennfield Charter Township Board officially adopts the proposed Water Department budget for Fiscal Year 2016-2017:

Proposed Revenues	\$ 557,038.00
Proposed Expenditures	\$ 557,038.00

FURTHER BE IT RESOLVED, this budget shall become effective on April 1, 2016.

Moved by: Treasurer Phillips Supported by: Trustee Damerow

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 16-22 is adopted.**

7. Pennfield Charter Township Resolution 16-23

**PENNFIELD CHARTER TOWNSHIP RESOLUTION #16-23
(a Resolution adopting the Sewer Department
budget for Fiscal Year 2016-2017)**

BE IT RESOLVED, that the Pennfield Charter Township Board officially adopts the proposed Sewer Department budget for Fiscal Year 2016-2017:

Proposed Revenues	\$ 941,904.00
Proposed Expenditures	\$ 941,904.00

FURTHER BE IT RESOLVED, this budget shall become effective on April 1, 2016.

Moved by: Treasurer Phillips Supported by: Trustee Damerow

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 16-23 is adopted.**

8. Pennfield Charter Township Resolution 16-24

**PENNFIELD CHARTER TOWNSHIP RESOLUTION #16-24
(a Resolution adopting the Local Road Construction Fund
budget for Fiscal Year 2016-2017)**

BE IT RESOLVED, that the Pennfield Charter Township Board officially adopts the proposed Local Road Construction Fund budget for Fiscal Year 2016-2017:

Proposed Revenues	\$ 3,591,181.00
Proposed Expenditures	\$ 3,591,181.00

FURTHER BE IT RESOLVED, this budget shall become effective on April 1, 2016.

Moved by: Treasurer Phillips Supported by: Trustee Damerow

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 16-24 adopted.**

9. Pennfield Charter Township Resolution 16-25

**PENNFIELD CHARTER TOWNSHIP RESOLUTION #16-25
(a Resolution adopting the General Fund
budget for Fiscal Year 2016-2017)**

BE IT RESOLVED, that the Pennfield Charter Township Board officially adopts the proposed General Fund budget for Fiscal Year 2016-2017:

Proposed Revenues	\$ 2,324,210.00
Proposed Expenditures	\$ 2,324,210.00

FURTHER BE IT RESOLVED, this budget shall become effective on April 1, 2016.

Moved by: Treasurer Phillips Supported by: Trustee Damerow

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 16-25 is adopted.**

10. Pennfield Charter Township Resolution 16-26

**PENNFIELD CHARTER TOWNSHIP RESOLUTION #16-26
(a Resolution setting the salary for the position of
Township Supervisor effective April 1, 2016)**

BE IT RESOLVED, that the Pennfield Charter Township Board hereby sets the salary of the Township Supervisor at **\$47,652.00**, which represents a 0% increase, effective April 1, 2016.

Moved by: Treasurer Phillips Supported by: Trustee Damerow

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 16-26 is adopted.**

11. Pennfield Charter Township Resolution 16-27

**PENNFIELD CHARTER TOWNSHIP RESOLUTION #16-27
(a Resolution setting the salary for the position of
Township Treasurer effective April 1, 2016)**

BE IT RESOLVED, that the Pennfield Charter Township Board hereby sets the salary of the Township Treasurer at \$ **45,200.00**, which represents a 0% increase, effective April 1, 2016.

Moved by: Treasurer Phillips Supported by: Trustee Damerow

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 16-27 is adopted.**

12. Pennfield Charter Township Resolution 16-28

**PENNFIELD CHARTER TOWNSHIP RESOLUTION #16-28
(a Resolution setting the salary for the position
of Township Clerk effective April 1, 2016)**

BE IT RESOLVED, that the Pennfield Charter Township Board hereby sets the salary of the Township Clerk at \$ **43,880.00**, which represents a 0% increase, effective April 1, 2016

Moved by: Treasurer Phillips Supported by: Trustee Damerow

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 16-28 is adopted.**

13. Pennfield Charter Township Resolution 16-29

**PENNFIELD CHARTER TOWNSHIP RESOLUTION #16-29
(a Resolution setting the salary or hourly wage for non-elected, non-union positions
effective April 1, 2016)**

BE IT RESOLVED, that the Pennfield Charter Township Board hereby sets the salary or hourly wage for non-elected, non-union positions effective April 1, 2016:

NON-UNION POSITIONS

Deputy Clerk	\$15.10 per hour
Deputy Treasurer	\$15.10 per hour
Utility Clerk/Permits – Cheri	\$15.10 per hour
Utility Clerk/Permits – Desiree	\$13.50 per hour
Fire Chief	\$59,422.00
Assessor	\$58,434.00
Code Compliance Officer	\$31,518.00
Zoning Administrator	\$16,442.00
Website Administrator	\$7,054.00
Cemetery Administrator	\$5,000.00
Board of Review Member – March	\$20.00 per hour
Board of Review Member – July/December	\$50.00 per meeting
Planning Commission Chair	\$40.00 per meeting
Planning Commission Members	\$30.00 per meeting
Zoning Board of Appeals Chair	\$40.00 per meeting
Zoning Board of Appeals Members	\$30.00 per meeting
Recording Secretary	\$55.00 per meeting
Elections Chairs	\$12.00 per hour
Election Inspectors	\$10.00 per hour
Election Commission Members	\$30.00 per meeting
Township Trustees	\$125.00 per meeting

PAID ON CALL FIRE FIGHTERS

Minimum Wage	\$8.50 per hour
Certified Firefighter	\$12.93 per hour
Lieutenant	\$13.50 per hour
Captain	\$13.87
Asst. Chief	\$15.22

Moved by: Treasurer Phillips

Supported by: Trustee Damerow

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 16-29 is adopted.**

14. Pennfield Charter Township Resolution 16-30

PENNFIELD CHARTER TOWNSHIP RESOLUTION #16-30

(a Resolution increasing the hourly compensation by 3% for all union classifications under the current agreements with both the Pennfield Professional Fire Fighters Local #2588 and the International Union of Operating Engineers Local #324 effective April 1, 2016)

BE IT RESOLVED, that the Pennfield Charter Township Board hereby increases the hourly compensation by 3% for all union classifications under the current agreements with both the Pennfield Professional Fire Fighters Local #2588 and the International Union of Operating Engineers Local #324 effective April 1, 2016.

Moved by: Treasurer Phillips

Supported by: Trustee Damerow

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. **Motion carried. Resolution 16-30 is adopted.**

15. Approval of Township Fire Chief’s two year agreement

It was moved by Treasurer Phillips and supported by Trustee Damerow to approve the Township Fire Chief’s two year agreement. **Motion carried.**

16. Approval of Township Assessor’s two year agreement

It was moved by Treasurer Phillips and supported by Trustee Damerow to approve the Township Assessor’s two year agreement. **Motion carried.**

17. Approval of Pennfield Professional Fire Fighters Local #2588

It was moved by Treasurer Phillips and supported by Trustee Damerow to approve the Pennfield Professional Fire Fighters Locals #2588 effective April 1, 2016. **Motion carried.**

18. Approval of International Union of Operating Engineers Local #324

It was moved by Treasurer Phillips and supported by Trustee Damerow to approve the International Union of Operating Engineers Local #324 effective April 1, 2016. **Motion carried.**

19. Adoption of Pennfield Charter Township Ordinance #205-03-16 of 2016

PENNFIELD CHARTER TOWNSHIP ORDINANCE #205-03-16 OF 2016

AN ORDINANCE TO AMEND PENNFIELD CHARTER TOWNSHIP CODE OF ORDINANCES ADOPTING THE 2015 EDITION OF THE *INTERNATIONAL PROPERTY MAINTENANCE CODE*, REGULATING AND GOVERNING THE CONDITIONS AND MAINTENANCE OF ALL PROPERTY, BUILDINGS AND STRUCTURES; BY PROVIDING THE STANDARDS FOR SUPPLIED UTILITIES AND FACILITIES AND OTHER PHYSICAL THINGS AND CONDITIONS ESSENTIAL TO ENSURE THAT STRUCTURES ARE SAFE, SANITARY AND FIT FOR OCCUPATION

AND USE; AND THE CONDEMNATION OF BUILDINGS AND STRUCTURES UNFIT FOR HUMAN OCCUPANCY AND USE, AND THE DEMOLITION OF SUCH EXISTING STRUCTURES IN THE CHARTER TOWNSHIP OF PENNFIELD; PROVIDING FOR THE ISSUANCE OF PERMITS AND COLLECTION OF FEES THEREFOR; REPEALING ALL OTHER ORDINANCES OR PARTS OF LAWS IN CONFLICT THEREWITH.

THE CHARTER TOWNSHIP OF PENNFIELD, Calhoun County, Michigan, ordains:

SECTION 1. Chapter 10, Article X, of the Pennfield Charter Code Township Code of Ordinances is hereby added to read as follows:

ARTICLE X. INTERNATIONAL PROPERTY MAINTENANCE CODE

Sec. 10-301. International Property Maintenance Code Adopted.

*That a certain document, three (3) copies of which are on file in the office of the Clerk of Pennfield Charter Township being marked and designated as the **International Property Maintenance Code**, 2015 edition, as published by the International Code Council, be and is hereby adopted as the Property Maintenance Code of the Charter Township of Pennfield in the State of Michigan, for regulating and governing the conditions and maintenance of all property, buildings and structures; by providing the standards for supplied utilities and facilities and other physical things and conditions essential to ensure that structures are safe, sanitary and fit for occupation and use; and the condemnation of buildings and structures unfit for human occupancy and use, and the demolition of such existing structures as herein provided; providing for the issuance of permits and collection of fees therefor; and each and all of the regulations, provisions, penalties, conditions and terms of said Property Maintenance Code on file in the office of the Clerk of Pennfield Charter Township are hereby referred to, adopted, and made a part hereof, as if fully set out in this legislation, with the additions, insertions, deletions and changes, if any, prescribed in Section 10-302 of this ordinance.*

Sect. 10-302. Revisions.

The following sections are hereby revised:

- Section 101.1. Insert: Pennfield Charter Township, Calhoun County, Michigan.*
- Section 103.5. Insert: See fee schedule as approved by the Pennfield Township Board.*
- Section 112.4. Insert: A fine of not less than Fifty Dollars (\$50.00) or more than Five Hundred (\$500.00) Dollars.*
- Section 302.4. Insert: Eight inches.*
- Section 304.14. Insert: During the period between May 1 - November 1.*
- Section 602.3. Insert: September 15 - April 30.*
- Section 602.4. Insert: September 15 - April 30.*

Sec. 10-303. - Penalty; equitable remedies.

(a) A person who violates or fails to comply with any of the provisions of this article is responsible for a Class D municipal civil infraction and shall be subject to the civil fines provided in chapter 2, article II of this Code.

(b) In addition to the penalties provided for in this section, this article may be enforced by suit for injunction, action for damages or any equitable relief appropriate to the enforcement of the International Property Maintenance Code, as administered by Pennfield Charter Township.

(c)

SECTION 2. REPEAL. All ordinances or parts of law in effect that are in conflict herewith are hereby repealed only to the extent necessary to give this ordinance full force and effect. Chapter 10, Article IV. of this Code (“Dangerous Buildings”) is expressly preserved and is *not* repealed.

SECTION 3. SEVERABILITY. That if any section, subsection, sentence, clause or phrase of this legislation is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The Pennfield Charter Township hereby declares that it would have passed this law, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

SECTION 4. SAVINGS. That nothing in this legislation or in the Property Maintenance Code hereby adopted shall be construed to affect any suit or proceeding pending in any court, or any rights acquired, or liability incurred, or any act or ordinance hereby repealed as cited in Section 2 of this law; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this legislation.

SECTION 5. EFFECTIVE DATE. This Ordinance shall take effect immediately upon its publication, or publication of a summary, which publication shall occur in a newspaper of general circulation in the Township within thirty (30) days after adoption.

This Ordinance is hereby declared to have been passed and adopted by the Charter Township of Pennfield, County of Calhoun, State of Michigan, at a regularly scheduled meeting thereof duly called and held on **March 30, 2016.**

Moved by: Treasurer Phillips

Supported by: Trustee Damerow

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. **Ordinance #205-03-16 of 2016 is adopted.**

**20. Adoption of Pennfield Charter Township Resolution 16-31
(a Resolution approving the purchase and installation of four new doors and four new door closers)**

A motion was made by Treasurer Phillips and supported by Trustee Skelding to table Resolution 16-31 until the April 12, 2016 Board Meeting. **Motion carried.**

21. Pennfield Charter Township Resolution 16-32

**PENNFIELD CHARTER TOWNSHIP RESOLUTION #16-32
(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		
101-000.000-458.000, Miscellaneous Permits		\$125.00
101-000.000-574.000, State Revenue-Statutory		\$70.00
101-000.000-606.000, 425 Share		\$228.00
101-000.000-608.000, Admin Fee-Taxes		\$54.00
101-000.000-627.000, Tax Collection Fee		\$98.00
101-000.000-630.000, Grave Open/Close		\$1,650.00
101-000.000-655.000, District Court Fees		\$3,791.00
101-000.000-664.002, Workers Compensation/Refund		\$35.00
101-000.000-668.000, Rent		\$633.00
101-000.000-681.000, Reimbursements		\$1,262.00
101-000.000-682.000, Cemetery Memorials		\$50.00
2. Amend expenses to add/increase/decrease line item		
TOWNBOARD-		
101-101.000-702.000, Salaries	\$875.00	
101-101.000-715.000, Social Security	\$67.00	
101-101.000-819.000, Conference/Education		\$1,000.00
SUPERVISOR-		
101-101.000-702.000, Salaries	\$367.00	
101-101.000-819.000, Conference/Education		\$480.00
101-101.000-861.00, Mileage	\$280.00	
ELECTIONS-		
101-191.000-740.000, Operating Supplies		\$1,342.00
ASSESSOR-		
101-209.000-702.000, Salaries	\$437.00	
101-209.000-820.00 Membership/Dues		\$100.00
101-209.000-861.000, Mileage		\$200.00
CLERK-		

101-215.000-702.000, Salaries	\$338.00	
101-215.000-715.000, Social Security	\$172.00	
101-215.000-820.000, Membership/Dues	\$5.00	
GENERAL OFFICE-		
101-249.000-702.000, Salaries	\$1,968.00	
101-249.000-777.000, R/M-Equipment	\$573.00	
101-249.000-805.000, Professional Services	\$23.00	
101-249.000-850.000, Communications	\$23.00	
101-249.000-874.000, Retirement	\$224.00	
101-249.000-902.000, Advertising	\$1,200.00	
101-249.000-924.000, Sewer/Water Billing	\$2.00	
TREASURER-		
101-253.000-702.000, Salaries	\$338.00	
101-253.000-715.000, Social Security	\$116.00	
101-253.000-819.000, Conference/Education		\$775.00
101-253.000-820.000, Membership/Dues	\$10.00	
BUILDING & GROUNDS-		
101-265.000-740.000, Operating Supplies	\$19.00	
101-265.000-750.000, Gas		\$785.00
101-265.000-776.000, R/M-Vehicle		\$445.00
CEMETERY-		
101-276.000-702.000, Salaries	\$613.00	
101-276.000-740.000, Operating Supplies		\$600.00
101-276.000-742.000, Laundry/Uniforms	\$5.00	
101-276.000-750.000, Gas		\$450.00
101-276.000-775.000, R/M- Building	\$120.00	
101-276.000-805.000, Professional Services		\$1,000.00
101-276.000-902.000, Advertising		\$600.00
POLICE-		
101-301.000-802.000, Legal Fees	\$258.00	
101-301.000-805.000, Professional Services	\$3,000.00	
101-301.000-852.000, Dispatch		\$3,600.00
101-301.000-924.000, Sewer/Water Billing	\$7.00	
FIRE CHIEF-		
101-302.000-702.000, Salaries	\$444.00	
101-302.000-750.000, Gas		\$400.00
101-302.000-819.000, Conference/Education		\$180.00
101-302.000-820.000, Membership/Dues		\$250.00
FIRE-		
101-336.000-702.000, Salaries	\$5,000.00	
101-336.000-704.000, Part-time Salaries	\$4,160.00	
101-336.000-727.000, Office Supplies	\$215.00	
101-336.000-740.003, Address Signs	\$255.00	
101-336.000-816.000, Fire Prevention		\$400.00
101-336.000-818.000, Part-time Education		\$1,000.00
101-336.000-819.000, Conference/Education		\$250.00

101-336.000-820.000, Membership/Dues		\$305.00
101-336.000-775.000, R/M- Building	\$10.00	
101-336.000-850.000, Communications	\$142.00	
101-336.000-924.000, Sewer/Water Billing	\$58.00	
101-336.000-994.000, Debt Service	\$1.00	
PLANNING/ZONING-		
101-410.000-701.000, Salaries	\$127.00	
101-410.000-715.000, Social Security	\$58.00	
101-410.000-819.000, Conference/Education		\$500.00
101-410.000-874.000, Retirement	\$16.00	
CODE COMPLIANCE-		
101-428.000-702.000, Salaries	\$243.00	
101-428.000-715.000, Social Security	\$55.00	
101-428.000-716.000, Employee Insurance	\$19.00	
101-428.000-819.000, Conference/Education		\$500.00
101-428.000-820.000, Membership/Dues		\$100.00
101-428.000-874.000, Retirement	\$15.00	
OTHER APPROPRIATIONS-		
101-960.000-801.001, Knollwood Drain	\$600.00	
101-960.000-801.002, Drain #1	\$350.00	
101-960.000-801.004, Sperry Morgan Drain	\$150.00	
101-960.000-801.005, Rustic Hills Drain	\$300.00	
TOTALS	\$23,258.00	\$23,258.00

Moved by: Treasurer Phillips

Supported by: Trustee Damerow

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- and 1 excused. **Resolution 16-32 is adopted.**

22. Pennfield Charter Township Resolution 16-33

PENNFIELD CHARTER TOWNSHIP RESOLUTION #16-33 (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
1. Amend revenues to add/amend line item		
591-000.000-664.000, Interest		\$232.00
2. Amend expenses to add/increase/decrease line item		
591-000.000-702.000, Salaries	\$5,683.00	
591-000.000-715.000, Social Security	\$611.00	
591-000.000-740.000, Operating Supplies	\$611.00	
591-000.000-775.000, R/M- Building	\$796.00	
591-000.000-776.000, R/M-Vehicle	\$717.00	
591-000.000-777.000, R/M-Equipment	\$105.00	
591-000.000-813.000, Water Analysis	\$252.00	
591-000.000-851.000, Telephone	\$2.00	
591-000.000-890.000, Contingency Fund		\$13,834.00
591-000.000-922.000, Electricity	\$389.00	
591-000.000-936.000, R/M Distribution System	\$4,900.00	
TOTALS:	\$14,066.00	\$14,066.00

Moved by: Treasurer Phillips

Supported by: Trustee Damerow

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 16-33 is adopted.**

23. Pennfield Charter Township Resolution 16-34

**PENNFIELD CHARTER TOWNSHIP RESOLUTION #16-34
(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
1. Amend revenues to add/amend line item		
590-000.000-626.000, Charge Services		\$24,399.00
590-000.000-657.000, Late Fee		\$3,466.00
590-000.000-694.000, Miscellaneous Income		\$12.00

2. Amend expenses to add/increase/decrease line item

590-000.000-702.000, Salaries	\$9,384.00	
590-000.000-715.000, Social Security	\$210.00	
590-000.000-727.000, Office Supplies	\$384.00	
590-000.000-740.000, Operating Supplies	\$75.00	
590-000.000-805.000, Professional Services		\$27,183.00
590-000.000-776.000, R/M- Vehicle	\$1,502.00	
590-000.000-807.000, Services	\$49,707.00	
590-000.000-890.000, Contingency Fund		\$2,990.00
590-000.000-977.000, Capital Outlay-Equipment		\$3,212.00
	\$61,262.00	\$61,262.00

Moved by: Treasurer Phillips

Supported by: Trustee Damerow

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 16-34 is adopted.**

24. Pennfield Charter Township Resolution 16-35

**PENNFIELD CHARTER TOWNSHIP RESOLUTION #16-35
(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:

	<u>Debit</u>	<u>Credit</u>
1. Amend revenues to add/amend line item		
249-000.000-611.000, Mechanical Permits		\$290.00
249-000.000-614.000, Plumbing Permits		\$11.00
249-000.000-618.000, Electrical Registration		\$25.00
249-000.000-629.000, Mechanical Registration		\$25.00
249-000.000-621.000, Plumbing Registration		\$15.00
249-000.000-622.000, Admin-Fee-Education		\$105.00
2. Amend expenses to add/increase/decrease line item		
249-371.000-702.000, Salaries	\$684.00	
249-371.000-715.000, Social Security	\$7.00	
249-371.000-702.001, Mechanical Inspector	\$2,000.00	
249-371.000-702.002, Building Inspector	\$1,500.00	

249-371.000-740.000, Operating Supplies	\$568.00	
249-371.000-777.000, R/M- Equipment	\$132.00	
249-371.000-977.00, Capital Outlay-Equipment		\$4,420.00
	\$4,891.00	\$4,891.00

Moved by: Treasurer Phillips

Supported by: Trustee Damerow

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 16-35 is adopted.**

25. Pennfield Charter Township Resolution 16-36

PENNFIELD CHARTER TOWNSHIP RESOLUTION #16-36
(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:

	Debit	Credit
1. Amend expenses to add/increase/decrease line item		
430-000.000-805.000, Professional Services	\$500.00	
430-000.000-890.000, Contingency Fund		\$500.00
	\$500.00	\$500.00

Moved by: Treasurer Phillips

Supported by: Trustee Damerow

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 16-36 is adopted.**

26. Pennfield Charter Township Resolution 16-37

PENNFIELD CHARTER TOWNSHIP RESOLUTION #16-37
(a Resolution amending the PARKS 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		
232-000.000-664.000, Interest		\$6.00
2. Amend expenses to add/increase/decrease line item		
232-751.000-956.000, Miscellaneous Expense	\$6.00	
TOTALS	\$6.00	\$6.00

Moved by: Treasurer Phillips

Supported by: Trustee Damerow

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 16-37 is adopted.**

BOARD COMMENTS

Trustee Skelding – None

Trustee Harris – Excused

Clerk Case – Thank you to Treasurer Phillips, good bye and enjoy retirement

Treasurer Phillips – It has been an honor and a privilege to serve on the Township Board

Trustee Damerow – Announced that she has been appointed Township Representative for the Calhoun County Planning Commission.

Trustee Beard – Enjoyed a wonderful Easter weekend with family

Supervisor Behnke – The new drop box has been installed in the front of the building

It was moved by Treasurer Phillips and supported by Trustee Damerow to adjourn at 6:26 PM
Motion carried.

Robert P. Behnke – Supervisor

Kathleen R. Case – Clerk