

**PENNFIELD CHARTER TOWNSHIP  
REGULAR MEETING MINUTES  
MARCH 15, 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, Harris and Skelding. There were eight residents present.

**CITIZEN/PUBLIC COMMENT**

A resident asked questions about tree cutting and road paving.

**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 February 9, 2016 (Public Hearing & Regular Meeting)
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. Wiersma was present from the Calhoun County Sheriff’s Department to give the monthly report. The monthly stats are as follows: 168 traffic citations, 211 verbal warnings, 33 traffic crashes, 143 arrests, 75 self generated complaints, 217 dispatched complaints and 972 property inspections.

**FIRE**: Chief Smith was present from the Fire Department to give the monthly report. The stats are as follows: 2 fires, 66 rescue & medical emergencies, 16 hazardous conditions, 2 service calls and 7 good intent calls.

## **UNFINISHED BUSINESS**

1. Rental and Vacant Property Ordinances – UPDATE ONLY

## **NEW BUSINESS**

1. Re-introduction of Pennfield Charter Township Ordinance 205-03-16

### **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.*

**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.

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. **Ordinance #205-03-16 is re-introduced.**

**2. Adoption of Pennfield Charter Township Resolution 16-13**

**PENNFIELD CHARTER TOWNSHIP RESOLUTION #16-13  
(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 amendments for Fiscal Year 2015-16:

	<b>Debit</b>	<b>Credit</b>
<b>1. Amend revenues to add/amend line item</b>		
101-000.000-455.000, Liquor License Fees		\$650.00
101-000.000-456.000, Conditional Use Permits		\$375.00
101-000.000-458.000, Miscellaneous Permits		\$930.00
101-000.000-627.000, Tax Collection Fee		\$289.00
101-000.000-630.000, Grave Open/Close		\$1,650.00
101-000.000-632.000, Deed Transfers		\$60.00
101-000.000-662.000, Address Signs		\$424.00
101-000.000-682.000, Cemetery Memorials		\$150.00
101-000.000-689.000, Refunds		\$740.00
101-000.000-694.000, Miscellaneous Income		\$659.00
101-000.000-694.003, Property Maintenance		\$1,019.00
101-000.000-694.004, Property Demolition		\$1,017.00
<b>2. Amend expenses to add/increase/decrease line item</b>		
<b>TOWNSHIP BOARD-</b>		
101-101.000-910.000, Insurance/Bonds	\$311.00	
<b>CLERK-</b>		

101-215.000-861.000, Mileage	\$70.00	
<b>GENERAL OFFICE-</b>		
101-249.000-802.000, Legal	\$4,500.00	
101-249.000-805.000, Professional Services	\$750.00	
101-249.000-977.000, Capital Outlay-Equipment		\$8,415.00
<b>BUILDING &amp; GROUNDS-</b>		
101-265.000-821.000, Residential Maintenance Fee	\$1,725.00	
<b>CEMETERY-</b>		
101-276.000-775.000, Repair/Maintenance- Bldg	\$121.00	
<b>POLICE-</b>		
101-301.000-805.000, Professional Services	\$30,000.00	
101-301.000-852.000, Dispatch		\$30,000.00
<b>FIRE-</b>		
101-336.000-704.000, Part-time Salaries	\$7,000.00	
101-336.000-910.000, Insurance/Bonds	\$1,016.00	
101-336.000-977.000, Capital Outlay-Equipment	\$885.00	
<b>TOTALS:</b>	<b>\$46,378.00</b>	<b>\$46,378.00</b>

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 16-13 is adopted.**

### 3. Adoption of Pennfield Charter Township Resolution 16-14

**PENNFIELD CHARTER TOWNSHIP RESOLUTION #16-14**  
**(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:

	<b>Debit</b>	<b>Credit</b>
<b>1. Amend revenues to add/amend line item</b>		
591-000.000-680.000, Insurance Claims		\$578.00
591-000.000-694.000, Miscellaneous Income		\$100.00
<b>2. Amend expenses to add/increase/decrease line item</b>		
591-000.000-702.000, Salaries	\$2,000.00	
591-000.000-725.000, Unemployment Compensation	\$70.00	
591-000.000-740.000, Operating Supplies	\$50.00	
591-000.000-775.000, R/M- Building	\$133.00	

591-000.000-777.000, R/M-Equipment	\$70.00	
591-000.000-813.000, Water Analysis	\$229.00	
591-000.000-820.000, Membership/Dues	\$250.00	
591-000.000-874.000, Retirement	\$750.00	
591-000.000-890.000, Contingency Fund		\$9,374.00
591-000.000-936.000, R/M Distribution System	\$6,500.00	
<b>TOTALS</b>	<b>\$10,052.00</b>	<b>\$10,052.00</b>

Moved by: Trustee Harris

Supported by: Trustee Skelding

Supervisor Behnke – Yes  
 Clerk Case – Yes  
 Treasurer Phillips – Yes

Trustee Beard – Yes  
 Trustee Damerow – Yes  
 Trustee Harris – Yes  
 Trustee Skelding – Yes

Vote shows 7 yes, -0- no. **Resolution 16-14 is adopted.**

**4. Adoption of Pennfield Charter Township Resolution 16-15**

**PENNFIELD CHARTER TOWNSHIP RESOLUTION #16-15  
 (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:

	<b>Debit</b>	<b>Credit</b>
<b>1. Amend revenues to add/amend line item</b>		
590-000.000-657.000, Late Fees		\$6,740.00
590-000.000-680.000, Insurance Claim		\$1,121.00
<b>2. Amend expenses to add/increase/decrease line item</b>		
590-000.000-702.000, Salaries	\$6,000.00	
590-000.000-715.000, Social Security	\$500.00	
590-000.000-725.000, Unemployment Compensation	\$135.00	
590-000.000-727.000, Office Supplies	\$100.00	
590-000.000-740.000, Operating Supplies	\$175.00	
590-000.000-776.000, Repair/Maintenance-Vehicle	\$360.00	
590-000.000-777.000, Capital Outlay-Equipment		
590-000.000-874.000, Retirement	\$591.00	
<b>TOTALS:</b>	<b>\$7,861.00</b>	<b>\$7,861.00</b>

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 16-15 is adopted.**

**5. Adoption of Pennfield Charter Township Resolution 16-16**

**PENNFIELD CHARTER TOWNSHIP RESOLUTION #16-16  
(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>		
249-000.000-620.000, Mechanical Registration		\$35.00
249-000.000-622.000, Admin Fee-Education		\$350.00
249-000.000-681.000, Reimbursements		\$494.00
<b>2. Amend expenses to add/increase/decrease line item</b>		
249-371.000-702.001, Mechanical Inspector wage	\$250.00	
249-371.000-740.000, Operating Supplies	\$1,500.00	
249-371.000-820.000, Membership/Dues	\$75.00	
249-371.000-910.000, Insurance/Bonds	\$13.00	
249-371.000-977.000, Capital Outlay-Equipment		\$959.00
<b>TOTALS:</b>	<b>\$1,838.00</b>	<b>\$1,838.00</b>

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 16-16 is adopted.**

## **TREASURER’S MONTHLY REPORT**

February, 2016 monthly report shows the following balances:

General Fund	\$578,413.78
Road Bond	\$4,926,893.71
Metro Act – Maint	\$2,928.18
Parks	\$11,358.64
Public Safety	\$3,082.06
Sewer	\$937,892.52
Sewer – SAW Grant	(\$15,264.37)
Water	\$1,110,227.18
Trust & Agency	\$18,256.00
Tax Collection	\$1,375,143.11
<b>TOTAL:</b>	<b>\$8,948,930.81</b>

It was moved by Trustee Harris and supported by Trustee Skelding to approve the Treasurer’s monthly 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 \$602,354.74. **Motion carried.**

## **EXTENDED PUBLIC COMMENTS**

Residents had questions regarding the roads and a question for the Sheriff’s Department.

## **TOWNSHIP BOARD MEMBER COMMENTS**

Trustee Skelding – None

Trustee Harris – Questions on roads

Clerk Case – Presidential Primary election over! ... on to the next one.

Treasurer Phillips – tax season over and awaiting retirement!

Trustee Damerow – None

Trustee Beard – Thank you for election results



## ANNOUNCEMENTS BY CHAIRPERSON

Supervisor Behnke presented Treasurer Phillips with a special recognition plaque for her 20 years of service to Pennfield Township as Treasurer.

The next monthly recycling weekend will be March 26<sup>th</sup> and 27<sup>th</sup>. The Township Office will be closed on Friday, March 25<sup>th</sup> for Good Friday. The next monthly Board Meeting will be on Tuesday, April 12, 2016.

A motion was made by Trustee Harris and supported by Trustee Skelding to adjourn the meeting at 6:42 PM. **Motion carried.**

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Robert P. Behnke – Supervisor

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Kathleen R. Case – Clerk

## **ADDENDUM A – DEPARTMENT REPORTS**

### **UTILITIES**

The stats for the month of February, 2016 are as follows: 1,200 meter reads, 14 corrective work orders and 7 Miss Digs.

### **CODE ENFORCEMENT**

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

1. Conducted property inspections for new complaints and follow up inspections of previous complaints.
2. Received 26 new complaints: 5 front yard parking, 5 inoperable vehicles, 14 junk/trash, 2 Township Ordinance.

### **ASSESSOR**

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

1. All Homestead, Property Transfer Affidavits & Deeds are current. There were 2 transfers of property for the month: both were regular sales
2. Printed & mailed assessment notices
3. Answered miscellaneous phone & in person inquiries about assessments & descriptions.

### **CEMETERY**

2 Grave purchases	\$1,000.00
1 Deed transfer	\$30.00
3 Burials	\$1,650.00
<b>TOTALS:</b>	<b>\$2,680.00</b>

### **PERMITS**

Electrical	\$559.00
Mechanical	\$1,207.00
Plumbing	\$200.00
<b>TOTAL:</b>	<b>\$1,966.00</b>

