

**PENNFIELD CHARTER TOWNSHIP
PUBLIC HEARING/BOARD MEETING MINUTES
JANUARY 10, 2017**

PUBLIC HEARING

Supervisor Morgan called the Public Hearing to order at 6:00 PM at the Pennfield Middle School cafeteria. Present were Supervisor Morgan, Clerk Case, Treasurer Jackson and Trustees Damerow, Goodman, Herbstreith and Skelding. There were 26 residents present.

The purpose of the Public Hearing was to hear comments on the proposed Little Clear Lake Special Assessment District. A presentation was given by Nate Karsten from PLM Lake & Land Management Corporation.

There was a question/comment time from Board Members and then from the public. A motion was made by Trustee Herbstreith and supported by Trustee Goodman to adjourn the public hearing at 6:36 PM. **Motion carried.**

BOARD MEETING MINUTES

Supervisor Morgan called the Meeting to order at 6:41 PM at the Pennfield Middle School Cafeteria. Present were Supervisor Morgan, Clerk Case, Treasurer Jackson and Trustees Damerow, Goodman, Herbstreith and Skelding. The Pledge of Allegiance was recited.

PRESENTATION

A presentation was made by Supervisor Morgan to honor the business "Pennfield Pizza". A plaque was presented to Michael & Matthew Horseman.

CITIZEN/PUBLIC COMMENT

None

ADDITIONS/DELETIONS TO THE AGENDA

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

APPROVAL OF THE CONSENT AGENDA

It was moved by Trustee Herbstreith and supported by Trustee Goodman to approve the Consent Agenda as presented. **Motion carried.** The Consent Agenda consists of the following items:

1. Meeting minutes of December 13, 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: 71 traffic citations, 113 verbal warnings, 30 crashes, 48 arrests, 46 self generated complaints, 216 dispatched complaints and 1,151 property inspections.

FIRE: Chief Smith was present from the Fire Department to give the monthly report. The stats are as follows: 6 fires, 59 rescue & medical emergencies, 8 hazardous conditions, 8 hazardous conditions, 2 good intent calls.

UNFINISHED BUSINESS

None

NEW BUSINESS

1. Adoption of Pennfield Charter Township Resolution 17-01

**PENNFIELD CHARTER TOWNSHIP RESOLUTION #17-01
(a Resolution confirming the Special Assessment Roll for the Clear Lake Aquatic Weed
Special Assessment District No. 17-01)**

WHEREAS, the Pennfield Township Board, after due and legal notice, has conducted a public hearing upon a proposed assessment roll prepared by Supervisor Dave Morgan and Township Assessor Dan Brunner, and

WHEREAS, the required hearing was preceded by proper notice in the Battle Creek Shopper (published on December 29, 2016 and again on January 5, 2017), and by first-class mail notice to each property owner of record within said district and upon said assessment roll, and

WHEREAS, the Township Board previously adopted *Pennfield Charter Township Resolution #16-56* (a Resolution accepting a citizens petition for the creation of a special assessment district around Clear Lake) and *Pennfield Charter Township Resolution #16-57* (a Resolution declaring the township boards intent to create a special assessment district with designated boundaries as well as tentatively approving the project and its estimated cost)

WHEREAS, comments were received to said roll and levy, and

WHEREAS, no written objections were received to said roll and levy, and

WHEREAS, the oral comments received indicated the reasonableness of said roll and levy

SO, THEREFORE BE IT RESOLVED,

- 1) that the assessment roll submitted by the township supervisor and township assessor shall hereafter be designated as the ***Clear Lake Aquatic Weed Special Assessment District No. 17-01*** and that the special assessments shall be divided into 50 equal annual installment of principal with the first installment due with the 2017 Winter Tax Notice
- 2) that if any installation of the special assessment is not paid when due, the installment shall be considered to be delinquent and there shall be collected, in addition to interest as provided, a penalty of 1% for each month it remains unpaid
- 3) that the assessment made in said special assessment roll are hereby and directed to be collected by the township treasurer, and the township clerk shall deliver said special assessment roll to said treasurer with warrant attached, commanding the treasurer to collect such assessments in accordance with the direction of the township board and PA 188

Moved by: Trustee Herbstreith

Supported by: Trustee Goodman

Supervisor Morgan – Yes

Trustee Damerow – Yes

Clerk Case – Yes

Trustee Goodman – Yes

Treasurer Jackson – Yes

Trustee Herbstreith – Yes

Trustee Skelding – No

Vote shows 6 yes, 1 no. **Resolution 17-01 is adopted.**

2. Adoption of Pennfield Charter Township Resolution 17-02

**PENNFIELD CHARTER TOWNSHIP RESOLUTION #17-02
(a Resolution amending the PERMITS/INSPECTIONS budget for
Fiscal Year 2016-17)**

BE IT RESOLVED, that the Pennfield Charter Township Board hereby approves the following budget amendment for Fiscal Year 2016-17:

	Debit	Credit
1. Amend revenues to add/amend line item		
249-000.000-611.000, Mechanical Permits		\$1,109.00
249-000.000-612.000, Building Permits		\$2,475.00
249-000.000-613.000, Electrical Permits		\$3,212.00
249-000.000-614.000, Plumbing Permits		\$3,071.00
249-000.000-620.000, Mechanical Registration		\$100.00
249-000.000-621.000, Plumbing Registration		\$107.00
249-000.000-664.000, Interest		\$18.00
249-000.000-664.002, Workers Compensation		\$40.00
2. Amend expenses to add/increase/decrease line item		
249-371.000-702.002, Building Inspector Wage	\$1,726.00	
249-371.000-702.004, Plumbing Inspector Wage	\$1,718.00	
249-371.000-775.000, R/M- Building	\$529.00	
249.371.000-850.000, Communications	\$350.00	
249-371.000-890.000, Contingency Fund	\$5,724.00	
249-371.000-964.000, Refunds & Reimbursements	\$85.00	
TOTALS	\$10,132.00	\$10,132.00

Moved by: Trustee Herbstreith

Supported by: Trustee Goodman

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 17-02 is adopted.**

3. Adoption of Pennfield Charter Township 17-03

**PENNFIELD CHARTER TOWNSHIP RESOLUTION #17-03
(a Resolution amending the ROAD CONSTRUCTION 2015 budget
for Fiscal Year 2016-17)**

BE IT RESOLVED, that the Pennfield Charter Township Board hereby approves the following budget amendment for Fiscal Year 2016-17:

	Debit	Credit
1. Amend revenues to add/amend line item		
430-000.000-664.000, Interest		\$9,399.00
430-000.000-697.001, Metro Act- Transfer In		\$1,000.00
2. Amend expenses to add/increase/decrease line item		
430-000.000-802.000, Legal		\$2,500.00
430-000.000-805.000, Professional Services	\$21,685.00	
430-000.000-861.000, Mileage	\$885.00	
430-000.000-890.000, Contingency Fund		\$7,825.00
430-000.000-901.000, Printing/Publishing		\$2,500.00
430-000.000-956.000, Miscellaneous Expense	\$654.00	
TOTAL:	\$23,224.00	\$23,224.00

Moved by: Trustee Herbstreith

Supported by: Trustee Goodman

Supervisor Behnke – Yes

Trustee Damerow – Yes

Clerk Case – Yes

Trustee Goodman – Yes

Treasurer Jackson – Yes

Trustee Harris – Yes

Trustee Skelding – Yes

Vote shows 7 yes, -0- no. **Resolution 17-03 is adopted.**

4. Adoption of Pennfield Charter Township Resolution 17-04

**PENNFIELD CHARTER TOWNSHIP RESOLUTION#17-04
(a Resolution amending the SEWER budget for Fiscal Year 2016-17)**

BE IT RESOLVED, that the Pennfield Charter Township Board hereby approves the following budget amendment for Fiscal Year 2016-17:

	Debit	Credit
1. Amend revenues to add/amend line item		
590-000.000-664.000, Interest		\$3,406.00
#590-000.000-664.002, Workers Compensation		\$312.00
2. Amend expenses to add/increase/decrease line item		
590-000.000-775.000, Repair/Maintenance-Building	\$3,700.00	
590-000.000-802.000, Legal	\$3,000.00	
590-000.000-803.000, Accounting Fees	\$300.00	
590-000.000-805.000, Professional Services	\$7,500.00	
590-000.000-861.000, Mileage	\$69.00	
590-000.000-890.000, Contingency Fund		\$10,862.00
590-000.000-956.000, Miscellaneous	\$11.00	
TOTALS	\$14,580.00	\$14,580.00

Moved by: Trustee Herbstreith

Supported by: Trustee Goodman

Supervisor Morgan – Yes

Trustee Damerow – Yes

Clerk Case – Yes

Trustee Goodman – Yes

Treasurer Jackson – Yes

Trustee Harris – Yes

Trustee Skelding – Yes

Vote shows 7 yes, -0- no. **Resolution 17-04 is adopted.**

5. Adoption of Pennfield Charter Township Resolution 17-05

PENNFIELD CHARTER TOWNSHIP RESOLUTION #17-05 (a Resolution amending the WATER budget for Fiscal Year 2016-17)

BE IT RESOLVED, that the Pennfield Charter Township Board hereby approves the following budget amendment for Fiscal Year 2016-17:

	Debit	Credit
1. Amend revenues to add/amend line item		
591-000.000-555.000, State Grant Monies		\$1,516.00
591-000.000-664.002, Workers Compensation		\$168.00
591-000.000-694.000, Miscellaneous Income		\$362.00
2. Amend expenses to add/increase/decrease line item		
591-000.000-727.000, Office Supplies	\$1,000.00	
591-000.000-775.000, R/M- Building	\$3,457.00	
591-000.000-777.000, R/M-Equipment	\$750.00	
591-000.000-802.000, Legal	\$750.00	
591-000.000-803.000, Accounting Fees	\$300.00	

591-000.000-805.000, Professional Services	\$600.00	
591-000.000-820.000, Membership/Dues	\$65.00	
591-000.000-901.000, Printing/Publishing	\$912.00	
591-000.000-850.000, Communications	\$300.00	
591-000.000-977.000, Capital Outlay-Equipment		\$6,088.00
TOTALS	\$8,134.00	\$8,134.00

Moved by: Trustee Herbstreith Supported by: Trustee Goodman

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

Vote shows 7 yes. -0- no. **Resolution 17-05 is adopted.**

6. Adoption of Pennfield Charter Township Resolution 17-06

**PENNFIELD CHARTER TOWNSHIP RESOLUTION #17-06
(a Resolution amending the SAW GRANT budget for
Fiscal Year 2016-17)**

BE IT RESOLVED, that the Pennfield Charter Township Board hereby approves the following budget amendment for Fiscal Year 2016-17:

	<u>Debit</u>	<u>Credit</u>
1. Amend expenses to add/increase/decrease line item		
592-000.000-802.000, Legal	\$1,533.00	
592-000.000-805.000, Professional Services		\$1,533.00
TOTALS	\$1,533.00	\$1,533.00

Moved by: Trustee Herbstreith Supported by: Trustee Goodman

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

Vote shows 7 yes, -0- no. **Resolution 17-06 is adopted.**

7. Adoption of Pennfield Township Resolution 17-07

**PENNFIELD CHARTER TOWNSHIP RESOLUTION #17-07
(a Resolution amending the GENERAL FUND budget for Fiscal Year 2016-17)**

BE IT RESOLVED, that the Pennfield Charter Township Board hereby approves the following budget amendment for Fiscal Year 2016-17:

	Debit	Credit
1. Amend revenues to add/amend line item		
101-000.000-456.000, Conditional Use Permits		\$670.00
101-000.000-458.000, Miscellaneous Permits		\$240.00
101-000.000-606.000, 425 Share		\$1,376.00
101-000.000-627.000, Tax Collection		\$843.00
101-000.000-628.001, Cost Recovery		\$16,663.00
101-000.000-662.000, Address Signs		\$242.00
101-000.000-664.002, Workers Compensation		\$1,877.00
101-000.000-694.000, Miscellaneous Income		\$4,909.00
101-000.000-694.004, Property Demolition		\$2,235.00
2. Amend expenses to add/increase/decrease line item		
TOWNBOARD-		
101-101.000-956.000, Miscellaneous Expense	\$200.00	
101-101.000-956.001, Prior Year Tax	\$200.00	
SUPERVISOR-		
101-171.000-702.000, Salary		\$1,000.00
101-171.000-716.000, Employee Insurance		\$3,500.00
101-171.000-861.000, Mileage	\$300.00	
ELECTIONS-		
101-191.000-702.000, Salaries		\$1,850.00
101-191.000-715.000, Social Security		\$800.00
101-191.000-819.000, Conference/Education	\$2,500.00	
101-191.000-859.000, Election Programming	\$4,451.00	
101-191.000-861.000, Mileage	\$450.00	
101-191.000-902.000, Advertising		\$450.00
101-191.000-956.000, Miscellaneous Expense	\$53.00	
101-191.000-977.000, Capital Outlay-Equipment		\$550.00
ASSESSOR-		
101-209.000-740.000, Operating Supplies	\$33.00	
GENERAL OFFICE-		
101-249.000-702.000, Salaries	\$15,000.00	
101-249.000-716.000, Employee Insurance	\$4,000.00	
101-249.000-740.000, Operating Supplies	\$900.00	
101-249.000-803.000, Accounting Fees	\$900.00	
101-249.000-805.000, Professional Services		\$5,000.00

101-249.000-819.000, Conference/Education	\$25.00	
101-249.000-820.000, Membership/Dues	\$31.00	
TREASURER-		
101-253.000-819.000, Conference/Education	\$550.00	
BUILDING & GROUNDS-		
101-265.000-775.000, R/M- Building	\$800.00	
101-265.000-805.000, Professional Fees	\$200.00	
101-265.000-975.000, Capital Outlay-Building		\$1,500.00
101-265.000-977.000, Capital Outlay-Equipment		\$500.00
CEMETERY-		
101-276.000-740.000, Operating Supplies	\$850.00	
101-276.000-750.000, Gas	\$100.00	
101-276.000-775.000, R/M- Building		\$500.00
101-276.000-776.000, R/M- Vehicle		\$500.00
101-276.000-777.000, R/M- Equipment		\$1,000.00
101-276.000-805.000, Professional Services		\$750.00
101-276.000-902.000, Advertising		\$900.00
101-276.000-958.000, Cemetery Plot Buy Back	\$13.00	
101-276.000-971.001, Capital Outlay Land Improvement	\$4,000.00	
101-276.000-977.000, Capital Outlay-Equipment		\$1,400.00
101-276.000-981.000, Capital Outlay- Vehicle	\$3,500.00	
POLICE-		
101-301.000-851.000, Telephone		\$900.00
101-301.000-852.000, Dispatch		\$3,797.00
101-301.000-924.000, Sewer/Water Billing	\$300.00	
FIRE CHIEF-		
101-302.000-716.000, Employee Insurance		\$10,000.00
FIRE-		
101-336.000-704.000, Part-time Salaries	\$10,000.00	
101-336.000-727.000, Office Supplies	\$150.00	
101-336.000-740.000, Operating Supplies	\$1,000.00	
101-336.000-775.000, R/M- Building	\$3,100.00	
101-336.000-777.000, R/M- Equipment	\$1,800.00	
101-336.000-805.000, Professional Services	\$1,500.00	
101-336.000-805.001, Cost Recovery Fees	\$300.00	
101-336.000-818.000, Part-time Education	\$1,350.00	
101-336.000-852.000, Dispatch	\$4,100.00	
101-336.000-977.000, Capital Outlay-Equipment	\$11,653.00	
101-336.000-994.000, Debt Service		\$1,428.00
OTHER APPROPRIATIONS-		
101-960.000-890.000, Contingency Fund		\$8,929.00
TOTALS	\$74,309.00	\$74,309.00

Moved by: Trustee Herbstreith Supported by: Trustee Goodman

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 17-07 is adopted.**

8. Adoption of Pennfield Charter Township Resolution 17-08

PENNFIELD CHARTER TOWNSHIP RESOLUTION #17-08

(a Resolution authorizing the submittal of a bid proposal for sidewalk replacement, tree removal and concrete curb & gutter replacement in the Verona Park Addition subdivision)

BE IT RESOLVED, that the Pennfield Charter Township Board hereby authorizes the submittal of a bid proposal for sidewalk replacement, tree removal and concrete curb and gutter replacement in the Verona Park Addition subdivision

Moved by: Trustee Herbstreith Supported by: Trustee Goodman

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 17-08 is adopted.**

9. Adoption of Pennfield Charter Township Resolution 17-09

PENNFIELD CHARTER TOWNSHIP RESOLUTION 17-09

(a Resolution which will transfer the Web Administrator position from Rob Behnke to Dave Morgan on or before April 1, 2017)

BE IT RESOLVED, that the Pennfield Charter Township Board hereby authorizes the transfer of the Web Administrator position from Rob Behnke to Dave Morgan on or before April 1, 2017

Moved by: Trustee Herbstreith Supported by: Trustee Goodman

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

Vote shows 6 yes, -0- no and 1 abstain. **Resolution 17-09 is adopted.**

10. Election Commission Appointments

It was moved by Trustee Herbstreith and supported by Trustee Goodman to appoint Trustee Damerow, Trustee Herbstreith and Clerk Case to the Pennfield Charter Township Election Commission for 2017. **Motion carried.**

TREASURER'S MONTHLY REPORT

December, 2016 monthly report shows the following balances:

General Fund	\$588,446.58
Road Bond	\$1,234,139.77
Metro Act – Maint.	\$4,090.89
Parks	\$5,363.11
Public Safety	\$351.52
Sewer	\$942,302.72
Sewer – SAW Grant	(\$2,023.65)
Water	\$1,085,923.27
Trust & Agency	\$39,419.33
Tax Collection	\$904,691.87
TOTAL:	\$4,772,705.41

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

PAYMENT OF MONTHLY BILLS

It was moved by Trustee Herbstreith and supported by Trustee Skelding to approve the payment of the monthly bills in the amount of \$1,718,785.29. **Motion carried.**

EXTENDED PUBLIC COMMENTS

Residents had questions/comments on the following: roads, budget amendments.

TOWNSHIP BOARD MEMBER COMMENTS

Trustee Skelding – Question on the “no braking” signs
Trustee Goodman – None
Clerk Case – None
Treasurer Jackson - None
Trustee Herbstreith – None
Trustee Damerow – None

ANNOUNCEMENTS BY THE CHAIRPERSON

The next regularly scheduled Township Board meeting will be Tuesday, February 14, 2017. The next monthly recycling weekend will be January 28th and 29th. The Township office will be closed Monday, January 16, 2017 in observance of Martin Luther King Day.

It was moved by Trustee Herbstreith and supported by Trustee Goodman to adjourn the meeting at 7:28 PM. **Motion carried.**

David P. Morgan – Supervisor

Kathleen R. Case – Clerk

ADDENDUM A – DEPARTMENT REPORTS

UTILITIES

The stats for the month of December, 2016 are as follows: 1,200 meter reads, 5 corrective work orders and 11 Miss Digs.

CODE ENFORCEMENT

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

1. Conducted property inspections for new complaints and follow up inspections of previous complaints.
2. Received 5 new complaints: 3 inoperable vehicles, 2 junk/trash.

ASSESSOR

1. All Homestead, Property Transfer Affidavits & Deeds are current. There were 25 transfers of property for the month: 13 foreclosure related and 12 regular sales.
2. Miscellaneous phone & in person inquiries about assessments & descriptions
3. Visited properties with new construction
4. Prepared reports for Clear Lake Special Assessment

CEMETERY

Burial – 1	\$500.00
TOTAL:	\$500.00

PERMITS

Building – 6	\$1,842.72
Electrical – 7	\$953.00
Mechanical – 10	\$1,141.00
Plumbing – 3	\$473.00
Rental – 1	\$160.00
TOTAL:	\$4,569.72

