

**Penn Township
Regular Meeting
April 12, 2021**

Fitzsimons called the meeting to order at 6:30 p.m. Oli was absent.

Leach presented the minutes from the prior meeting, as prepared by Fitzsimons. Leach moved to approve the minutes. Sparks seconded and motion passed.

The Treasurer's report was presented by Rutherford. Leach moved to approve the report. Sparks seconded and motion passed.

The Board remembered Karen Coleman, Jim Hayden and Ron Francis.

The cell tower rental agreement has been executed. We now have an agreement on the placement of the tower. They will get a 55 x 55 plot of land along with a 10-foot easement. The contract will initially run for 5 years at \$600 per month.

The Comcast franchise renewal has been executed.

Fitzsimons moved to adopt the MEC resolution which names Penn Township as a Co- Applicant for the funding. It also names Oli as the agent to represent Penn Township. Leach seconded and motion passed by unanimous roll call vote (Oli absent).

Oli submitted the US Census Bureau survey.

Tom Sheetz pulled a water permit for a home on Lewis Lake. Dowagiac now owes us for two connection fees.

We are reviewing banking options for higher interest since Circle lowered our rate substantially.

Paul recommends that we do nothing about the deed to the Hall. We found that the deed was not in our name when we were working on the cell tower agreement. The cell tower company will fund the deed correction if their attorneys require any action.

Blakemore and Stutzman zoning variances requests are being discussed on April 13th. Leach will inquire regarding Blakemore's fee. A zoning variance request for Gates will be discussed on April 20th.

Rutherford moved to authorize Oli to contract with the Drain Commissioner on our behalf regarding a drainage district for Jeffries Street. We believe this route will allow for a faster and more cost effective fix to Jeffries. Paul would like an open cut and replace existing culvers vs. new liner. Leach seconded and motion passed.

Mary Deneau is reviewing potential water and sewer funding to address potential issues with our water quality. We do have sediment build up in our water. Oli spoke with Dowagiac DPW regarding updates to the system to improve quality. Dowagiac is currently working with Deneau on this project.

Rutherford moved to approve Klippers bid for lawn care for 2021. Leach seconded and motion passed by unanimous roll call vote (Oli absent).

Fitzsimons moved to authorize Oli to sign the dust control contract. Rutherford seconded and motion passed. Marking will be scheduled at the May meeting.

Hall rentals are currently being prohibited due to the Covid- 19 pandemic. We will address future hall rentals in May.

Cass County has approved Planning's changes to the zoning ordinance to comply with our marijuana ordinance, including the microbusiness changes. Penn Township will approve the ordinance changes in May.

Cass Road Commission has issued guidance on their matching funds policy. We will identify road needs and will execute contracts in May (after Jeffries cost has been determined).

Rutherford moved to approve the DLCC request for a goose relocation program resolution. Leach seconded and motion passed.

Fitzsimons moved to approve a \$100 donation to Domestic and Sexual Abuse Services. Leach seconded and motion passed by unanimous roll call vote (Oli absent). This will get paid in May.

Utility hearing information is available.

Various legislative updates and communication were discussed.

The Fire Department report was provided by Bogue.

Dianna provided a CAUA report. She will follow up on hydrant flushing. Penn is proposing to increase the cost.

File provided a County Commissioner report.

No ambulance report was available.

McGrew provided an assessing report and BOR update.

Leach provided a zoning report.

Cass County is hosting a tire collection and hazardous waste collection day on May 15th 9:00 a.m.-12:00 p.m. at the CCRC.

The bills were presented for payment. Check numbers 21862-21895 for a total of \$30,152.45 will be disbursed. Leach moved to approve the bills for payment. Sparks seconded and motion passed by unanimous roll call vote (Oli absent).

The meeting was adjourned at 7:33 p.m.

Respectfully Submitted,



Lisa J. Fitzsimons
Penn Township Clerk

**Penn Township
Payroll Journal
For the Period From Apr 1, 2021 to Apr 30, 2021**

Filter Criteria includes: Report order is by Check Date. Report is printed in Detail Format.

Date Employee	GL Acct ID	Reference	Debit Amt	Credit Amt
4/12/21 JAMES E. BOGUE	320100 100507 350500 100507 350300 100005	21862	1,666.67 24.17	24.17 83.33 24.17 1,559.17
4/12/21 LISA J. FITZSIMONS	360100 100507 350500 100507 350300 100005	21863	1,666.67 24.17	24.17 83.33 24.17 1,559.17
4/12/21 ROGER W. LEACH	350100 410100 100507 350500 100507 350300 100005	21864	288.50 200.00 7.08	7.08 24.43 7.08 456.99
4/12/21 PAUL O. RUTHERFORD	370100 100507 350500 100507 350300 100005	21865	1,666.67 24.17	24.17 83.33 24.17 1,559.17
4/12/21 LEE H. SPARKS	350100 100507 350500 100507 350300 100005	21866	288.50 4.18	4.18 14.43 4.18 269.89
4/12/21 OLI OLAFSSON	380100 100507 350500 100507 350300 100005	21867	1,666.67 24.17	24.17 83.33 24.17 1,559.17
4/12/21 KAREN YOUNG	310000 100507 350500 100507 350300 100005	21868	166.67 2.42	2.42 8.33 2.42 155.92
			7,720.71	7,720.71

**Penn Township
Purchase Journal
For the Period From Apr 1, 2021 to Apr 30, 2021**

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by Date. Report is printed in Detail Format.

Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
4/12/21	100507 FICA AND MEDICARE P 100505 ACCOUNTS PAYABLE	0421	1ST QTR 941 UNITED STATES TREASURY	1,357.01	1,357.01
4/12/21	320200 FIRE DEPT TRAVEL 100505 ACCOUNTS PAYABLE	0421	TRAVEL JAMES BOGUE	125.00	125.00
4/12/21	360500 CLERK SUPPLIES/POS 100505 ACCOUNTS PAYABLE	0421	INTERNET LISA FITZSIMONS	95.40	95.40
4/12/21	350500 BOARD PENSION 100505 ACCOUNTS PAYABLE	0421	PENSION FEE JOHN HANCOCK	277.50	277.50
4/12/21	310700 HALL ELECT/STREET L 321500 FIRE ELECTRIC 100505 ACCOUNTS PAYABLE	0421	ELECTRIC ELECTRIC AEP	500.00 600.00	1,100.00
4/12/21	370300 TREASURER-SUPPLIE 100505 ACCOUNTS PAYABLE	0421	INTERNET PAUL RUTHERFORD	95.40	95.40
4/12/21	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	0421	SHOP SUPPLIES PENN TOWNSHIP FIRE DEPART	110.60	110.60
4/12/21	310900 HALL FUEL OIL 321700 FIRE FUEL OIL 100505 ACCOUNTS PAYABLE	0421	NATURAL GAS NATURAL GAS SEMCO ENERGY	140.00 560.00	700.00
4/12/21	340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	0421	ELECT INSPECT RON BELLAIRE	380.80	380.80
4/12/21	320900 FIRE COMMUNICATION 100505 ACCOUNTS PAYABLE	0421	TELEPHONE FRONTIER	135.72	135.72
4/12/21	321500 FIRE ELECTRIC 100505 ACCOUNTS PAYABLE	0421	WATER CITY OF DOWAGIAC	300.00	300.00
4/12/21	320900 FIRE COMMUNICATION 100505 ACCOUNTS PAYABLE	0421	FIRE INTERNET/CABLE COMCAST	500.00	500.00

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4/12/21	310500 HALL TELEPHONE 100505 ACCOUNTS PAYABLE	0421	CELL PHONES VERIZON WIRELESS	331.68	331.68
4/12/21	340100 BLDG INSPECT WAGE 340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	0421	BLDG PERMITS OFFICE HOURS RICHARD DREWS	4,149.70 140.00	4,289.70
4/12/21	380300 SUPERVISOR- ASSESS 100505 ACCOUNTS PAYABLE	0421	ASSESSING MCGREW ASSESSING SERVICES LLC	2,530.00	2,530.00
4/12/21	310500 HALL TELEPHONE 100505 ACCOUNTS PAYABLE	0421	PHONE OLI OLAFSSON	60.00	60.00
4/12/21	410500 ZONING-PRINT/PUBLIS 381100 SUPERVISOR-PRINT/P 100505 ACCOUNTS PAYABLE	1208170/1209543	ZONING PUB MICROBUSINESS PUB LEADER PUBLICATIONS	45.00 45.00	90.00
4/12/21	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	14411	QUARTERLY ALARM SERVICE HAAS SYSTEMS	96.00	96.00
4/12/21	351100 BOARD- Weed Control 100505 ACCOUNTS PAYABLE	181825	DONNELL WEED ADMIN PROGRESSIVE A&E	1,625.00	1,625.00
4/12/21	340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	1837	PLUMB MECH INSPECT DOBBERTEEN INSPECTIONS, INC.	2,151.35	2,151.35
4/12/21	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	20585/18507/2305	FIRE DEPT PEST CONTROL ROSE PEST SOLUTIONS	123.00	123.00
4/12/21	320600 FIRE TRAINING 100505 ACCOUNTS PAYABLE	21753	FIRE COMMUNCIATIONS2684.69 TARGET SOLUTIONS LEARNING LLC	2,684.69	2,684.69
4/12/21	322100 FIRE EQUIPMENT MAI 100505 ACCOUNTS PAYABLE	224670	FIRE SUPP WB HAYDEN AND SONS	15.98	15.98
4/12/21	322500 FIRE CAPITAL OUTLAY 100505	24394	SCOTT CYLINDER WEST SHORE FIRE REPAIR	3,636.00	3,636.00

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	ACCOUNTS PAYABLE		REPAIR		
4/12/21	322300 FIRE MISC 100505 ACCOUNTS PAYABLE	43798	DECALS/SIGNS	110.80	
			CREATIVE VINYL SIGNS		110.80
4/12/21	320700 FIRE-OPERATING (GAS 100505 ACCOUNTS PAYABLE	5161	FIRE GAS	61.41	
			SERVICE OIL CO.		61.41
4/12/21	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	990283719	MAT SERVICE	49.93	
			UNIFIRST		49.93
				23,032.97	23,032.97
				23,032.97	23,032.97

APRIL 12, 2021
 PENN TOWNSHIP
 GENERAL ACCOUNT

Checking Account balance: March 1, 2021	\$ 393,647.05
Total disbursements for March, 2021	49,464.51
Total revenues for March, 2021	263,253.47

<u>Receipt #</u>	<u>Date</u>	<u>Received from</u>	<u>Amount</u>
4851	3/01	Penn Township Tax Account (W-20 Property Tax)	67,792.91
4839	3/01	State of Michigan (Revenue Sharing: Sales Tax)	21,354.00
4840	3/03	Wagner Family Funerals (Burial)	100.00
4841	3/03	Local Community Stabilization (Personal Property Reimbursement)	2,773.65
4842	3/08	Rich Drews (Building Permits)	2,261.00
4843	3/08	Ron Bellaire (Electrical Permits)	260.00
4844	3/08	Dobberteen Inspections (Plumbing and Mechanical Permits)	2,226.00
4845	3/08	Metropolitan Reporting (Fire Report)	5.00
4846	3/11	Calvin Township (Fire Contract & Runs)	39,150.00
4847	3/11	Randle Company (Variance)	300.00
4848	3/31	Penn Township Tax Account (W-20 Property Tax)	126,962.92

March 31, 2021 Checking Balance(Interest V#4849 \$ 11.00)	\$ 42,158.74
March 31, 2021 Circle FCU Balance (Interest V#4850 \$ 56.99)	\$ 565,226.52
March 31, 2021 Circle FCU Membership (50.75)	
General Checking Total	\$ 607,436.01

Debt Retirement Accounts(\$58.00 Membership each account)	
Penn Water	\$ 431,757.85
Vandalia Sewer	\$ 45,268.56
Vandalia Water	\$ 72,924.68

Paul Rutherford

Penn Township Treasurer