

**Penn Township
Regular Meeting
November 13, 2023**

Prior to the meeting starting, Sherrif Behnke provided an update on crime that is occurring around the area. Sherrif Behnke is looking to fill positions within the department.

Board Members Present : Trustee Roger Leach, Trustee Lee Sparks, Treasure Paul Rutherford, and Clerk Chelsa Greathouse

Trustee Leach called the meeting to order at 6:36pm.

Prayer was given by Trustee Sparks.

Pledge of Allegiance was given.

Trustee Leach presented the minutes from the October meeting, as prepared by Clerk Greathouse. Leach moved to approve the minutes. Sparks seconded and motion approved.

The Treasure's Report was presented by Treasure Rutherford, as prepared by Rutherford. Trustee Leach moved to approve the report. Sparks seconded and roll call was done, yes-all. Motion approved.

Trustee Leach took a moment to remember several Penn Township residents that have recently passed away including Phyllis Sibley, Dale Strzelecki, Sonny Filley, Chuck Sampson, Linda Green Tone and Holly Testa.

Supervisor News - No news

New Business

Trustee Leach informed the board that the Colony Bay contract has been signed and presented for final approval.

Trustee Leach informed the board that Surf Broadband has commenced permit process for new construction.

Clerk Greathouse updated the board and residents that the road survey for Donnell Lake St has started. The survey is taking place where the creek is.

Reports

Clerk News- No news

Fire Department Report – Provided by Chief Jim Bogue.

CAUA Report- was provided by Leach, prepared by Diana McGrew.

Audit Report- No report

Ambulance Report- no report was provided.

Assessors Report – no report was provided.

Zoning Report- was provided by Leach.

Board Comments- No board comments

Public Comments

Resident 1: Matt Harrington encouraged the board to look for a solution regarding the marijuana establishments. He favors a 1-mile setback and would like the planning commission to meet again to discuss solutions.

Commissioner Joyce Locke encouraged residents to help find people to serve on the ambulance and sheriff department.

Trustee Leach closed public comments.

The bills were presented for payment by Clerk Greathouse. Check numbers 23016-23054 (check 23016 voided) for a total of \$48,438.60 will be disbursed. Trustee Sparks moved to approve the bills for payment. Leach seconded and motion passed by unanimous roll call vote.

The meeting was adjourned at 7:09pm.

Respectfully Submitted,
Chelsa Greathouse



Penn Township Clerk

**NOVEMBER 13, 2023
PENN TOWNSHIP
GENERAL ACCOUNT**

Checking Account balance: October 1, 2023	\$ 970,658.35
Total disbursements for October, 2023	49,518.60
Total revenues for October, 2023	16,096.52

<u>Receipt #</u>	<u>Date</u>	<u>Received from</u>	<u>Amount</u>
5128	10/02	Cass County (Homestead Denial)	20.76
5129	10/02	Alchemy Wellness (Municipal Fees Marijuana)	3,500.00
5130	10/09	Karen Young (Two Hall Rentals)	150.00
5131	10/09	Adam Dahlgren (Building Permits)	5,045.00
5136	10/09	Next Step Inspections (Electrical Permits)	2,839.00
5132	10/09	Dobberteen Inspections (Mechanical & Plumbing Permits)	1,140.00

October 31, 2023 G W Jones (Interest \$3,401.76 V#5133) Balance \$ 937,236.27

Cash Breakdown

Oct. 31, 2023 Restricted Funds Fire Dept.	\$ 295,000.00
Oct. 31, 2023 Cash Balance	\$ 642,236.27
Total Checking Balance :	\$ 937,236.27

Plus \$ 58.75 Each Membership

Vandalia Sewer	\$ 44,175.10
Vandalia Water	\$ 66,120.04
Penn Water	\$193,838.23

Paul Rutherford

Penn Township Treasurer

**Penn Township
Purchase Journal
For the Period From Nov 1, 2023 to Nov 20, 2023**

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
11/12/23	311200 HALL BLDG. MAINT 100505 ACCOUNTS PAYABLE	0031873173	TRASH/RECYCLE HIMCO	378.91	378.91
11/12/23	340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	102423	MECH PLUMB INSPECT DOBBERTEEN INSPECTIONS, INC.	2,504.10	2,504.10
11/12/23	340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	1028	ELECT INSPECT NEXT STEP INSPECTIONS LLC	1,948.20	1,948.20
11/12/23	310700 HALL ELECT/STREET L 100505 ACCOUNTS PAYABLE	1123	FIRE SEWER CAUA	250.00	250.00
11/12/23	320200 FIRE DEPT TRAVEL 100505 ACCOUNTS PAYABLE	1123	TRAVEL JAMES BOGUE	125.00	125.00
11/12/23	360500 CLERK SUPPLIES/POS 100505 ACCOUNTS PAYABLE	1123	INTERNET LISA FITZSIMONS	95.40	95.40
11/12/23	322300 FIRE MISC 100505 ACCOUNTS PAYABLE	1123	STATE FIRE DUES MICHIGAN STATE FIREMEN'S	75.00	75.00
11/12/23	370300 TREASURER-SUPPLIE 100505 ACCOUNTS PAYABLE	1123	INTERNET PAUL RUTHERFORD	95.40	95.40
11/12/23	320600 FIRE TRAINING 320500 FIRE-OFFICE SUPPLIE 322300 FIRE MISC 322100 FIRE EQUIPMENT MAI 322500 FIRE CAPITAL OUTLAY 321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	1123	FIRE TRAINING FIRE OFFICE FIRE MISC FIRE SUPP FIRE GLVOES, HURST SUPP, GAS DETECT FIRE BLDG SUPP PENN TOWNSHIP FIRE DEPART	124.65 1.35 419.49 203.69 1,465.40 162.49	2,377.07
11/12/23	360500 CLERK SUPPLIES/POS 100505 ACCOUNTS PAYABLE	1123	PO BOX US POSTMASTER	108.00	108.00
11/12/23	310500 HALL TELEPHONE 310500 HALL TELEPHONE 100505	1123	TELEHONE TELEPHONE VERIZON WIRELESS	334.26	334.26

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	ACCOUNTS PAYABLE				
11/12/23	311500 HALL MISC. 100505 ACCOUNTS PAYABLE	1123	SEC BERGEN R/C HELICOPTERS	45.00	45.00
11/12/23	310500 HALL TELEPHONE 100505 ACCOUNTS PAYABLE	1123	PHONE OLAFUR OLAFSSON	60.00	60.00
11/12/23	340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	1123	BLDG INSPECT ADAM DAHLGREN	3,202.70	3,202.70
11/12/23	380300 SUPERVISOR- ASSESS 100505 ACCOUNTS PAYABLE	1123	ASSESSING ASSESSING SOLUTIONS	3,250.00	3,250.00
11/12/23	310500 HALL TELEPHONE 100505 ACCOUNTS PAYABLE	1123	PHONE CHELSA GREATHOUSE	60.00	60.00
11/12/23	351900 BOARD MISC 100505 ACCOUNTS PAYABLE	1123A	YOUTH PB CLINIC COSTS- HYDRO LISA FITZSIMONS	650.38	650.38
11/12/23	322100 FIRE EQUIPMENT MAI 100505 ACCOUNTS PAYABLE	1383	PUMP TESTS BACK ROADS SERVICES	660.00	660.00
11/12/23	320700 FIRE-OPERATING (GAS 100505 ACCOUNTS PAYABLE	14232	FIRE GAS SERVICE OIL CO.	191.18	191.18
11/12/23	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	150600393/NOV/D	PEST CONTROL ROSE PEST SOLUTIONS	174.00	174.00
11/12/23	320700 FIRE-OPERATING (GAS 100505 ACCOUNTS PAYABLE	15606	FIRE GAS SERVICE OIL CO.	67.64	67.64
11/12/23	311300 HALL CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	19699	SECURITY SYSTEM TRENCH/PIPE BENDER ELECTRIC	652.50	652.50
11/12/23	322500 FIRE CAPITAL OUTLAY 311300 HALL CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	19963	SEC SYSTEM SEC SYSTEM HAAS SYSTEMS	2,571.47 7,663.54	10,235.01
11/12/23	310500	202201462	WEBSITE	670.00	

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	HALL TELEPHONE 100505 ACCOUNTS PAYABLE		KERRY COLLINS		670.00
11/12/23	321900 FIRE BLDG MAINT/REP 400100 CEMETERY CONTRAC 100505 ACCOUNTS PAYABLE	20230234	FIRE MOW CEMETERY KLIPPERS LAWN CARE SERVIC	224.40 1,548.80	 1,773.20
11/12/23	321900 FIRE BLDG MAINT/REP 400100 CEMETERY CONTRAC 100505 ACCOUNTS PAYABLE	20230279	MOWING CEMET KLIPPERS LAWN CARE SERVIC	224.40 1,716.00	 1,940.40
11/12/23	311200 HALL BLDG. MAINT 100505 ACCOUNTS PAYABLE	23-104784	PORTABLE TOILET VRT ENTERPRISES, INC.	116.00	 116.00
11/12/23	322100 FIRE EQUIPMENT MAI 311500 HALL MISC. 100505 ACCOUNTS PAYABLE	235457/235500	FIRE SUPP HALL SUPP WB HAYDEN AND SONS	24.76 109.89	 134.65
11/12/23	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	30639	HOSE TESTING NHTS	2,984.00	 2,984.00
11/12/23	322500 FIRE CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	3130	AED PRO SAFETY INNOVATIONS LLC	1,950.00	 1,950.00
11/12/23	311200 HALL BLDG. MAINT 321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	3140	AED CARRY CASE AED CARRY CASE PRO SAFETY INNOVATIONS LLC	131.00 131.00	 262.00
11/12/23	310700 HALL ELECT/STREET L 100505 ACCOUNTS PAYABLE	3180600 1123	ELECTRIC MIDWEST ENERGY COOP	100.00	 100.00
11/12/23	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	4172258405/NOV/	MAT SERVICE CINTAS	179.22	 179.22
11/12/23	311200 HALL BLDG. MAINT 100505 ACCOUNTS PAYABLE	49535	HALL SIGN CREATIVE VINYL SIGNS	492.00	 492.00
11/12/23	310500 HALL TELEPHONE 100505	7285100	HALL INTERNET MIDWEST ENERGY COOP	400.00	 400.00

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	ACCOUNTS PAYABLE				
11/12/23	320900 FIRE COMMUNICATION 100505 ACCOUNTS PAYABLE	7384800 1123	FIRE INTERNET MIDWEST ENERGY COOP	500.00	500.00
				39,041.22	39,041.22
				39,041.22	39,041.22

Penn Township Payroll Journal For the Period From Nov 1, 2023 to Nov 20, 2023

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
11/12/23 JAMES E. BOGUE	320100 100507 350500 100507 350300 100005	23017	1,980.00	28.71 99.00 28.71 28.71 1,852.29
11/12/23 LISA J. FITZSIMONS	360100 100507 350500 100507 350300 100005	23018	1,480.00	21.46 74.00 21.46 21.46 1,384.54
11/12/23 ROGER W. LEACH	350100 410100 100507 350500 100507 350300 100005	23019	323.08 237.50	8.13 28.03 8.13 524.42
11/12/23 PAUL O. RUTHERFORD	370100 100507 350500 100507 350300 100005	23020	1,980.00	28.71 99.00 28.71 28.71 1,852.29
11/12/23 LEE H. SPARKS	350100 100507 350500 100507 350300 100005	23021	323.08	4.68 16.15 4.68 302.25
11/12/23 CHELSA GREATHOUSE	360100 380100 100507 100507 350500 100507 350300 100005	23022	1,105.00 455.00	32.78 22.62 78.00 22.62 1,426.60
11/12/23 OLAFUR OLAFSSON	380100 100507 350500 100507 350300 100005	23023	1,980.00	28.71 99.00 28.71 28.71 1,852.29
11/12/23 KAREN YOUNG	310000 100507 350500 100507 350300 100005	23024	216.67	3.14 10.83 3.14 3.14 202.70
			10,226.49	10,226.49