

**Penn Township
Regular Meeting
December 13, 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 Billie Jo Meggs and William Burrows.

The Jeffries Street culvert repair is complete. The cost was approximately \$65,000 which was considerably less than the proposed bridge. We will use the first Covid relief payment toward this expenditure.

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.

The refinancing of the water system debt is entering the final stages. Fitzsimons moved to approve the resolution approving the refund contract. This will allow Oli and Fitzsimons to approve the contract. Leach seconded and motion passed by unanimous roll call vote (Oli absent).

Bill Schuld has inquired regarding sewer connections to parcels on the north side of Donnell Lake for a spec home. Oli has discussed sewer service with Kevin. Kevin suggested that we extend the system and require connection by the existing property owners. CAUA could pay for engineering fees in order to determine a plan. Deneau has two proposed options for this extension. The options will be reviewed at January meeting after details are received. It has been proposed to run the line all the way to M-60. Sewer connection financing will be discussed.

The Covid Relief funding application was approved. We could receive up to \$150,000 of funding. We received the first installment of \$75,204.50 on November 10th.

The cell tower construction has not begun and we don't have any idea when this will happen. Oli would like us to consider a 90-day deadline. We will table this again until next month and determine if any progress has been made. The lessee did record the intended lease with the County. Oli will follow up.

The White Temple road landfill was discussed. It is owned by an authority of 6 municipalities including Penn Township. No hunting leases will be allowed due to liability and tax exempt issues. There are also potential environmental concerns. The authority is defunct. The property will be inspected. We will explore getting clean title to the property.

A marijuana processing plant is being proposed for the former Bullseye Market building. Common Citizens,, a marijuana operation out of Marshall, is pursuing this option for that building.

Rutherford and Oli met with the Road Commission regarding future projects.

Penn Township is seeking to hire an Election Coordinator for 2022 elections.

Utility hearing information is available.

Various legislative updates and communication were discussed.

The Fire Department report was provided by Bogue. They are planning a new driveway for the Fire Dept. The current asphalt is insufficient to support the newer heavier equipment. This will be planned for Spring 2022.

No CAUA report was available.

No ambulance report was available.

No County Commissioner report was available.

No assessing report was available. December BOR will be December 15th at 5:00 p.m.

Leach provided a zoning report. The Sampson property in Penn was discussed. They have made a dent in the junk on the property, so we will continue to give them additional time. We will inspect the property again next month. Leach addressed issues at the home on the corner of Quaker and White Temple. They have begun some clean up. We could consider a zoning change to address unlicensed vehicles.

The bills were presented for payment. Check numbers 22138-22174 for a total of \$25,920.02 will be disbursed. Rutherford moved to approve the bills for payment. Leach seconded and motion passed by unanimous roll call vote (Oli absent).

The meeting was adjourned at 7:20 p.m.

Respectfully Submitted,



Lisa J. Fitzsimons
Penn Township Clerk

Penn Township Payroll Journal For the Period From Dec 1, 2021 to Dec 31, 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
12/6/21 JAMES E. BOGUE	320100	22138	1,666.67	
	100507			24.17
	350500			83.33
	100507			24.17
	350300			24.17
	100005			1,559.17
12/6/21 LISA J. FITZSIMONS	360100	22139	1,666.67	
	100507			850.00
	100507			24.17
	350500			83.33
	100507			24.17
	350300			24.17
12/6/21 ROGER W. LEACH	350100	22140	288.50	
	410100			200.00
	100507			7.08
	350500			24.43
	100507			7.08
	350300			7.08
12/6/21 PAUL O. RUTHERFORD	370100	22141	1,666.67	
	100507			24.17
	350500			83.33
	100507			24.17
	350300			24.17
	100005			1,559.17
12/6/21 LEE H. SPARKS	350100	22142	288.50	
	100507			4.18
	350500			14.43
	100507			4.18
	350300			4.18
	100005			269.89
12/6/21 OLI OLAFFSON	380100	22143	1,666.67	
	100507			24.17
	350500			83.33
	100507			24.17
	350300			24.17
	100005			1,559.17
12/6/21 KAREN YOUNG	310000	22144	166.67	
	100507			2.42
	350500			8.33
	100507			2.42
	350300			2.42
	100005			155.92
			7,720.71	7,720.71

**Penn Township
Purchase Journal**

For the Period From Dec 1, 2021 to Dec 31, 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
12/6/21	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	113121 STMT	MAT SERVICE CINTAS	105.46	105.46
12/6/21	320200 FIRE DEPT TRAVEL 100505 ACCOUNTS PAYABLE	1221	TRAVEL JAMES BOGUE	125.00	125.00
12/6/21	360500 CLERK SUPPLIES/POS 100505 ACCOUNTS PAYABLE	1221	INTERNET LISA FITZSIMONS	95.40	95.40
12/6/21	322300 FIRE MISC 100505 ACCOUNTS PAYABLE	1221	DUES MICHIGAN STATE FIREMEN'S	75.00	75.00
12/6/21	321500 FIRE ELECTRIC 100505 ACCOUNTS PAYABLE	1221	ELECTRIC AEP	700.00	700.00
12/6/21	322300 FIRE MISC 321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	1221	SAMS MEMBER FIRE SUPP PENN TOWNSHIP FIRE DEPART	45.00 57.75	102.75
12/6/21	340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	1221	ELECT INPECT RON BELLAIRE	2,210.00	2,210.00
12/6/21	310500 HALL TELEPHONE 100505 ACCOUNTS PAYABLE	1221	TELEPHONE FRONTIER	129.03	129.03
12/6/21	321500 FIRE ELECTRIC 100505 ACCOUNTS PAYABLE	1221	WATER CITY OF DOWAGIAC	200.00	200.00
12/6/21	320900 FIRE COMMUNICATION 100505 ACCOUNTS PAYABLE	1221	FIRE INTERNET COMCAST	250.00	250.00
12/6/21	310500 HALL TELEPHONE 100505 ACCOUNTS PAYABLE	1221	PHONE VERIZON WIRELESS	300.96	300.96
12/6/21	380300 SUPERVISOR- ASSESS 100505 ACCOUNTS PAYABLE	1221	ASSESSING MCGREW ASSESSING SERVICES LLC	2,530.00	2,530.00
12/6/21	340100	1221	MECH PERMITS	2,391.05	

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE		DOBBERTEEN INSPECTIONS, INC.		2,391.05
12/6/21	360900 CLERK- ELECTIONS 100505 ACCOUNTS PAYABLE	1221	QVF SUPP SILVER CREEK TOWNSHIP	25.00	25.00
12/6/21	360900 CLERK- ELECTIONS 100505 ACCOUNTS PAYABLE	1221	QVF MAINT LINDSAY KROHNE	235.00	235.00
12/6/21	380700 SUPERVISOR SUPP/P 100505 ACCOUNTS PAYABLE	1221	PHONE OLI OLAFSSON	60.00	60.00
12/6/21	340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	1221	BLDG INCPECT ADAM DAHLGREN	1,408.90	1,408.90
12/6/21	370300 TREASURER-SUPPLIE 100505 ACCOUNTS PAYABLE	1221A	TREASURER SUPP LISA FITZSIMONS	75.04	75.04
12/6/21	370300 TREASURER-SUPPLIE 100505 ACCOUNTS PAYABLE	1221A	PRINTER INK PAUL RUTHERFORD	103.28	103.28
12/6/21	360500 CLERK SUPPLIES/POS 100505 ACCOUNTS PAYABLE	1221B	FAX SERVICE LISA FITZSIMONS	66.00	66.00
12/6/21	370300 TREASURER-SUPPLIE 100505 ACCOUNTS PAYABLE	1222	INTERNET PAUL RUTHERFORD	95.40	95.40
12/6/21	350500 BOARD PENSION 100505 ACCOUNTS PAYABLE	123121	PENSION CONT JOHN HANCOCK	5,948.92	5,948.92
12/6/21	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	150543316	PEST CONTROL ROSE PEST SOLUTIONS	41.00	41.00
12/6/21	322100 FIRE EQUIPMENT MAI 100505 ACCOUNTS PAYABLE	15382	LIGHTS SPENCER MANUFACTURING,INC	359.61	359.61
12/6/21	360500 CLERK SUPPLIES/POS 100505 ACCOUNTS PAYABLE	181959	COPIER OCNTRACT US BUSINESS SYSTEMS	101.40	101.40

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12/6/21	321900 FIRE BLDG MAINT/REP 400100 CEMETERY CONTRAC 100505 ACCOUNTS PAYABLE	20539	MOWING MOWING KLIPPERS LAWN CARE SERVIC	551.00 352.00	 903.00
12/6/21	360900 CLERK- ELECTIONS 100505 ACCOUNTS PAYABLE	21-3575	MODEM MC & E/ELECTION SOURCE	100.00	 100.00
12/6/21	321900 FIRE BLDG MAINT/REP 322500 FIRE CAPITAL OUTLAY 320700 FIRE-OPERATING (GAS 100505 ACCOUNTS PAYABLE	227614	FIRE SUPP FIRE IMPACT DRIVER FIRE SUPP WB HAYDEN AND SONS	32.95 219.98 97.08	 350.01
12/6/21	370300 TREASURER-SUPPLIE 100505 ACCOUNTS PAYABLE	33883	ENVELOPES PREFERRED PRINTING	95.06	 95.06
12/6/21	360500 CLERK SUPPLIES/POS 100505 ACCOUNTS PAYABLE	545267	W2S SAGE CHECKS AND FORMS	46.82	 46.82
12/6/21	320700 FIRE-OPERATING (GAS 100505 ACCOUNTS PAYABLE	7264	FIRE GAS SERVICE OIL CO.	142.83	 142.83
12/6/21	370300 TREASURER-SUPPLIE 100505 ACCOUNTS PAYABLE	TREAS 2022-02	SUMMER LATE BILLS CASS COUNTY	3.28	 3.28
12/6/21	370300 TREASURER-SUPPLIE 100505 ACCOUNTS PAYABLE	TREAS 2022-03	TAX BILLS CASS COUNTY	45.06	 45.06
12/6/21	311300 HALL CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	WINTER 21 TAX B	PROPERTY TAX PENN TOWNSHIP	230.58	 230.58
				19,650.84	19,650.84

DECEMBER 14, 2021
PENN TOWNSHIP
GENERAL ACCOUNT

Checking Account balance: November 1, 2021	\$ 487,417.54
Total disbursements for November, 2021	95,385.86
Total revenues for November, 2021	120,418.89

<u>Receipt #</u>	<u>Date</u>	<u>Received from</u>	<u>Amount</u>
4916	11/01	State of Michigan (Revenue Sharing)	26,981.00
4917	11/02	Comcast (Franchise Fee)	5,478.83
4918	11/08	Adam Dahlgren (Building Permits)	10,238.00
4919	11/08	Ron Bellaire (Electrical Permits)	195.00
4920	11/08	Dobberteen Inspections (Mechanical & Plumbing Permits)	2,162.00
4921	11/08	Karen Young (One Hall Rental)	50.00
4922	11/10	State of Michigan (Coronavirus Recovery Fund))	75,204.50

November 30, 2021 G W Jones (Interest V#4923) 109.56

General Checking Total 512,450.57

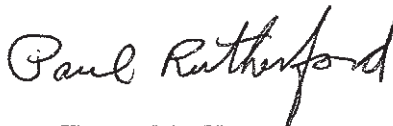
Plus \$ 58.75 Each Membership

Vandalia Sewer \$ 46,482.06

Vandalia Water \$ 73,392.30

Penn Water \$ 174,398.52

Paul Rutherford



Penn Township Treasurer