

**Penn Township
Regular Meeting
August 12, 2024**

Board members present: Supervisor Olafsson, Clerk Chelsa Greathouse, Treasure Paul Rutherford, Trustee Lee Sparks, Trustee Roger Leach

Supervisor Olafsson called the meeting to order at 6:30pm.

Prayer was given by Trustee Sparks.

Pledge of Allegiance was recited.

Trustee Leach presented the minutes from the July meeting, as prepared by Clerk Greathouse. Trustee Sparks moved to approve the minutes. Trustee Leach seconded, roll call unanimous yes and motion approved.

The Treasures Report was presented by Treasure Rutherford, as prepared by Treasure Rutherford. Trustee Sparks moved to approve the Treasures report. Trustee Leach seconded, roll call- unanimous yes, motion approved.

Supervisor News

Supervisor Olafsson stated that the board held a special meeting regarding the election and the challenge that took place. The meeting took place on August 9th. Present at the special meeting was Supervisor Olafsson and Treasure Rutherford.

Supervisor Olafsson discussed the drainage problem on Filley Dr/Donnell Lake Dr and is seeking a resolution to the problem.

Supervisor Olafsson stated that there were speed limit signs on Donnell Lake Dr but he noticed they were removed. He believes county removed them.

Reports

Fire Dept Report- Provided by Chief Bogue

Ambulance Report- Provided by Scott Chris.

CAUA Report- Provided by Trustee Leach, prepared by Diana McGrew

Zoning Report- Provided by Roger Leach

Board Comments

Trustee Sparks stated that the marijuana growers want to work with the neighbors, not against them to find a solution.

Supervisor Olafsson stated that he doesn't like the tarp fences used to hide the marijuana grows.

Public Comments

Resident 1- Lloyd Montgomery wants to know how to submit a proposal to the board.

Supervisor Dan Covey from Newberg Twp, addressed the board regarding the outstanding invoices from ambulance.

Supervisor Olafsson closed public comments

Supervisor Olafsson informed Supervisor Covey that Penn Twp is aware of the invoices and is looking into paying them. Penn Twp is wanting to pay what is fair and would consider paying a large lump sum to cover til the end of the year.

Supervisor Olafsson reopened Public Comments

Resident 2- Bill Schuld has concerns where the water drainage from Filley Dr will go. Bill thinks the ambulance issue is a very important issue that the board faces.

Resident 3- Shelia Wittous congratulated the winners of the August 6th election. She has concerns that Paul won't finish his term if he continues. Shelia asked Paul to step down as treasure and to train Jodi for his replacement.

Supervisor Olafsson closed public comments

Trustee Leach stated that residents dont want BLS ambulance service, many want to have ALS service. Leach feels the county should consider a county wide milage for ambulance.

The Bills were presented for payment by Clerk Greathouse. Checks 23411-23461 for a total of \$120,760.03 to be disbursed. Trustee Sparks moved to approve the bills for payment. Trustee Leach seconded, and motion passed by unanimous roll call vote.

The meeting was adjourned at 7:56pm

Respectfully submitted,

Chelsa Greathouse

Penn Township Clerk

**Penn Township
Purchase Journal**

For the Period From Aug 1, 2024 to Aug 31, 2024

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
8/12/24	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	023573	SEC CAM SUPPORT HAAS SYSTEMS	157.50	157.50
8/12/24	340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	072424	PLUMB. MECH INSPECT DOBBERTEEN INSPECTIONS, INC.	1,710.12	1,710.12
8/12/24	320200 FIRE DEPT TRAVEL 100505 ACCOUNTS PAYABLE	0824	TRAVEL JAMES BOGUE	125.00	125.00
8/12/24	360500 CLERK SUPPLIES/POS 100505 ACCOUNTS PAYABLE	0824	INTERNET LISA FITZSIMONS	95.40	95.40
8/12/24	310700 HALL ELECT/STREET L 100505 ACCOUNTS PAYABLE	0824	ELECTRIC AEP	400.00	400.00
8/12/24	370300 TREASURER-SUPPLIE 100505 ACCOUNTS PAYABLE	0824	INTERNET PAUL RUTHERFORD	95.40	95.40
8/12/24	322300 FIRE MISC 320500 FIRE-OFFICE SUPPLIE 322300 FIRE MISC 322100 FIRE EQUIPMENT MAI 100505 ACCOUNTS PAYABLE	0824	FIRE SUPP FIRE SUPP TRAINING SUPP FIRE SUPP PENN TOWNSHIP FIRE DEPART	117.15 263.97 441.79 101.25	924.16
8/12/24	320500 FIRE-OFFICE SUPPLIE 100505 ACCOUNTS PAYABLE	0824	PO BOX US POSTMASTER	74.00	74.00
8/12/24	370100 TREASURER- WAGE 100505 ACCOUNTS PAYABLE	0824	TREASURER ASSIST AMY JUROFF	100.00	100.00
8/12/24	310500 COMMUNICATIONS 100505 ACCOUNTS PAYABLE	0824	PHONES VERIZON WIRELESS	334.31	334.31
8/12/24	310500 COMMUNICATIONS 100505 ACCOUNTS PAYABLE	0824	PHONE OLAFUR OLAFSSON	60.00	60.00
8/12/24	340100 BLDG INSPECT WAGE 340100 BLDG INSPECT WAGE	0824	BLDG PERMITS BLDG OFFICE	4,097.85 140.00	

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	100505 ACCOUNTS PAYABLE		ADAM DAHLGREN		4,237.85
8/12/24	360900 CLERK- ELECTIONS 100505 ACCOUNTS PAYABLE	0824	ELECTION ALEXIS MILLIRANS	225.00	225.00
8/12/24	360900 CLERK- ELECTIONS 100505 ACCOUNTS PAYABLE	0824	ELECTION CHAIR LINDSAY GORHAM	275.00	275.00
8/12/24	360900 CLERK- ELECTIONS 100505 ACCOUNTS PAYABLE	0824	PHONE CHELSA GREATHOUSE	60.00	60.00
8/12/24	311200 FACILITY MAINT 100505 ACCOUNTS PAYABLE	0824	TRASH/RECYCLING HIMCO	300.00	300.00
8/12/24	351900 BOARD MISC 100505 ACCOUNTS PAYABLE	0824	SECURITY JULY MTG GREG PRICE	125.00	125.00
8/12/24	360900 CLERK- ELECTIONS 100505 ACCOUNTS PAYABLE	0824	ELECTION MACKENZIE BOYER	225.00	225.00
8/12/24	360900 CLERK- ELECTIONS 100505 ACCOUNTS PAYABLE	0824	ELECTION ROSE KELSHEIMER	225.00	225.00
8/12/24	360900 CLERK- ELECTIONS 100505 ACCOUNTS PAYABLE	0824	ELECTION KELLY HARGROVE	225.00	225.00
8/12/24	311400 PARKS PROGRAMMIN 100505 ACCOUNTS PAYABLE	0824A	COURT RESERVE JUNE.JULY LISA FITZSIMONS	240.00	240.00
8/12/24	311500 HALL MISC. 100505 ACCOUNTS PAYABLE	0824B	NET DIVIDER SUPP LISA FITZSIMONS	89.02	89.02
8/12/24	311500 HALL MISC. 100505 ACCOUNTS PAYABLE	0824B	TABLES OLAFUR OLAFSSON	254.37	254.37
8/12/24	360500 CLERK SUPPLIES/POS 100505 ACCOUNTS PAYABLE	0824C	OFFICE SUPP LISA FITZSIMONS	10.59	10.59
8/12/24	311500 HALL MISC.	0824D	SUPPLIES	79.86	

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	100505 ACCOUNTS PAYABLE		LISA FITZSIMONS		79.86
8/12/24	311300 HALL CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	0824E	ELECTRICAL SUPPLIES- HALL LISA FITZSIMONS	676.51	676.51
8/12/24	311200 FACILITY MAINT 100505 ACCOUNTS PAYABLE	1004	FACILITY MAINT SPRAGUE FITZSIMONS	800.00	800.00
8/12/24	340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	1071	ELECT INSPECT NEXT STEP INSPECTIONS LLC	3,473.44	3,473.44
8/12/24	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	150622823	PEST SERVICIE ROSE PEST SOLUTIONS	61.00	61.00
8/12/24	380300 SUPERVISOR- ASSESS 100505 ACCOUNTS PAYABLE	155609	ASSESSING SOFTWARE BS&A SOFTWARE	1,157.00	1,157.00
8/12/24	322500 FIRE CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	18298	COMMAND CENTER REHAB SPENCER MANUFACTURING,INC	25,719.40	25,719.40
8/12/24	380300 SUPERVISOR- ASSESS 100505 ACCOUNTS PAYABLE	2016	ASSESSING SOFTWARE PIVOT POINT PARTNERS LLC	694.75	694.75
8/12/24	310500 COMMUNICATIONS 100505 ACCOUNTS PAYABLE	202401522	WEBSITE KERRY COLLINS	352.00	352.00
8/12/24	321900 FIRE BLDG MAINT/REP 400100 CEMETERY CONTRAC 100505 ACCOUNTS PAYABLE	20240519	MOWING MOWING KLIPPERS LAWN CARE SERVIC	280.50 1,936.00	2,216.50
8/12/24	320700 FIRE-OPERATING (GAS 100505 ACCOUNTS PAYABLE	20370	GAS SERVICE OIL CO.	137.37	137.37
8/12/24	311500 HALL MISC. 100505 ACCOUNTS PAYABLE	238444	HALL SUPP WB HAYDEN AND SONS	92.59	92.59
8/12/24	311200 FACILITY MAINT 100505 ACCOUNTS PAYABLE	24-106553	PORTABLE TOILET VRT ENTERPRISES, INC.	124.00	124.00

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8/12/24	360900 CLERK- ELECTIONS 100505 ACCOUNTS PAYABLE	24-11535	AUG ELECTION MC & E/ELECTION SOURCE	234.00	234.00
8/12/24	311500 HALL MISC. 100505 ACCOUNTS PAYABLE	24288114	HALL SUPP ULINE	116.32	116.32
8/12/24	351100 BOARD- Weed Control 100505 ACCOUNTS PAYABLE	3013963	DONNELL PLM LAKE AND LAND MGMT CORP	540.00	540.00
8/12/24	322500 FIRE CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	3678	AED PRO SAFETY INNOVATIONS LLC	2,044.00	2,044.00
8/12/24	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	4198084577	MAT SERVICE CINTAS	61.65	61.65
8/12/24	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	4200924619	MAT SERVICE CINTAS	85.00	85.00
8/12/24	351300 BOARD INSURANCE/B 100505 ACCOUNTS PAYABLE	52603	BOARD POLICY BERENDS HENDRICKS STUIT	631.00	631.00
8/12/24	311200 FACILITY MAINT 311400 PARKS PROGRAMMIN 100505 ACCOUNTS PAYABLE	5311	HALL LANDSCAPING TOURNAMENT PRIZES DUSSEL'S FARM MARKET	1,731.73 200.00	1,931.73
8/12/24	311500 HALL MISC. 100505 ACCOUNTS PAYABLE	5509	VENDING THE SNACK BOX, INC.	89.88	89.88
8/12/24	400100 CEMETERY CONTRAC 100505 ACCOUNTS PAYABLE	696578	YOUNGS PRAIRIE TREE CB TREE	750.00	750.00
8/12/24	352300 BOARD - ROAD COMMI 352300 BOARD - ROAD COMMI 100505 ACCOUNTS PAYABLE	804882/3	FINAL ROAD FINAL ROAD CASS ROAD COMMISSION	6,104.75 34,356.94	40,461.69
8/12/24	380300 SUPERVISOR- ASSESS 100505 ACCOUNTS PAYABLE	824	ASSESSING ASSESSING SOLUTIONS	3,412.50	3,412.50
8/12/24	380900	EQ24-10	TAX ADMIN FEES	8,415.80	

**Penn Township
Purchase Journal**

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	SUPERVISOR TAX ROL 100505 ACCOUNTS PAYABLE		CASS COUNTY		8,415.80
				<u>104,925.71</u>	<u>104,925.71</u>

**Penn Township
Payroll Journal**

For the Period From Aug 1, 2024 to Aug 31, 2024

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
8/12/24 JAMES E. BOGUE	320100 100507 350500 100507 350300 100005	23411	2,079.00	30.15 103.95 30.15 30.15 1,944.90
8/12/24 LISA J. FITZSIMONS	380600 100507 350500 100507 350300 100005	23412	1,480.00	21.46 74.00 21.46 1,384.54
8/12/24 ROGER W. LEACH	350100 410100 100507 350500 100507 350300 100005	23413	339.25 249.42	8.54 29.43 8.54 550.70
8/12/24 PAUL O. RUTHERFORD	370100 100507 100507 350500 100507 350300 100005	23414	8,547.00	385.69 123.93 427.35 123.93 7,610.03
8/12/24 LEE H. SPARKS	350100 100507 350500 100507 350300 100005	23415	339.25	4.92 16.96 4.92 317.37
8/12/24 CHELSA GREATHOUSE	360100 100507 100507 350500 100507 350300 100005	23416	2,079.00	75.84 30.15 103.95 30.15 1,869.06
8/12/24 OLAFUR OLAFSSON	380100 100507 350500 100507 350300 100005	23417	2,079.00	30.15 103.95 30.15 1,944.90
8/12/24 KAREN YOUNG	310000 100507 350500 100507 350300 100005	23418	227.50	3.30 11.38 3.30 212.82
			17,672.02	17,672.02

**AUGUST 12, 2024
PENN TOWNSHIP
GENERAL ACCOUNT**

General Checking Account balance: July 1, 2024		\$ 2,263,989.93
Total disbursements for July, 2024		103,845.56
Total revenues for July, 2024		129,299.76
<u>Receipt #</u>	<u>Date</u>	<u>Received from</u>
5215	7/01	State of Michigan
		(Revenue Sharing)
		23,846.00
5216	7/07	Diamond Fields LLC
		(Marihuana Fees)
		20,000.00
5217	7/07	Penn Township Farms LLC
		(Marihuana Fees)
		10,000.00
5220	7/08	Karen Young
		(Hall Rentals)
		150.00
5221	7/08	Adam Dahlgren
		(Building Permits)
		5,912.00
5222	7/08	Next Step Inspections
		(Electrical Inceptions)
		2,289.00
5223	7/08	Doberteen Inspections
		(Plumbing & Mechanical Permits)
		335.00
5224	7/30	Penn Twp. Tax Acct.
		(Commercial Forest W-23)
		2.84
5225	7/30	Penn Twp. Tax Acct
		(Summer Tax 2370 Parcels @2.50)
		5,925.00
5226	7/30	Dragonfly
		(Marihuana Fees)
		52,500.00
July 31, 2024 G W Jones Balance (Interest V# 5227 \$8,339.92)		\$ 2,289,444.13
<u>Cash Breakdown</u>		
July 31,2024 Restricted Funds Fire Dept.		1,500,000.00
July 31,2024 Cash Balance		<u>789,444.13</u>
Total Checking Balance		<u>\$ 2,289,444.13</u>

Debt Retirement Accounts Plus \$58.75 Membership

Vandalia Sewer	\$ 45,989.56
Vandalia Water	\$ 71,217.30
Penn Water	\$ 478,043.75

Paul Rutherford

Penn Township Treasurer