

**Penn Township
Regular Meeting
October 14, 2024**

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

Supervisor Olafsson called the meeting to order at 6:32pm.

Prayer was given by Trustee Sparks.

Pledge of Allegiance was recited.

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

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

Supervisor News

Supervisor Olafsson addressed concerns about public comments. 2 minutes will be allocated per person. Additional comments or concern can be emailed to the Supervisor. Next month a sign-in sheet will be used.

Clerk Greathouse provided a list of proposed election workers for the upcoming election that will take place November 5, 2024. Trustee Leach moved to approve the certified election inspectors. Supervisor Olafsson second. Motion approved.

Supervisor Olafsson talked about the tree that was removed from the township property. This tree was prohibiting the neighbor from getting home insurance.

Supervisor Olafsson informed the board that Karen Young has resigned from working for the township. Karen Young has helped with the hall rental. Rental of the hall has halted until further notice. Supervisor Olafsson feels that the board should consider charging more for rental and possibly a deposit for damages.

Reports

Fire Dept Report- Provided by Chief Bogue

Ambulance Report- Provided by Scott Chris.

Supervisor Olafsson moved to approve the payment of \$2,000 to Newberg Fire Department for Ambulance service. Trustee Leach second. Roll call - unanimous yes, motion approved.

Supervisor Olafsson closed the Board meeting at 7:06pm

Supervisor Olafsson opened the Delinquent Hearing at 7:06pm

Supervisor Olafsson provided the board the delinquent Water & Sewer totals, \$26,301.65. Trustee Leach moved to approve the individual amounts of delinquent water & sewer to be added to the property taxes for each individual property. These will appear in the next tax statement.

Supervisor closed the Delinquent Hearing at 7:08pm

CAUA Report- Trustee Leach present the report, provided by Diana McGrew.

Zoning Report- Provided by Roger Leach

Board Comments

Supervisor Olafsson and Trustee Leach talked about how the Cass High School Varsity Football has suspended their football season.

Clerk Greathouse discussed AV voting and how the number of voter wanting to vote AV has increased.

Trustee Sparks, Leach and Supervisor Olafsson discussed farm land being sold and still being used for crop growing.

Trustee Leach gave thanks to Supervisor Olafsson for his help with the Sampson property.

Public Comments

Resident 1- Lloyd Montgomery gave a hand out to the Supervisor.

Resident 2- Shannon Harrington questioned what the board is going to do about the smell of marijuanna.

Supervisor Olafsson closed public comments

Supervisor Olafsson discussed the weed & water treatment of area lakes.

The Bills were presented for payment by Clerk Greathouse. Checks 23502-23545 for a total of \$59,330.11 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 7:32pm

Respectfully submitted,

Chelsa Greathouse

Penn Township Clerk

**October 14, 2024
PENN TOWNSHIP
GENERAL ACCOUNT**

General Checking Account balance: September 1, 2024	\$ 2,207,429.56
Total disbursements for September, 2024	245,948.97
Total revenues for September, 2024	63,993.31

<u>Receipt #</u>	<u>Date</u>	<u>Received from</u>	<u>Amount</u>
5235	9/01	State of Michigan (Revenue Sharing: Sales Tax)	26,697.00
5236	9/09	Jackie McIntyre (Hall Rental)	100.00
5237	9/09	Adam Dalhgren (Building Permits)	5,861.00
5238	9/09	Next Step Inspections (Electrical Permits)	1,185.00
5239	9/09	Doberteen Inspections (Plumbing & Mechanical Permits)	2,065.00
5240	9/12	Debra Hall. (Burial Young's Prairie)	100.00
5241	9/18	Rebekah Green (Four Cemetery Lots Young's Prairie)	1,000.00
5242	9/18	Wagner Funerals (Burial Young's Prairie)	100.00
5243	9/18	Calvin TWP. (Contract & Runs)	19,200.00

Sept. 30, 2024 G W Jones(Interest V#5244 \$7,685.31)	\$ 2,025,473.90
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Cash Breakdown

Sept. 30, 2024 Restricted Funds Fire Dept.	\$ 1,500,000.00
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Sept. 30, 2024 Cash Balance	\$ 525,473.90
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Total Checking Balance :	\$ 2,024,473.90
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Debt Retirement Accounts	Balance Plus	\$ 58.75 Membership
Vandalia Sewer	\$ 42,467.53	
Vandalia Water	\$ 73,007.11	
Penn Water	\$ 435,726.66	

Paul Rutherford

Penn Township Treasurer

Penn Township Payroll Journal For the Period From Oct 1, 2024 to Oct 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
10/8/24 JAMES E. BOGUE	320100 100507 350500 100507 350300 100005	23502	2,079.00	30.15 103.95 30.15 30.15 1,944.90
10/8/24 LISA J. FITZSIMONS	380600 100507 350500 100507 350300 100005	23503	1,480.00	21.46 74.00 21.46 21.46 1,384.54
10/8/24 ROGER W. LEACH	350100 410100 100507 350500 100507 350300 100005	23504	339.25 249.42	8.54 29.43 8.54 550.70
10/8/24 PAUL O. RUTHERFORD	370100 100507 350500 100507 350300 100005	23505	2,079.00	30.15 103.95 30.15 30.15 1,944.90
10/8/24 LEE H. SPARKS	350100 100507 350500 100507 350300 100005	23506	339.25	4.92 16.96 4.92 317.37
10/8/24 CHELSA GREATHOUSE	360100 100507 100507 350500 100507 350300 100005	23507	2,079.00	75.84 30.15 103.95 30.15 30.15 1,869.06
10/8/24 OLAFUR OLAFSSON	380100 100507 350500 100507 350300 100005	23508	2,079.00	30.15 103.95 30.15 30.15 1,944.90
			10,879.44	10,879.44

**Penn Township
Purchase Journal
For the Period From Oct 1, 2024 to Oct 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
10/8/24	351100 BOARD- Weed Control 100505 ACCOUNTS PAYABLE	00199865	DONNELL WEED ADMIN PROGRESSIVE A&E	1,750.00	1,750.00
10/8/24	351100 BOARD- Weed Control 100505 ACCOUNTS PAYABLE	00199906	DIAMOND WEED ADMIN PROGRESSIVE A&E	4,340.00	4,340.00
10/8/24	340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	092424	MECH PLUMB INSPECT DOBBERTEEN INSPECTIONS, INC.	3,365.79	3,365.79
10/8/24	311200 FACILITY MAINT 100505 ACCOUNTS PAYABLE	1006	FACILITY MAINT SPRAGUE FITZSIMONS	800.00	800.00
10/8/24	321500 FIRE ELECTRIC 100505 ACCOUNTS PAYABLE	1024	SEWER CAUA	500.00	500.00
10/8/24	310700 HALL ELECT/STREET L 100505 ACCOUNTS PAYABLE	1024	STREET LIGHTS MIDWEST ENERGY COOP	125.00	125.00
10/8/24	100507 FICA AND MEDICARE P 100505 ACCOUNTS PAYABLE	1024	3RD ATR 941 UNITED STATES TREASURY	1,753.56	1,753.56
10/8/24	320200 FIRE DEPT TRAVEL 100505 ACCOUNTS PAYABLE	1024	TRAVEL JAMES BOGUE	125.00	125.00
10/8/24	321500 FIRE ELECTRIC 100505 ACCOUNTS PAYABLE	1024	FIRE ELECT AEP	400.00	400.00
10/8/24	380700 SUPERVISOR SUPP/P 100505 ACCOUNTS PAYABLE	1024	INTERNET PAUL RUTHERFORD	95.40	95.40
10/8/24	322300 FIRE MISC 320900 FIRE COMMUNICATION 322100 FIRE EQUIPMENT MAI 322100 FIRE EQUIPMENT MAI 321900 FIRE BLDG MAINT/REP 311500 HALL MISC. 100505 ACCOUNTS PAYABLE	1024	FIRE MISC BATTERIES FIRE EQUIP FIRE EQUIP SHOP SUPPLIES HALL SUPPLIES PENN TOWNSHIP FIRE DEPART	131.84 267.92 652.76 387.00 174.86 38.99	1,653.37

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10/8/24	322300 FIRE MISC 100505 ACCOUNTS PAYABLE	1024	FIRE HYDRANT PAINT WB HAYDEN AND SONS	204.84	204.84
10/8/24	310500 COMMUNICATIONS 100505 ACCOUNTS PAYABLE	1024	PHONE VERIZON WIRELESS	357.78	357.78
10/8/24	310500 COMMUNICATIONS 100505 ACCOUNTS PAYABLE	1024	PHONE OLAFUR OLAFSSON	60.00	60.00
10/8/24	340100 BLDG INSPECT WAGE 340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	1024	BLDG INSPECT OFFICE HOURS ADAM DAHLGREN	6,630.85 140.00	6,770.85
10/8/24	380300 SUPERVISOR- ASSESS 100505 ACCOUNTS PAYABLE	1024	ASSESSING ASSESSING SOLUTIONS	3,412.50	3,412.50
10/8/24	310500 COMMUNICATIONS 100505 ACCOUNTS PAYABLE	1024	PHONE CHELSA GREATHOUSE	60.00	60.00
10/8/24	311200 FACILITY MAINT 100505 ACCOUNTS PAYABLE	1024	TRASH/RECYCLING HIMCO	425.00	425.00
10/8/24	380300 SUPERVISOR- ASSESS 100505 ACCOUNTS PAYABLE	1024	ESRI SOFTWARE UPDATE ANGIE STEINMAN	700.00	700.00
10/8/24	351900 BOARD MISC 100505 ACCOUNTS PAYABLE	1024	SEC GREG PRICE	100.00	100.00
10/8/24	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	1024A	ALARM SERVIE HAAS SYSTEMS	96.00	96.00
10/8/24	360500 CLERK SUPPLIES/POS 100505 ACCOUNTS PAYABLE	1024A	INTERNET LISA FITZSIMONS	95.40	95.40
10/8/24	360900 CLERK- ELECTIONS 100505 ACCOUNTS PAYABLE	1024A	ELECTION POSTAGE CHELSA GREATHOUSE	62.57	62.57
10/8/24	360900 CLERK- ELECTIONS 100505	1024B	ELECTION POSTAGE LISA FITZSIMONS	262.60	262.60

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	ACCOUNTS PAYABLE				
10/8/24	311500 HALL MISC. 100505 ACCOUNTS PAYABLE	1024C	MUMS LISA FITZSIMONS	156.00	156.00
10/8/24	311200 FACILITY MAINT 100505 ACCOUNTS PAYABLE	1024D	MOWER/BLOWER GAS LISA FITZSIMONS	15.00	15.00
10/8/24	360500 CLERK SUPPLIES/POS 100505 ACCOUNTS PAYABLE	1024E	SAGE SOFTWARE ANNUAL LISA FITZSIMONS	1,769.14	1,769.14
10/8/24	360500 CLERK SUPPLIES/POS 100505 ACCOUNTS PAYABLE	1024F	OFFICE SUPP LISA FITZSIMONS	8.36	8.36
10/8/24	311400 PARKS PROGRAMMIN 100505 ACCOUNTS PAYABLE	1024G	COURT RESERVE-SEPT/OCT LISA FITZSIMONS	240.00	240.00
10/8/24	311200 FACILITY MAINT 100505 ACCOUNTS PAYABLE	107189	PORTABLE TOILET VRT ENTERPRISES, INC.	124.00	124.00
10/8/24	340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	1085	ELECT INSPECT NEXT STEP INSPECTIONS LLC	2,800.75	2,800.75
10/8/24	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	150627832	PEST CONTROL ROSE PEST SOLUTIONS	61.00	61.00
10/8/24	322100 FIRE EQUIPMENT MAI 100505 ACCOUNTS PAYABLE	166328	SAW/BLOWER BATTERIES CASS OUTDOOR POWER EQUIPM	660.98	660.98
10/8/24	310500 COMMUNICATIONS 100505 ACCOUNTS PAYABLE	202401534	WEBSITE KERRY COLLINS	383.25	383.25
10/8/24	400100 CEMETERY CONTRAC 321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	20240605	CEMETERY MOWING FIRE MOWING KLIPPERS LAWN CARE SERVIC	1,936.00 280.50	2,216.50
10/8/24	320700 FIRE-OPERATING (GAS 100505 ACCOUNTS PAYABLE	20797	GAS SERVICE OIL CO.	124.77	124.77
10/8/24	320700	21383	GAS	273.85	

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	FIRE-OPERATING (GAS 100505 ACCOUNTS PAYABLE		SERVICE OIL CO.		273.85
10/8/24	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	21604	SMOKE /CO UNITS	690.93	
			HAAS SYSTEMS		690.93
10/8/24	360500 CLERK SUPPLIES/POS 100505 ACCOUNTS PAYABLE	237066	COPIER CONTRACT	136.57	
			US BUSINESS SYSTEMS		136.57
10/8/24	311200 FACILITY MAINT 100505 ACCOUNTS PAYABLE	24-106873	PORTABLE TOILET	31.00	
			VRT ENTERPRISES, INC.		31.00
10/8/24	351100 BOARD- Weed Control 100505 ACCOUNTS PAYABLE	3015160	DONNELL LAKE	522.50	
			PLM LAKE AND LAND MGMT CORP		522.50
10/8/24	322100 FIRE EQUIPMENT MAI 100505 ACCOUNTS PAYABLE	3730	AED PADS	170.00	
			PRO SAFETY INNOVATIONS LLC		170.00
10/8/24	322500 FIRE CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	4043386	AUTOPULSE BATTERY	1,422.15	
			ZOLL MEDICAL CORP		1,422.15
10/8/24	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	4203681976	MAT SERVICE	85.08	
			CINTAS		85.08
10/8/24	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	4206700008	MAT SERVICE	85.08	
			CINTAS		85.08
10/8/24	351300 BOARD INSURANCE/B 100505 ACCOUNTS PAYABLE	53138	INSURANCE	3,078.00	
			BERENDS HENDRICKS STUIT		3,078.00
10/8/24	370300 TREASURER-SUPPLIE 100505 ACCOUNTS PAYABLE	A01183987	CHECKS	314.56	
			SAGE CHECKS AND FORMS		314.56
10/8/24	380900 SUPERVISOR TAX ROL 100505 ACCOUNTS PAYABLE	EQ0925	LABELS	8.25	
			CASS COUNTY		8.25
10/8/24	322100 FIRE EQUIPMENT MAI 100505 ACCOUNTS PAYABLE	VAR	TRUCK SERVICE	6,202.86	
			BACK ROADS SERVICES		6,202.86
				49,096.24	49,096.24

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