

Penn Township
Regular Meeting
~~June 14, 2021~~

July 11, 2021

Oli called the meeting to order at 6:35 p.m. All members were present.

Fitzsimons presented the minutes from the prior meeting. Sparks moved to approve the minutes. Rutherford 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 Floyd Foston, Paul Harvey and Edith Hertsel. The Board also wished Maggie File well after her recent cancer surgery.

Ted Ferris from the Diamond Lake Association was present to request a 5-year renewal of the goose control program. Rutherford moved to approve. Oli seconded and motion passed.

Both Donnell and Diamond Lake had successful fireworks displays.

Bob Price was present to discuss golf cart and other issues on Diamond Island. The golf cart ordinance can only be enforced by the Sheriff's Department if the Island residents are unable to reach a solution. The Island addresses may be changed by the County/Post Office since they are currently not 5 digit numbers.

A synchronized hydrant flushing system has been proposed by Dowagiac's water and sewer engineer. A meeting is to be scheduled to address our questions regarding the program. The agreed upon schedule has to work for both the Penn Fire Dept. and CAUA or we may have to end our participation.

The Jeffries drainage application has been submitted. Road Commission has authorized the drain commission to proceed with the project. The survey has been ordered and a quote is in process.

Dowagiac has paid us for the two connection fees. All future connections fees will be paid directly to Penn Township through the building inspection process.

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 dust control treatment was delayed by the weather. Oli will follow up with Great Lakes Chloride to determine the new treatment date.

There has been no action on the debt refinancing for our special assessment funds. Calvin Township still needs to complete the paperwork.

The weed control hearing opened at 7:07 p.m. Fitzsimons moved to approve the Donnell Lake weed special assessment district for 2022-2026. Oli seconded and motion passed. The hearing was closed at 7:09 p.m.

BOR will take place on July 20th at 4:30 p.m.

We discovered that UniFirst was not providing the mat service that they were hired to provide. It was discovered that they have not been providing the proper service for at least 8 months. Bogue recommends that we terminate UniFirst and hire a replacement company. We have changed the locks on the Dept. door. We have requested a refund of 6 months of service and ½ of the new lock. We have not heard back from them. Bogue is currently talking to Cintas to provide this service. He will provide Oli with the proposed contract for review.

Fitzsimons moved to approve the appointment of Gretchen Allison to the ZBA. Oli seconded and motion passed.

The MEC grant is in the third phase. The grant will not cover the water tower, but MEC is confident that they have the funds for the system. Penn will not be responsible. MEC has a tenant for the new park. The tenant is an aluminum recycling plant that will create 70-100 jobs.

Bill Schuld has inquired regarding sewer connections to parcels on the north side of Donnell Lake for spec homes. He needs to identify his needs so that engineering requirements and costs can be identified.

Cass County Conservation District has inspected the Howell Drive drainage site. The drains were cleaned and working properly. Korie Blyveis recommends regular cleaning and maintenance of the drains.

Leach has responded to a fence issue on Beardslee Lane and determined that the fence should remain at 4 feet maximum along the road.

The 425 agreement with Cassopolis is being reviewed by the Road Commission to determine future road maintenance and control. Joe Bellina will contact us before any action is taken relative to Decatur Road changes. We would need to use Decatur Road if there is a future need for a sewer interceptor to Dowagiac.

Dianna McGrew and Progressive AE are working on taxpayer address corrections.

Dave Allen from MEC wants to meet with Oli regarding fiber optics for the County Fire Stations.

Covid Relief funding was discussed. Oli will research the application requirements. July 27th is the deadline to apply.

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 until next month and determine if any progress has been made.

There have been complaints about short term rentals on Donnell Lake. These are not prohibited by any existing ordinance. Penn Township doesn't have the capacity to enforce any such ordinance or rules.

Utility hearing information is available.

Various legislative updates and communication were discussed.

August 21st is the Hazardous Waste and Tire collection at the Road Commission.

The Fire Department report was provided by Bogue.

No CAUA report was available.

No ambulance report was available.

No County Commissioner report was available.

McGrew provided an assessing report.

Leach provided a zoning report. The Sampson property in Penn was discussed. Roger will give him one month to clean up the property before we take additional action.

The bills were presented for payment. Check numbers 21969-22002 for a total of \$43,119.32 will be disbursed. Sparks moved to approve the bills for payment. Leach seconded and motion passed by unanimous roll call vote.

The meeting was adjourned at 8:49 p.m.

Respectfully Submitted,



Lisa J. Fitzsimons
Penn Township Clerk

**Penn Township
Payroll Journal
For the Period From Jul 1, 2021 to Jul 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
7/12/21 JAMES E. BOGUE	320100	21969	1,666.67	
	100507			24.17
	350500			83.33
	100507			24.17
	350300			24.17
	100005			1,559.17
7/12/21 LISA J. FITZSIMONS	360100	21970	1,666.67	
	100507			24.17
	350500			83.33
	100507			24.17
	350300			24.17
	100005			1,559.17
7/12/21 ROGER W. LEACH	350100	21971	288.50	
	410100			200.00
	100507			7.08
	350500			24.43
	100507			7.08
	350300			7.08
7/12/21 PAUL O. RUTHERFORD	370100	21972	7,166.67	
	100507			103.92
	350500			358.33
	100507			103.92
	350300			103.92
	100005			6,704.42
7/12/21 LEE H. SPARKS	350100	21973	288.50	
	100507			4.18
	350500			14.43
	100507			4.18
	350300			4.18
	100005			269.89
7/12/21 OLI OLAFFSON	380100	21974	1,666.67	
	100507			24.17
	350500			83.33
	100507			24.17
	350300			24.17
	100005			1,559.17
7/12/21 KAREN YOUNG	310000	21975	166.67	
	100507			2.42
	350500			8.33
	100507			2.42
	350300			2.42
	100005			155.92
			13,300.46	13,300.46

**Penn Township
Purchase Journal
For the Period From Jul 1, 2021 to Jul 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
7/12/21	100507 FICA AND MEDICARE P 100505 ACCOUNTS PAYABLE	0721	2ND QTR 941 UNITED STATES TREASURY	1,062.10	1,062.10
7/12/21	320200 FIRE DEPT TRAVEL 100505 ACCOUNTS PAYABLE	0721	TRAVEL JAMES BOGUE	125.00	125.00
7/12/21	360500 CLERK SUPPLIES/POS 360500 CLERK SUPPLIES/POS 100505 ACCOUNTS PAYABLE	0721	INTERNET OFFICE SUPP LISA FITZSIMONS	95.40 25.30	120.70
7/12/21	350500 BOARD PENSION 100505 ACCOUNTS PAYABLE	0721	PENSION FEE JOHN HANCOCK	277.50	277.50
7/12/21	321500 FIRE ELECTRIC 100505 ACCOUNTS PAYABLE	0721	ELECTRIC AEP	500.00	500.00
7/12/21	370300 TREASURER-SUPPLIE 100505 ACCOUNTS PAYABLE	0721	INTERNET PAUL RUTHERFORD	95.40	95.40
7/12/21	321900 FIRE BLDG MAINT/REP 322300 FIRE MISC 322100 FIRE EQUIPMENT MAI 100505 ACCOUNTS PAYABLE	0721	BATTERIES FLASH DRIVE BATTERIES SCBA PENN TOWNSHIP FIRE DEPART	6.63 25.44 294.38	326.45
7/12/21	320500 FIRE-OFFICE SUPPLIE 100505 ACCOUNTS PAYABLE	0721	FIRE P.O. BOX US POSTMASTER	58.00	58.00
7/12/21	340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	0721	ELECT INSPECT RON BELLAIRE	2,435.25	2,435.25
7/12/21	310500 HALL TELEPHONE 100505 ACCOUNTS PAYABLE	0721	PHONE FRONTIER	129.77	129.77
7/12/21	310500 HALL TELEPHONE 100505 ACCOUNTS PAYABLE	0721	PHONES VERIZON WIRELESS	400.63	400.63
7/12/21	340100 BLDG INSPECT WAGE	0721	BLDG PERMITS	2,295.85	

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	340100 BLDG INSPECT WAGE		OFFICE	140.00	
	100505 ACCOUNTS PAYABLE		RICHARD DREWS		2,435.85
7/12/21	380300 SUPERVISOR- ASSESS	0721	ASSESSING	2,530.00	
	100505 ACCOUNTS PAYABLE		MCGREW ASSESSING SERVICES LLC		2,530.00
7/12/21	310500 HALL TELEPHONE	0721	PHONE	60.00	
	100505 ACCOUNTS PAYABLE		OLI OLAFSSON		60.00
7/12/21	380700 SUPERVISOR SUPP/P	0721A	POSTAGE	55.00	
	352300 BOARD - ROAD COMM		DUST CONTROL SUPP	96.13	
	100505 ACCOUNTS PAYABLE		OLI OLAFSSON		151.13
7/12/21	351100 BOARD- Weed Control	1241586	DONNELL WEED PUBLISH	407.32	
	100505 ACCOUNTS PAYABLE		LEADER PUBLICATIONS		407.32
7/12/21	321900 FIRE BLDG MAINT/REP	14967	ALARM	96.00	
	100505 ACCOUNTS PAYABLE		HAAS SYSTEMS		96.00
7/12/21	321900 FIRE BLDG MAINT/REP	150530606	PEST CONTROL	41.00	
	100505 ACCOUNTS PAYABLE		ROSE PEST SOLUTIONS		41.00
7/12/21	351100 BOARD- Weed Control	183009	DONNELL WEED	1,625.00	
	100505 ACCOUNTS PAYABLE		PROGRESSIVE A&E		1,625.00
7/12/21	340100 BLDG INSPECT WAGE	1956	MECH INSPECT	2,916.35	
	100505 ACCOUNTS PAYABLE		DOBBERTEEN INSPECTIONS, INC.		2,916.35
7/12/21	310100 HALL MISC. SERVICES	20346	MOWING	204.00	
	400100 CEMETERY CONTRAC		MOWING	1,811.00	
	100505 ACCOUNTS PAYABLE		KLIPPERS LAWN CARE SERVIC		2,015.00
7/12/21	322100 FIRE EQUIPMENT MAI	225664/866/874	FIRE SUPP	64.66	
	100505 ACCOUNTS PAYABLE		WB HAYDEN AND SONS		64.66
7/12/21	322100 FIRE EQUIPMENT MAI	30066	HOSE TEST	2,307.00	
	100505 ACCOUNTS PAYABLE		NHTS		2,307.00

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7/12/21	370300 TREASURER-SUPPLIE 100505 ACCOUNTS PAYABLE	33604	TREASURER SUPP PREFERRED PRINTING	143.54	143.54
7/12/21	370300 TREASURER-SUPPLIE 100505 ACCOUNTS PAYABLE	33628	LABELS PREFERRED PRINTING	21.25	21.25
7/12/21	370300 TREASURER-SUPPLIE 100505 ACCOUNTS PAYABLE	500135	CHECKS SAGE CHECKS AND FORMS	263.65	263.65
7/12/21	320700 FIRE-OPERATING (GAS 100505 ACCOUNTS PAYABLE	5953	FIRE GAS SERVICE OIL CO.	54.13	54.13
7/12/21	351100 BOARD- Weed Control 100505 ACCOUNTS PAYABLE	7000141	DIAMOND WEED PLM LAKE AND LAND MGMT CORP	5,801.65	5,801.65
7/12/21	351100 BOARD- Weed Control 100505 ACCOUNTS PAYABLE	7000142	DONNELL WEED PLM LAKE AND LAND MGMT CORP	4,345.80	4,345.80
7/12/21	380900 SUPERVISOR TAX ROL 100505 ACCOUNTS PAYABLE	TREAS 2021-09	SUMMER TAX BILLS CASS COUNTY	44.46	44.46
				30,854.59	30,854.59

**JULY 11, 2021
PENN TOWNSHIP
GENERAL ACCOUNT**

General Checking Account balance: June 1, 2021	\$ 623,551.98
Total disbursements for June, 2021	64,224.16
Total revenues for June, 2021	21,784.05

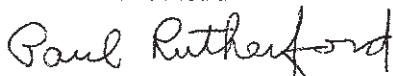
Receipt #	Date	Received from	Amount
4870	6/01	Local Community Stabilization (Metro Funds)	5,404.81
4871	6/01	Local Community Stabilization Authority (LSCA Act Distribution)	4,500.34
4872	6/14	Rich Drews (Building Permits)	5,430.00
4873	6/14	Ron Bellaire (Electrical Permits)	1,484.00
4874	6/14	Doberteen Inspections) (Mechanical & Plumbing Permits)	1,911.00
4875	6/14	Ten Property Owners (Extra Dust Control)	1,440.00
4876	6/14	Di Anna Smith (One Lot Young's Prairie)	500.00
4877	6/14	Rehman (Fire Report)	10.00
4878	6/14	Cass County (Commercial Forest Monies)	8.94
4879	6/28	Miller Poultry (Extra Dust Control)	1,020.00

June 30, 2021 Checking Balance GW Jones(V# 4880Interest \$11.08)	\$ 15,637.29
June 30,2021 Circle FCU Membership \$50.75	\$ 50.75
June 30,2021 Circle FCU Balance(V 4881 Interest \$63.88)	\$ 565,423.83
Balance General Fund	\$ 581,111.87

Debt Retirement Accounts plus(\$ 58.50 Membership each Account)

Vandalia Sewer	\$ 51,392.89
Vandalia Water	\$ 79,555.39
Penn Water	\$ 389,143.53

Paul Rutherford



Penn Township Treasurer