

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

Oli called the meeting to order at 6:30 p.m. All members were present.

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.

Connie Birkhold from the Wabigon Gardeners was present. The club has been maintaining the Kincheloe Memorial for many years. She is proposing that the Garden Club place a rock at the Memorial to recognize the Club. She also alerted us that the plaque at the cemetery is incorrect regarding where the Kincheloe memorabilia is stored. Oli moved to formally recognize and thank the Wabigon Gardeners for their efforts. Rutherford moved and motion passed.

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. We have not yet been notified if approved.

Dowagiac now owes us for two connection fees. Dowagiac has indicated the money is forthcoming. Oli moved to require that future water and sewer connection fees be paid directly to Penn Township. Rutherford seconded and motion passed.

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.

Dust control will take place next week and the marking will take place this Friday at 9:00 a.m. Concerns regarding the Island Barge have been addressed. We will address cost sharing with the Island before next year because the cost of the Island treatment is excessive compared to the rest of the program.

Bobby Leonard has applied for a variance for an encroachment on Shore Acres Drive. This hearing was held in May and the variance was approved.

There has been no action on the debt refunding contract for our special assessment funds.

The weed control hearing opened at 7:05 p.m. Paul Hausler from Progressive AE was present to discuss the Donnell Lake weed maintenance program. This program was started in 2006 and must be renewed every 5 years. The proposal discussed is for 2022-2026. The proposed annual cost is \$18,000. The maximum assessment is \$60 for front lots and \$30 for back lots. Letters of opposition were reviewed and addressed by Hausler. Fitzsimons moved to approve Resolutions 2 and 3 to approve the project and the special assessment district. Rutherford seconded and motion passed. The hearing was closed at 7:40 p.m.

We are seeking recommendations for new Zoning Board of Appeals members. We are in discussions with Gretchen Allison. Oli will also discuss with Israel Yoder regarding re-joining the Board.

The MEC grant is in the third phase. Oli provided an update from a recent meeting regarding the grant. Upton has dedicated another \$1 million of funds to the project and MDOT is planning on granting \$2 million for road/rail upgrades. Total funding would be \$9 million. There has been serious interest in this location by several businesses. Public water will have to be planned for the MEC industrial park.

Oli moved to approve the Donnell Lake fireworks permit for July 3rd. Fitzsimons seconded and motion passed.

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.

Leach moved to open hall rentals in compliance with Michigan guidelines. Oli seconded and motion passed.

Fitzsimons moved to adopt the Principles of Governance as recommended by MTA. Rutherford seconded and motion passed.

Fitzsimons moved to approve a resolution to change the normal retirement age of our pension plan to 55. Leach seconded and motion passed.

Utility hearing information is available.

Various legislative updates and communication were discussed.

The Fire Department report was provided by Bogue. 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. Oli will follow up with UniFirst.

McGrew provided a CAUA report.

No ambulance report was available.

No County Commissioner report was available.

McGrew provided an assessing report.

Leach provided a zoning report.

The bills were presented for payment. Check numbers 21930-21968 for a total of \$65,954.16 will be disbursed. Rutherford moved to approve the bills for payment. Leach seconded and motion passed by unanimous roll call vote.

The meeting was adjourned at 8:37 p.m.

Respectfully Submitted,



Lisa J. Fitzsimons
Penn Township Clerk

**Penn Township
Purchase Journal**

For the Period From Jun 1, 2021 to Jun 30, 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
6/14/21	350900 BOARD-LEGAL 100505 ACCOUNTS PAYABLE	061121	LEGAL THROUGH 3/31/21 LAW OFFICE OF SARA SENICA	2,080.00	2,080.00
6/14/21	310700 HALL ELECT/STREET L 100505 ACCOUNTS PAYABLE	0621	STREET LIGHTS MIDWEST ENERGY COOP	300.00	300.00
6/14/21	320200 FIRE DEPT TRAVEL 100505 ACCOUNTS PAYABLE	0621	TRAVEL JAMES BOGUE	125.00	125.00
6/14/21	360500 CLERK SUPPLIES/POS 100505 ACCOUNTS PAYABLE	0621	INTERNET LISA FITZSIMONS	95.40	95.40
6/14/21	350500 BOARD PENSION 100505 ACCOUNTS PAYABLE	0621	6/30 RETIRMENT CONT JOHN HANCOCK	4,566.22	4,566.22
6/14/21	370300 TREASURER-SUPPLIE 100505 ACCOUNTS PAYABLE	0621	TREASURER POSTAGE/ENVELOPES MARY BROWN	976.35	976.35
6/14/21	352100 BOARD MEMBERSHIPS 100505 ACCOUNTS PAYABLE	0621	DUES MICHIGAN TOWNSHIP ASSOCIA	3,960.18	3,960.18
6/14/21	370300 TREASURER-SUPPLIE 100505 ACCOUNTS PAYABLE	0621	INTERNET PAUL RUTHERFORD	95.40	95.40
6/14/21	322300 FIRE MISC 320500 FIRE-OFFICE SUPPLIE 100505 ACCOUNTS PAYABLE	0621	FIRE MISC FIRE SUPP PENN TOWNSHIP FIRE DEPART	117.57 22.44	140.01
6/14/21	310900 HALL FUEL OIL 321700 FIRE FUEL OIL 100505 ACCOUNTS PAYABLE	0621	NATURAL GAS NATURAL GAS SEMCO ENERGY	140.00 560.00	700.00
6/14/21	340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	0621	ELECT INSPECT RON BELLAIRE	1,261.40	1,261.40
6/14/21	310500 HALL TELEPHONE 100505 ACCOUNTS PAYABLE	0621	TELEPHONE FRONTIER	130.95	130.95

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6/14/21	310500 HALL TELEPHONE 100505 ACCOUNTS PAYABLE	0621	CELL PHONE VERIZON WIRELESS	341.61	341.61
6/14/21	340100 BLDG INSPECT WAGE 340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	0621	BLDG INSPECT OFFICE RICHARD DREWS	4,615.50 175.00	4,790.50
6/14/21	380300 SUPERVISOR- ASSESS 100505 ACCOUNTS PAYABLE	0621	ASSESSING MCGREW ASSESSING SERVICES LLC	2,530.00	2,530.00
6/14/21	310500 HALL TELEPHONE 100505 ACCOUNTS PAYABLE	0621	PHONE OLI OLAFSSON	60.00	60.00
6/14/21	322100 FIRE EQUIPMENT MAI 100505 ACCOUNTS PAYABLE	121	LADDER TEST NHTS	317.50	317.50
6/14/21	410500 ZONING-PRINT/PUBLIS 100505 ACCOUNTS PAYABLE	1237973	ZONING PUBS LEADER PUBLICATIONS	70.00	70.00
6/14/21	322100 FIRE EQUIPMENT MAI 100505 ACCOUNTS PAYABLE	145908	FIRE SUPP CASS OUTDOOR POWER EQUIPM	102.82	102.82
6/14/21	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	150527723	PEST CONTROL ROSE PEST SOLUTIONS	41.00	41.00
6/14/21	322100 FIRE EQUIPMENT MAI 100505 ACCOUNTS PAYABLE	17433154	SAFETY VEST WS DARLEY & CO	155.50	155.50
6/14/21	340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	1905	MECH INSPECT DOBBERTEEN INSPECTIONS, INC.	1,624.35	1,624.35
6/14/21	350700 BOARD AMBULANCE 100505 ACCOUNTS PAYABLE	196-2021	AMBULANCE 2ND QTR CENTRAL CASS COUNTY AMBULANCE	18,100.75	18,100.75
6/14/21	322500 FIRE CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	2021-1506	DRYER RAM AIR GEAR DRYER	9,286.91	9,286.91

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6/14/21	321900 FIRE BLDG MAINT/REP 400100 CEMETERY CONTRAC 100505 ACCOUNTS PAYABLE	20296	HALL MOWING CEM MOWING KLIPPERS LAWN CARE SERVIC	204.00 1,408.00	 1,612.00
6/14/21	321900 FIRE BLDG MAINT/REP 322100 FIRE EQUIPMENT MAI 100505 ACCOUNTS PAYABLE	225362	FIRE SUPP FIRE SUPP WB HAYDEN AND SONS	24.99 33.70	 58.69
6/14/21	322100 FIRE EQUIPMENT MAI 100505 ACCOUNTS PAYABLE	24741	AIR PACK TEST WEST SHORE FIRE REPAIR	1,255.00	 1,255.00
6/14/21	322500 FIRE CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	24829	SCOTT PACK WEST SHORE FIRE REPAIR	1,269.97	 1,269.97
6/14/21	320700 FIRE-OPERATING (GAS 100505 ACCOUNTS PAYABLE	5706	FIRE GAS SERVICE OIL CO.	37.17	 37.17
6/14/21	370300 TREASURER-SUPPLIE 100505 ACCOUNTS PAYABLE	621	2 ROLLS OF STAMPS US POSTMASTER	110.00	 110.00
6/14/21	322100 FIRE EQUIPMENT MAI 100505 ACCOUNTS PAYABLE	9583	LOCK ELMER'S LOCKSMITH	1,214.00	 1,214.00
6/14/21	322100 FIRE EQUIPMENT MAI 100505 ACCOUNTS PAYABLE	9606	FIRE SERVICE ALL POINTS FIRE AND SAFE	81.00	 81.00
6/14/21	322100 FIRE EQUIPMENT MAI 100505 ACCOUNTS PAYABLE	9607	FIRE SERVCIE ALL POINTS FIRE AND SAFE	15.00	 15.00
				57,504.68	57,504.68


**Penn Township
Payroll Journal
For the Period From Jun 1, 2021 to Jun 30, 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
6/14/21 JAMES E. BOGUE	320100 100507 350500 100507 350300 100005	21930	1,666.67 24.17	24.17 83.33 24.17 1,559.17
6/14/21 LISA J. FITZSIMONS	360100 100507 100507 350500 100507 350300 100005	21931	1,666.67 24.17	400.00 24.17 83.33 24.17 1,159.17
6/14/21 ROGER W. LEACH	350100 410100 100507 350500 100507 350300 100005	21932	288.50 200.00 7.08	7.08 24.43 7.08 456.99
6/14/21 PAUL O. RUTHERFORD	370100 100507 350500 100507 350300 100005	21933	1,666.67 24.17	24.17 83.33 24.17 1,559.17
6/14/21 LEE H. SPARKS	350100 100507 350500 100507 350300 100005	21934	288.50 4.18	4.18 14.43 4.18 269.89
6/14/21 OLI OLAFFSON	380100 100507 350500 100507 350300 100005	21935	1,666.67 24.17	24.17 83.33 24.17 1,559.17
6/14/21 KAREN YOUNG	310000 100507 350500 100507 350300 100005	21936	166.67 2.42	2.42 8.33 2.42 155.92
			7,720.71	7,720.71

JUNE 14, 2021
 PENN TOWNSHIP
 GENERAL ACCOUNT

General Account balance: May 1, 2021			\$ 585,518.73
Total disbursements for May, 2021			25,406.81
Total revenues for May, 2021			63,440.06
<u>Receipt #</u>	<u>Date</u>	<u>Received from</u>	<u>Amount</u>
4858	5/01	State of Michigan (Revenue Sharing Sales Tax)	22,162.00
4859	5/03	Rosemary Leonard (Variance)	300.00
4860	5/05	Comcast (Franchise Fees)	4,570.53
4861	5/10	Rich Drews (Building Permits)	1,877.00
4862	5/10	Ron Bellaire (Electrical Permits)	1,557.00
4863	5/10	Doberteen Inspections (Plumbing & Mechanical Permits)	2,713.00
4864	5/11	Cass County (Swampland payment \$14.51, Homestead Denials \$1607.70)	1,622.21
4869	5/11	Gates (Variance)	300.00
4865	5/18	Cass County (2020 Tax Settlement)	27,360.80
4867	5/18	Penn Fire Dept. (Used Fire Truck Tires)	900.00
May 31, 2021 Circle FCU Membership (51.00)			51.00
May 31, 2021 Circle FCU Balance(V 4868 Int. \$66.52)			\$ 565,359.70
May 31, 2021 Checking Balance G W (V# 4866 Interest \$ 11.00)			\$ 58,141.28
Balance General Fund			\$ 623,551.98
Debt Retirement Accounts plus (\$ 58.25 Membership each Account)			
Vandalia Sewer		\$ 49,671.68	
Vandalia Water		\$ 79,545.79	
Penn Water		\$ 389,095.76	

Paul Rutherford,

 Penn Township Treasurer