

**Penn Township  
Regular Meeting  
April 8th, 2024**

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

Supervisor Olafsson called the meeting to order at 6:34pm.

Prayer was given by Trustee Sparks.

Pledge of Allegiance was recited.

Trustee Sparks announced that the sister of Alexandra will be 100 this month.

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

Ambulance Report- provided by Jason Pompey. Penn Representative Jason Pompey brought to the boards attention that he would like an alternate representative for the Ambulance meetings. He mentioned that Scott Chris has expressed interested. Trustee Leach motion to approve Scott Chris as the alternate to Jason Pompey. Supervisor Olafsson seconded. All in favor. Motion approved.

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

Fire Department Report- provided by Chief Bogue

**Public Comments**

Resident 1- Bob Price stated the Diamond Lake barge is set to open April 19th, 2024.

Resident 2- Scott Peters asked if there are any additional outdoor grows this season. He also feels that the board should appoint someone to inspect the fields.

Resident 3- Matt Harrington stated that new grants have opened and he is willing to help the board file. Matt Harrington addressed the concerns of the projected trial to travel along marijuana fields. Resident Harrington is still wanting to find a solution for the concerns regarding the marijuana grows.

Supervisor Olafsson closed public comments.

**Reports**

Building Dept Report- provided by Adam Dahlgren.

CAUA Report – no report was provided.

Supervisor Olafsson stated that our contract with the Village of Cassopolis for sewer ends in 5 years. For the future, things will have to be evaluated. Hydro is impacting the compacity of the sewer.

Assessor Report- no report was provided.

Clerk Report- was provided by Clerk Greathouse. No May election for Penn Twp.

Zoning Report- was provided by Trustee Leach

### **Supervisor News**

Supervisor Olafsson motioned to approve the purchase of the Penn Fire Department emergency vehicle. Trustee Leach seconded. Roll call, unanimous yes, motion approved.

Supervisor Olafsson motioned to approve the dust control contract with Cass County Road Commission. Trustee Leach seconded. Roll call, unanimous yes, motion approved.

Supervisor Olafsson motioned to approve the road improvements for the roads on the northside of Diamond Lake and the north portion of Penn Rd.. Trustee Leach seconded. Roll call, unanimous yes, motion approved.

Supervisor Olafsson brought it to the board to hire Mr.Fitzsimons for 8-10months out of the year for a salary of \$800 a month as Facility Manager. The board decided to table this decision and requested a job description and duties.

Supervisor Olafsson brought it to the boards attention that there is a lot on Donnell Lake (Story Rd)that is unbuildable, previously used as an access point. The county owns it but is willing to tranfer ownership to the township. Supervisor mentioned this might be a good use of a fishing / swimming spot for residents that don't normally have access to the lake. This topic will be discussed further in the future.

Supervisor Olafsson stated that Cass County is going to be working on their Master Plan.

The Bills were presented for payment by Clerk Greathouse. Checks 23226-23274 for a total of \$156,839.28 will be disbursed (23267 tabled/23244 voided). 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 8:06pm

Respectfully submitted,

Chelsa Greathouse

Penn Township Clerk

**APRIL 8, 2024  
PENN TOWNSHIP  
GENERAL ACCOUNT**

<b>Checking Account balance: March 1, 2024</b>		<b>\$ 1,138,337.96</b>	
<b>Total disbursements for March, 2024</b>		<b>82,653.51</b>	
<b>Wire Transfer March 2024</b>		<b>30,520.00</b>	
<b>Total revenues for March, 2024</b>		<b>273,917.74</b>	
<b><u>Receipt #</u></b>	<b><u>Date</u></b>	<b><u>Received from</u></b>	<b><u>Amount</u></b>
5171	3/01	State of Michigan (Revenue Sharing: Sales Tax)	25,614.00
5172	3/02	Cass County (PRE Interest)	7.09
5173	3/06	Penn Township Tax Account (W-23 Property Tax)	115,786.60
5174	3/13	Calvin Twp. (Fire Runs)	5,850.00
5175	3/11	Adam Dahlgren (Building Permits)	428.00
5176	3/11	Next Step Inspections (Electrical Inspections)	2,488.00
5177	3/11	Dobberteen Inspections (Plumbing and Mechanical Permits)	1,920.00
5178	3/13	Penn Fire (Fire Report)	10.00
5179	3/29	Penn Township Tax Account (W-23 Property Tax)	117,247.91
<b>March 31, 2024</b>	<b>Checking Balance(Interest V#5180 \$4,566.14)</b>		<b>1,299,082.19</b>

**Cash Breakdown**

<b>March 31, 2024</b>	<b>Restricted Funds Fire Dept.</b>	<b>400,000.00</b>
<b>March 31, 2024</b>	<b>Cash Balance</b>	<b>899,082.19</b>
<b>Total Checking Balance</b>		<b><u>1,299,082.19</u></b>

**Debt Retirement Accounts(\$58.75 Membership each account)**

Penn Water	\$ 461,288.27
Vandalia Sewer	\$ 42,921.64
Vandalia Water	\$ 78,679.25

**Paul Rutherford**

**Penn Township Treasurer**

## Penn Township Payroll Journal For the Period From Apr 1, 2024 to Apr 30, 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
4/2/24 JAMES E. BOGUE	320100 100507 350500 100507 350300 100005	23226	2,079.00	30.15 103.95 30.15 30.15 1,944.90
4/2/24 LISA J. FITZSIMONS	380600 100507 350500 100507 350300 100005	23227	1,480.00	21.46 74.00 21.46 21.46 1,384.54
4/2/24 ROGER W. LEACH	350100 410100 100507 350500 100507 350300 100005	23228	339.25 249.42	8.54 29.43 8.54 550.70
4/2/24 PAUL O. RUTHERFORD	370100 100507 350500 100507 350300 100005	23229	2,079.00	30.15 103.95 30.15 30.15 1,944.90
4/2/24 LEE H. SPARKS	350100 100507 350500 100507 350300 100005	23230	339.25	4.92 16.96 4.92 317.37
4/2/24 CHELSA GREATHOUSE	360100 100507 100507 350500 100507 350300 100005	23231	2,079.00	75.84 30.15 103.95 30.15 30.15 30.15 1,869.06
4/2/24 OLAFUR OLAFSSON	380100 100507 350500 100507 350300 100005	23232	2,079.00	30.15 103.95 30.15 30.15 1,944.90
4/2/24 KAREN YOUNG	310000 100507 350500 100507 350300 100005	23233	227.50	3.30 11.38 3.30 3.30 212.82
			<b>11,110.24</b>	<b>11,110.24</b>

**Penn Township**  
**Cash Disbursements Journal**  
**For the Period From Apr 1, 2024 to Apr 30, 2024**

Filter Criteria includes: Report order is by Date. Report is printed in Detail Format.

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
4/1/24	23274	100505 100005	Invoice: 040124 CENTRAL CASS COUNTY AMBULANCE	22,936.31	22,936.31
4/4/24	23234	100505 100005	Invoice: 0424 ASSESSING SOLUTIONS	3,412.50	3,412.50
4/4/24	23235	100505 100005	Invoice: 0424 CARL SPARKS	350.00	350.00
4/4/24	23236	100505 100005	Invoice: 162394 CASS OUTDOOR POWER EQUIPM	2,519.99	2,519.99
4/4/24	23237	100505 100005	Invoice: 424 CAUA	150.00	150.00
4/4/24	23238	100505 100005	Invoice: 2024-04-010 CENTRAL CASS COUNTY AMBULANCE	750.00	750.00
4/4/24	23239	100505 100005	Invoice: 424 CHELSA GREATHOUSE	60.00	60.00
4/4/24	23240	100505 100005	Invoice: 4180864208 CINTAS	59.74	59.74
4/4/24	23241	100505 100005	Invoice: 1002 D8 GLASS	16,392.15	16,392.15
4/4/24	23242	100505 100005	Invoice: 0424 ADAM DAHLGREN	4,128.90	4,128.90
4/4/24	23243	100505 100005	Invoice: 32424 DOBBERTEEN INSPECTIONS, INC.	748.00	748.00
4/4/24	23244	100505 100505 100005	Invoice: 0424 Invoice: 4178 CITY OF DOWAGIAC	40.00 22,833.72	22,873.72
4/4/24	23245	100505 100005	Invoice: 2604 EBY'S PROPERTY MANAGEMENT	16,000.00	16,000.00
4/4/24	23246	100505 100005	Invoice: 60651 ELECTRO MEDIA	6,548.00	6,548.00
4/4/24	23247	100505 100505 100005	Invoice: 0424H Invoice: 424F MIDWEST ENERGY COOP	250.00 350.00	600.00
4/4/24	23248	100505 100005	Invoice: 20769 HAAS SYSTEMS	96.00	96.00
4/4/24	23249	100505 100005	Invoice: 0424 HIMCO	300.00	300.00

*Voided*

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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
4/4/24	23250	100505 100005	Invoice: 0424 UNITED STATES TREASURY	1,713.06	1,713.06
4/4/24	23251	100505 100005	Invoice: 0424 JAMES BOGUE	125.00	125.00
4/4/24	23252	100505 100005	Invoice: 0424 JEFF GREEN	400.00	400.00
4/4/24	23253	100505 100005	Invoice: 202401494 KERRY COLLINS	352.00	352.00
4/4/24	23254	100505 100005	Invoice: 20240375 KLIPPERS LAWN CARE SERVIC	1,094.75	1,094.75
4/4/24	23255	100505 100505 100005	Invoice: 424 Invoice: 0424a LISA FITZSIMONS	95.40 332.98	428.38
4/4/24	23256	100505 100005	Invoice: 424 AEP	400.00	400.00
4/4/24	23257	100505 100005	Invoice: 0424 MIKE BERGEN	400.00	400.00
4/4/24	23258	100505 100005	Invoice: 0424 ROBERT MONTEL	250.00	250.00
4/4/24	23259	100505 100005	Invoice: 1045 NEXT STEP INSPECTIONS LLC	1,756.10	1,756.10
4/4/24	23260	100505 100505 100505 100005	Invoice: 0424A Invoice: 0424 Invoice: 0424B OLAFUR OLAFSSON	1,379.44 60.00 105.99	1,545.43
4/4/24	23261	100505 100005	Invoice: 0424 PAUL RUTHERFORD	95.40	95.40
4/4/24	23262	100505 100005	Invoice: 0424 PENN TOWNSHIP FIRE DEPART	3,202.99	3,202.99
4/4/24	23263	100505 100005	Invoice: 3011910 PLM LAKE AND LAND MGMT CORP	542.50	542.50
4/4/24	23264	100505 100005	Invoice: 197211 PROGRESSIVE A&E	1,750.00	1,750.00
4/4/24	23265	100505 100005	Invoice: 3377 PRO SAFETY INNOVATIONS LLC	81.00	81.00
4/4/24	23266	100505 100005	Invoice: 150611540 ROSE PEST SOLUTIONS	58.00	58.00
4/4/24	23267	100505	Invoice: 0424	800.00	

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Cash Disbursements Journal  
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Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
		100005	SPRAGUE FITZSIMONS		800.00
4/4/24	23268	100505	Invoice: ORDER 14544907	281.33	
		100005	ULINE		281.33
4/4/24	23269	100505	Invoice: 91138	2,897.00	
		100005	TARGET SOLUTIONS LEARNING LLC		2,897.00
4/4/24	23270	100505	Invoice: 0424	334.29	
		100005	VERIZON WIRELESS		334.29
4/4/24	23271	100505	Invoice: 24-105594	155.00	
		100505	Invoice: 24-105515	148.00	
		100005	VRT ENTERPRISES, INC.		303.00
4/4/24	23272	100505	Invoice:	235.83	
		100005	236815/182/161 WB HAYDEN AND SONS		235.83
4/4/24	23273	100505	Invoice: 3942117	22,584.94	
		100005	ZOLL MEDICAL CORP		22,584.94
<b>Total</b>				<u><u>139,556.31</u></u>	<u><u>139,556.31</u></u>

*tabled*

~~23274 Central Cass Ambulance 22,936.31~~

23267 *tabled* (800.00)

23244 *voided* (22,873.72)

John Hancock ACH 267.50

Rehab Unit Wire Transfer 30,520.00

\$146,670.09