

**Penn Township
Regular Meeting
May 10, 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. Sparks moved to approve the report. Leach seconded and motion passed.

Beth Pompey provided the Ambulance report.

The MEC grant has entered the second approval phase.

The Jeffries drainage application has been submitted.

Tom Sheetz pulled a water permit for a home on Lewis Lake. Dowagiac now owes us for two connection fees. Dowagiac has indicated the money is forthcoming.

We are reviewing banking options for higher interest since Circle lowered our rate substantially.

Paul recommends that we do nothing about the deed to the Hall. We found that the deed was not in our name when we were working on the cell tower agreement. The cell tower company will fund the deed correction if their attorneys require any action.

Oli and Leach discussed potential changes to the zoning ordinance. They will research and then recommend proposed changes for our consideration.

We have received additional inquiries regarding marijuana licenses. Oli moved to approve the addition of marijuana microbusiness licensing to the zoning ordinance. Leach 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. They are proposing a synchronized hydrant flushing. Dowagiac, Oli and Jim will coordinate the flushing schedule to determine if Penn Fire Dept. can accommodate the plan.

Oli moved to approve the Cass County Board of Public Works Operation and Management Agreement with the City of Dowagiac for a period of 10 years. Fitzsimons seconded and motion passed.

Dust control marking will take place June 4th. We are proposing to raise the Diamond Island fee since the cost is so much higher for the Island. Oli will contact Bob Price.

Bobby Leonard has applied for a variance for an encroachment on Shore Acres Drive. This hearing will be held in May.

Oli moved to approve the debt refunding contract between Cass County and Penn Township for our special assessment funds. Sparks seconded and motion passed.

We are seeking recommendations for new Zoning Board of Appeals members. Oli moved to appoint Agust Olafsson to the Board. Leach seconded and motion passed. We are still seeking additional members.

Rutherford moved to raise the variance fee to \$600. Fitzsimons seconded and motion passed.

MEC has contacted us regarding fiber optic internet for the Hall and Fire Dept. Oli will follow up with MEC regarding a phone line.

Fitzsimons moved to adopt the Donnell Lake Special Assessment Resolution relative to weed control which establishes the district and provides notice of the public hearing to be held on June 14th at 7:00 p.m. Leach seconded and motion passed.

Hall rentals are currently being prohibited due to the Covid- 19 pandemic. We will address future hall rentals in June.

Utility hearing information is available.

Various legislative updates and communication were discussed.

The Fire Department report was provided by Bogue.

McGrew provided a CAUA report.

No County Commissioner report was available.

McGrew provided an assessing report.

Leach provided a zoning report.

Cass County is hosting a tire collection and hazardous waste collection day on May 15th 9:00 a.m.-12:00 p.m. at the CCRC.

The bills were presented for payment. Check numbers 21896-21929 for a total of \$25,406.81 will be disbursed. Leach moved to approve the bills for payment. Sparks seconded and motion passed by unanimous roll call vote.

The meeting was adjourned at 8:34 p.m.

Respectfully Submitted,



Lisa J. Fitzsimons
Penn Township Clerk

**Penn Township
Purchase Journal**

For the Period From May 1, 2021 to May 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
5/10/21	321500 FIRE ELECTRIC 100505 ACCOUNTS PAYABLE	0521	FIRE SEWER CAUA	500.00	500.00
5/10/21	351900 BOARD MISC 100505 ACCOUNTS PAYABLE	0521	DONATION DOMESTIC ASSAULT SHELTER	100.00	100.00
5/10/21	320200 FIRE DEPT TRAVEL 100505 ACCOUNTS PAYABLE	0521	TRAVEL JAMES BOGUE	125.00	125.00
5/10/21	321900 FIRE BLDG MAINT/REP 322100 FIRE EQUIPMENT MAI 100505 ACCOUNTS PAYABLE	0521	FIRE SUPP FIRE SUPP KEITH CARTER	59.99 134.64	194.63
5/10/21	360500 CLERK SUPPLIES/POS 100505 ACCOUNTS PAYABLE	0521	INTERNET LISA FITZSIMONS	95.40	95.40
5/10/21	310700 HALL ELECT/STREET L 100505 ACCOUNTS PAYABLE	0521	ELECTRIC AEP	200.00	200.00
5/10/21	370300 TREASURER-SUPPLIE 100505 ACCOUNTS PAYABLE	0521	INTERNET PAUL RUTHERFORD	95.40	95.40
5/10/21	322100 FIRE EQUIPMENT MAI 322300 FIRE MISC 322500 FIRE CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	0521	FIRE SUPP FIRE SUPP FIRE GLOVES PENN TOWNSHIP FIRE DEPART	161.58 220.62 111.96	494.16
5/10/21	340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	0521	ELECT INSPECT RON BELLAIRE	1,323.45	1,323.45
5/10/21	310500 HALL TELEPHONE 100505 ACCOUNTS PAYABLE	0521	CELL PHONES VERIZON WIRELESS	396.82	396.82
5/10/21	340100 BLDG INSPECT WAGE 340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	0521	BLDG PERMITS OFFICE HOURS RICHARD DREWS	1,595.45 175.00	1,770.45

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5/10/21	330100 BOARD OF REVIEW W 100505 ACCOUNTS PAYABLE	0521	BOR JEFF GREEN	400.00	400.00
5/10/21	380300 SUPERVISOR- ASSESS 100505 ACCOUNTS PAYABLE	0521	ASSESSING MCGREW ASSESSING SERVICES LLC	2,530.00	2,530.00
5/10/21	310500 HALL TELEPHONE 100505 ACCOUNTS PAYABLE	0521	CELL PHONE OLI OLAFSSON	60.00	60.00
5/10/21	330100 BOARD OF REVIEW W 100505 ACCOUNTS PAYABLE	0521	BOR CARL SPARKS	400.00	400.00
5/10/21	330100 BOARD OF REVIEW W 100505 ACCOUNTS PAYABLE	0521	BOR/TRAINING MIKE BERGEN	300.00	300.00
5/10/21	330100 BOARD OF REVIEW W 100505 ACCOUNTS PAYABLE	0521	BOR AGUST OLAFSSON	200.00	200.00
5/10/21	310700 HALL ELECT/STREET L 100505 ACCOUNTS PAYABLE	0521A	HALL SEWER CAUA	400.00	400.00
5/10/21	322100 FIRE EQUIPMENT MAI 100505 ACCOUNTS PAYABLE	115731/978	FIRE SUPP CASS AUTO SUPPLY CO, INC.	75.63	75.63
5/10/21	380300 SUPERVISOR- ASSESS 100505 ACCOUNTS PAYABLE	134921	ANNUAL SUPPORT BS&A SOFTWARE	862.00	862.00
5/10/21	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	150525088	PEST CONTROL ROSE PEST SOLUTIONS	41.00	41.00
5/10/21	351100 BOARD- Weed Control 100505 ACCOUNTS PAYABLE	182237	DIAMOND ADMIN FEE PROGRESSIVE A&E	4,340.00	4,340.00
5/10/21	340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	1878	MECH PLUMB INSPECT DOBBERTEEN INSPECTIONS, INC.	2,306.05	2,306.05
5/10/21	310100 HALL MISC. SERVICES 400100	20294	MOWING/SPRING CLEAN UP MOWING/SPRING CLEAN	91.00 552.00	

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Purchase Journal**

For the Period From May 1, 2021 to May 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
	CEMETERY CONTRAC 100505 ACCOUNTS PAYABLE		KLIPPERS LAWN CARE SERVIC		643.00
5/10/21	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	225093	FIRE SUPP WB HAYDEN AND SONS	19.96	19.96
5/10/21	310500 HALL TELEPHONE 100505 ACCOUNTS PAYABLE	5/21	TELEPHONE FRONTIER	133.81	133.81
5/10/21	320700 FIRE-OPERATING (GAS 100505 ACCOUNTS PAYABLE	5161/5383	FIRE GAS SERVICE OIL CO.	230.64	230.64
5/10/21	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	990286997	MAT SERVICE UNIFIRST	49.93	49.93
				18,287.33	18,287.33

**Penn Township
Payroll Journal
For the Period From May 1, 2021 to May 31, 2021**

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

Date	GL Acct ID	Reference	Debit Amt	Credit Amt
5/10/21	320100	21896	1,666.67	
JAMES E. BOGUE	100507			24.17
	350500			83.33
	100507			24.17
	350300		24.17	
	100005			1,559.17
5/10/21	360100	21897	1,666.67	
LISA J. FITZSIMONS	100507			24.17
	350500			83.33
	100507			24.17
	350300		24.17	
	100005			1,559.17
5/10/21	350100	21898	288.50	
ROGER W. LEACH	410100		200.00	
	100507			7.08
	350500			24.43
	100507			7.08
	350300		7.08	
	100005			456.99
5/10/21	370100	21899	1,666.67	
PAUL O. RUTHERFORD	100507			24.17
	350500			83.33
	100507			24.17
	350300		24.17	
	100005			1,559.17
5/10/21	350100	21900	288.50	
LEE H. SPARKS	100507			4.18
	350500			14.43
	100507			4.18
	350300		4.18	
	100005			269.89
5/10/21	380100	21901	1,666.67	
OLI OLAFFSON	100507			24.17
	350500			83.33
	100507			24.17
	350300		24.17	
	100005			1,559.17
5/10/21	310000	21902	166.67	
KAREN YOUNG	100507			2.42
	350500			8.33
	100507			2.42
	350300		2.42	
	100005			155.92
			<u>7,720.71</u>	<u>7,720.71</u>

**MAY 10, 2021
PENN TOWNSHIP
GENERAL ACCOUNT**

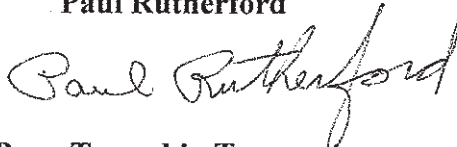
General Checking Account balance: April 1, 2021	\$607,436.01
Total disbursements for April, 2020	30,152.45
Total revenues for April, 2020	8,235.17

<u>Receipt #</u>	<u>Date</u>	<u>Received from</u>	<u>Amount</u>
4852	4/12	Rich Drews (Building Permits)	4,882.00
4853	4/12	Ron Bellaire (Electrical Permits)	448.00
4854	4/12	Dobberteen Inspections (Mechanical & Plumbing Permits)	2,531.00
4855	4/12	Tyler Stutzman (Variance)	300.00

April 30, 2021 Checking Balance(Interest V#4856 \$ 7.26)	\$ 20,174.55
April 30,2021 Circle FCU Balance(Interest V#4857 \$ 66.91)	\$ 565,293.43
April 30,2021 Circle FCU Membership (50.75)	50.75
General Checking Total	\$ 585,518.73

Debt Retirement Accounts(\$ 58.00 Membership each account)	
Vandalia Sewer	\$ 46,200.74
Vandalia Water	\$ 72,933.57
Penn Water	\$ 366,974.36

Paul Rutherford



Penn Township Treasurer