

**Penn Township  
Regular Meeting  
November 11, 2024**

Board members present: Supervisor Olafsson, Clerk Greathouse, Treasure Rutherford, Trustee Sparks, Trustee Leach

Supervisor Olafsson called the meeting to order at 6:31pm.

Prayer was given by Trustee Sparks.

Pledge of Allegiance was recited.

Supervisor Olafsson took time to recognize the veterans and to encourage everyone to visit Veteran Memorials in the area or around the nation.

Resident Lloyd Montgomery also gave thanks for the veterans.

Trustee Leach presented the minutes from the October meeting, as prepared by Clerk Greathouse. Trustee Leach motioned to approve the minutes. Trustee Sparks seconded, all in favor, motion approved.

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

Treasurer Rutherford discussed the amounts due for the water and sewer.

### **Supervisors News**

Supervisor Olafsson gave thanks to Clerk Greathouse for her time at Penn Township.

Supervisor Olafsson is going to hold off on sign-ups for public comments unless it becomes an issue.

Supervisor Olafsson discussed the price to rental the hall and implementing a deposit incase of damages. Supervisor Olafsson moved to approve increase of hall rental to \$250.00 and implementing a refundable deposit of \$250.00. The deposit can be excepted in check form, and \$250 deposit will be refunded if no damages happen and the hall is cleaned after use. Treasure Rutherford second, all in favor.

Hall rental will resume November 30th, 2024.

### **New Business**

Supervisor Olafsson is going to go on the road tour with the Cass County Road Commission. If you know of a road that needs attention please contact a board member.

Trustee Leach stated gravel still has not been delivered to Diamond Island. Supervisor Olafsson

informed the board this has been an ongoing issue with road commission for this delivery. The barge is now closed for the season.

Supervisor Olafsson discussed the water tower contract with MEC.

Diana McGrew is stepping down from CAUA. Supervisor Olafsson moved to approve the appointment of Jon Krebs to represent Penn Township on the CAUA board. Treasure Rutherford second, All in favor. Motion approved.

### **Reports**

Clerk News- The election on November 5th, 2024 was great. We had a great team. No problems occurred.

Fire Dept Report- Provided by Chief Bogue

CAUA Report- Provided by Trustee Leach, prepared by Diana McGrew

Ambulance Report- Provided by Scott Chris.

Jason Pompey resigned as representative for Penn Twp for the Ambulance board. Supervisor Olafsson moved to approve Scott Chris as the Penn Twp representative on the Ambulance Board. Trustee Leach second. All in Favor. Motion approved.

Scott Chris brought it to the boards attention that there is a rate increase with SMCS in the amount of \$5,287.88 (on top of current rate). Supervisor Olafsson moved to approve the payment for the pay rate increase. Trustee Leach second. All in favor. Motion approved.

Zoning Report- Provided by Roger Leach

Supervisor Olafsson discussed a pay increase for the zoning administrator position. This will be addressed at the budget meeting.

### **Board Comments**

Trustee Sparks took time for go visit friend and old Township Supervisor.

Supervisor Olafsson gave thanks to Trustee Sparks for his years of service at Penn Township.

### **Public Comments**

Resident 1- Scott Peters gave thanks to Trustee Sparsk for his service. Resident had questions for the board regarding the 2 legal cases against the County Clerk, Monica McMichael.

Supervisor Olafsson closed public comments.

The Bills were presented for payment by Clerk Greathouse. Checks 23546-23592 for a total of \$48,052.43 will be disbursed. Trustee Leach motioned to approve the bills for payment. Trustee Sparks seconded, and motion passed by unanimous roll call vote.

The meeting was adjourned at 7:30pm

Respectfully submitted,

Chelsa Greathouse

Penn Township Clerk

**Penn Township  
Purchase Journal  
For the Period From Nov 1, 2024 to Nov 30, 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
11/6/24	311200 FACILITY MAINT 100505 ACCOUNTS PAYABLE	1007	FACILITY MAINT  SPRAGUE FITZSIMONS	800.00	800.00
11/6/24	340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	1093	ELECT INSPECT  NEXT STEP INSPECTIONS LLC	3,164.38	3,164.38
11/6/24	350700 BOARD AMBULANCE 100505 ACCOUNTS PAYABLE	110424	NEWBURG MUTUAL AID  CENTRAL CASS COUNTY AMBULANCE	2,000.00	2,000.00
11/6/24	310500 COMMUNICATIONS 100505 ACCOUNTS PAYABLE	1124	INTERNET  MIDWEST ENERGY COOP	500.00	500.00
11/6/24	320200 FIRE DEPT TRAVEL 100505 ACCOUNTS PAYABLE	1124	TRAVEL  JAMES BOGUE	125.00	125.00
11/6/24	360900 CLERK- ELECTIONS 100505 ACCOUNTS PAYABLE	1124	ELECTION PUBS  LAGRANGE TOWNSHIP	47.50	47.50
11/6/24	360500 CLERK SUPPLIES/POS 100505 ACCOUNTS PAYABLE	1124	INTERNET  LISA FITZSIMONS	95.40	95.40
11/6/24	322300 FIRE MISC 100505 ACCOUNTS PAYABLE	1124	DUES  MICHIGAN STATE FIREMEN'S	100.00	100.00
11/6/24	310700 HALL ELECT/STREET L 321500 FIRE ELECTRIC 100505 ACCOUNTS PAYABLE	1124	ELECTRIC  ELECTRIC  AEP	300.00 400.00	700.00
11/6/24	370300 TREASURER-SUPPLIE 100505 ACCOUNTS PAYABLE	1124	INTERNET  PAUL RUTHERFORD	95.40	95.40
11/6/24	322300 FIRE MISC 320600 FIRE TRAINING 320500 FIRE-OFFICE SUPPLIE 322100 FIRE EQUIPMENT MAI 322500 FIRE CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	1124	FIRE SUPP  FIRE SUPP  FIRE SUPP  FIRE SUPP  CAPP MACHINE  PENN TOWNSHIP FIRE DEPART	49.50 239.47 14.31 238.68 1,581.60	2,123.56

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11/6/24	360500 CLERK SUPPLIES/POS 100505 ACCOUNTS PAYABLE	1124	P.O. BOX  US POSTMASTER	110.00	110.00
11/6/24	311500 HALL MISC. 322100 FIRE EQUIPMENT MAI 100505 ACCOUNTS PAYABLE	1124	HALL SUPP  FIRE SUPP  WB HAYDEN AND SONS	82.26  352.92	435.18
11/6/24	370100 TREASURER- WAGE 100505 ACCOUNTS PAYABLE	1124	TREASURER ASSIST  AMY JUROFF	137.50	137.50
11/6/24	360900 CLERK- ELECTIONS 100505 ACCOUNTS PAYABLE	1124	ELECTION PUBS  JEFFERSON TOWNSHIP	21.05	21.05
11/6/24	310500 COMMUNICATIONS 100505 ACCOUNTS PAYABLE	1124	PHONE  VERIZON WIRELESS	339.84	339.84
11/6/24	310500 COMMUNICATIONS 100505 ACCOUNTS PAYABLE	1124	PHONE  OLAFUR OLAFSSON	60.00	60.00
11/6/24	340100 BLDG INSPECT WAGE 340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	1124	BLDG INSPECT  OFFICE  ADAM DAHLGREN	5,054.95  140.00	5,194.95
11/6/24	360900 CLERK- ELECTIONS 100505 ACCOUNTS PAYABLE	1124	ELECTION  ALEXIS MILLIRANS	225.00	225.00
11/6/24	360900 CLERK- ELECTIONS 100505 ACCOUNTS PAYABLE	1124	ELECITON  LINDSAY GORHAM	275.00	275.00
11/6/24	380300 SUPERVISOR- ASSESS 100505 ACCOUNTS PAYABLE	1124	ASSESSING  ASSESSING SOLUTIONS	3,412.50	3,412.50
11/6/24	310500 COMMUNICATIONS 100505 ACCOUNTS PAYABLE	1124	PHONE  CHELSA GREATHOUSE	60.00	60.00
11/6/24	351900 BOARD MISC 100505 ACCOUNTS PAYABLE	1124	SEC  GREG PRICE	100.00	100.00
11/6/24	360900	1124	ELECTION	225.00	

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	CLERK- ELECTIONS 100505 ACCOUNTS PAYABLE		MACKENZIE BOYER		225.00
11/6/24	360900 CLERK- ELECTIONS 100505 ACCOUNTS PAYABLE	1124	ELECTION	225.00	
			ROSE KELSHEIMER		225.00
11/6/24	360900 CLERK- ELECTIONS 100505 ACCOUNTS PAYABLE	1124	ELECTION	225.00	
			KELLY HARGROVE		225.00
11/6/24	360900 CLERK- ELECTIONS 100505 ACCOUNTS PAYABLE	1124	ELECTION	225.00	
			NOLA HAWKINS		225.00
11/6/24	360900 CLERK- ELECTIONS 100505 ACCOUNTS PAYABLE	1124	ELECTION	225.00	
			DUSTIN HOLLAND		225.00
11/6/24	370300 TREASURER-SUPPLIE 100505 ACCOUNTS PAYABLE	1124A	COPY PAPER	46.63	
			LISA FITZSIMONS		46.63
11/6/24	370300 TREASURER-SUPPLIE 100505 ACCOUNTS PAYABLE	1124B	PREPAID TREAS ENVELOPES LISA FITZSIMONS	1,786.00	
					1,786.00
11/6/24	311500 HALL MISC. 100505 ACCOUNTS PAYABLE	1124C	HALL SUPP	44.25	
			LISA FITZSIMONS		44.25
11/6/24	311200 FACILITY MAINT 100505 ACCOUNTS PAYABLE	150629035	PEST CONTROL	100.00	
			ROSE PEST SOLUTIONS		100.00
11/6/24	311200 FACILITY MAINT 100505 ACCOUNTS PAYABLE	150629417	PEST CONTROL	65.00	
			ROSE PEST SOLUTIONS		65.00
11/6/24	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	150630893	PEST CONTROL	61.00	
			ROSE PEST SOLUTIONS		61.00
11/6/24	311200 FACILITY MAINT 100505 ACCOUNTS PAYABLE	150631459	PEST CONTROL	65.00	
			ROSE PEST SOLUTIONS		65.00
11/6/24	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	1688	TREE REMOVAL	2,400.00	
			FREEMAN'S LAWN AND TREE, LLC		2,400.00
11/6/24	322100	184998756	FIRE DEPT SUPPLIES	228.00	

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	FIRE EQUIPMENT MAI 100505 ACCOUNTS PAYABLE		ULINE		228.00
11/6/24	310500 COMMUNICATIONS 360900 CLERK- ELECTIONS 100505 ACCOUNTS PAYABLE	202401545	WEBSITE	352.00	
			ELECTION COMPUTER REPAIR KERRY COLLINS	177.28	529.28
11/6/24	311200 FACILITY MAINT 400100 CEMETERY CONTRAC 100505 ACCOUNTS PAYABLE	202440640	MOWING	112.20	
			MOWING	774.40	
			KLIPPERS LAWN CARE SERVIC		886.60
11/6/24	320700 FIRE-OPERATING (GAS 100505 ACCOUNTS PAYABLE	21949	FIRE FUEL	183.05	
			SERVICE OIL CO.		183.05
11/6/24	311200 FACILITY MAINT 100505 ACCOUNTS PAYABLE	24-107375	PORTABLE TOILET	124.00	
			VRT ENTERPRISES, INC.		124.00
11/6/24	311300 HALL CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	2634	HALL REMODEL	5,982.99	
			EBY'S PROPERTY MANAGEMENT		5,982.99
11/6/24	311500 HALL MISC. 100505 ACCOUNTS PAYABLE	26623771	HALL SUPPLIES	1,186.84	
			ULINE		1,186.84
11/6/24	380300 SUPERVISOR- ASSESS 100505 ACCOUNTS PAYABLE	328435	SOFTWARE MAINT	260.00	
			APEX SOFTWARE		260.00
11/6/24	370300 TREASURER-SUPPLIE 100505 ACCOUNTS PAYABLE	35469	ENVELOPES	145.59	
			PREFERRED PRINTING		145.59
11/6/24	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	4209582989	MAT SERVCIE	95.77	
			CINTAS		95.77
11/6/24	340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	PE-102424	MECH PLUMB INSPECT	2,658.80	
			DOBBERTEEN INSPECTIONS, INC.		2,658.80
				<b>38,096.06</b>	<b>38,096.06</b>

## Penn Township Payroll Journal For the Period From Nov 1, 2024 to Nov 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
11/6/24 JAMES E. BOGUE	320100	23546	2,079.00	
	100507			30.15
	350500			103.95
	100507			30.15
	350300			30.15
	100005			1,944.90
11/6/24 LISA J. FITZSIMONS	380600	23547	1,480.00	
	100507			21.46
	350500			74.00
	100507			21.46
	350300			21.46
	100005			1,384.54
11/6/24 ROGER W. LEACH	350100	23548	339.25	
	410100			249.42
	100507			8.54
	350500			29.43
	100507			8.54
	350300			8.54
100005	550.70			
11/6/24 PAUL O. RUTHERFORD	370100	23549	2,079.00	
	100507			30.15
	350500			103.95
	100507			30.15
	350300			30.15
	100005			1,944.90
11/6/24 PAUL O. RUTHERFORD	370100	23549V	2,079.00	
	100507			30.15
	350500			103.95
	100507			30.15
	350300			30.15
	100005			1,944.90
11/6/24 LEE H. SPARKS	350100	23550	339.25	
	100507			4.92
	350500			16.96
	100507			4.92
	350300			4.92
	100005			317.37
11/6/24 CHELSA GREATHOUSE	360100	23551	2,079.00	
	100507			75.84
	100507			30.15
	350500			103.95
	100507			30.15
	350300			30.15
100005	1,869.06			
11/6/24 OLAFUR OLAFSSON	380100	23552	2,079.00	
	100507			30.15
	350500			103.95
	100507			30.15
	350300			30.15
	100005			1,944.90
11/6/24 PAUL O. RUTHERFORD	370100	23593	2,079.00	
	100507			30.15
	350500			103.95
	100507			30.15
	350300			30.15
	100005			1,944.90



