

Penn Township  
Regular Meeting  
April 10<sup>th</sup>, 2023

Lisa called the meeting to order at 6:30pm. Oli was absent.

Cassopolis Public Schools- Superintendent Dr. John Ritzler, opened the meeting by discussing the upcoming school election that will take place on May 2<sup>nd</sup>, 2023. Dr.Ritzler discussed the ballot subject and passed out a question & answer paper.

Fitzsimons brought to attention that Penn Township has recently lost a few memorable residents Paul Parrish, Darlene Toney, Gary Hulett and Rollie Lichnerowicz. Rutherford read a special reading reflecting on the late Rollie Lichnerowicz.

Leach presented the minutes from the prior meeting, as prepared by Fitzsimons. Leach moved to approve the minutes. Sparks seconded and motion passed.

The Treasure's Report was presented by Rutherford, as prepared by Rutherford. Leach moved to approve the report. Sparks seconded and motion passed.

Fitzsimons recognizes Rose Green, her hard work and dedication over the years with the election. Rose will no longer be to help; Lindsey Gorham will be replacing her as election chair.

Resolution for the purposes of release of property from PA116 for Barnett/Hoppes parcel on King Rd. The property split was already recommended by the Township Planning Board and approved by Township Bord. The resolution is to release PA116 on property of acres or less for purposes of constructing a residence. The petitioner has provided all necessary documentation, including request withdraw acreage, including survey, legal property description, and map of split. The Township has the requisite SEV for the property. Fitzsimons moved to approve the resolution. Leach seconded and motion passed.

Fitzsimons presented new assessing service agreement approval with Tony Meyaard from Assessing Solutions. Fitzsimons moved to approve the contract. Paul seconded. Roll call was unanimous in favor, motion passed. (Oli absent)

Fitzsimons discussed 2023/2024 budget adjustments. Fitzsimons moved to approve adjustments. Leach seconded. Roll call was unanimous in favor, motion passed. (Oli absent)

Fitzsimons provided an update on the Parks & Rec department. Exciting events are to come, including a fundraiser event for the Fire Department and a Grand Opening of the courts. This will take place on Saturday, June 3<sup>rd</sup> 10am-2pm.

The Fox Street marijuana grower will be moving their full operation into the Village of Vandalia and will no longer be in Penn Township.

Joyce Locke, Cass County Commissioner, newly elected, introduced herself to the board and residents.

Mowing Bids have been received. Klipper's price is staying the same. Fitzsimons moved to approve the contract/bid. Rutherford seconded. Roll call was unanimous in favor, motion passed. (Oli absent)

Fitzsimons made notice that she will be stepping down as clerk. Lisa will be sharing duties with the new clerk until the new clerk is fully trained. She asked for approval of the appointment of a new clerk, Chelsa Greathouse. Fitzsimons moved to approve new clerk. Leach seconded; motion passed.

The Fire Department report was provided by Bogue.

A CAUA report was read by Fitzsimons.

No Ambulance report was available.

Fitzsimons discussed the BOR and the transition between assessors.

Leach provided a zoning report.

Board Comments: Leach recognized Lisa Fitzsimons for years of commitment and dedication for the township and its residents.

Public Comments: Matt Harrington gave thanks to Oli on the meeting that took place on March 14<sup>th</sup>. There are concerns of a tarp that is loose on the marijuana field on M60.

The bills were presented for payment. Check numbers 22727-22766 for a total of 72,693.45 will be disbursed. Sparks moved to approve the bills for payment. Leach seconded and motion passed by unanimous roll call vote. (Oli absent)

The meeting was adjourned at 7:40pm

Respectfully Submitted,

Chelsa Greathouse

Penn Township Clerk

A handwritten signature in black ink, appearing to read "Chelsa Greathouse", written in a cursive style.

**Penn Township  
Payroll Journal  
For the Period From Apr 1, 2023 to Apr 30, 2023**

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

<b>Date Employee</b>	<b>GL Acct ID</b>	<b>Reference</b>	<b>Debit Amt</b>	<b>Credit Amt</b>
4/10/23 JAMES E. BOGUE	320100 100507 350500 100507 350300 100005	22727	1,980.00   28.71  1,852.29	28.71 99.00 28.71
4/10/23 LISA J. FITZSIMONS	360100 100507 350500 100507 350300 100005	22728	1,980.00   28.71  1,852.29	28.71 99.00 28.71
4/10/23 ROGER W. LEACH	350100 410100 100507 350500 100507 350300 100005	22729	323.08 237.50   8.13  524.42	8.13 28.03 8.13
4/10/23 PAUL O. RUTHERFORD	370100 100507 350500 100507 350300 100005	22730	1,980.00   28.71  1,852.29	28.71 99.00 28.71
4/10/23 LEE H. SPARKS	350100 100507 350500 100507 350300 100005	22731	323.08   4.68  302.25	4.68 16.15 4.68
4/10/23 OLAFUR OLAFSSON	380100 100507 350500 100507 350300 100005	22732	1,980.00   28.71  1,852.29	28.71 99.00 28.71
4/10/23 KAREN YOUNG	310000 100507 350500 100507 350300 100005	22733	216.67   3.14  202.70	3.14 10.83 3.14
			<b>9,151.12</b>	<b>9,151.12</b>

**Penn Township  
Purchase Journal  
For the Period From Apr 1, 2023 to Apr 30, 2023**

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
4/10/23	340100 BLDG INSPECT WAGE	032423	MECH INSPECT	646.00	
	340100 BLDG INSPECT WAGE		ELECT INSPECT	1,182.35	
	100505 ACCOUNTS PAYABLE		DOBBERTEEN INSPECTIONS, INC.		1,828.35
4/10/23	311300 HALL CAPITAL OUTLAY	040423	FENCE/GATES	5,838.00	
	100505 ACCOUNTS PAYABLE		JC FENCING		5,838.00
4/10/23	321500 FIRE ELECTRIC	0423	SEWER - FIRE DEPT	400.00	
	100505 ACCOUNTS PAYABLE		CAUA		400.00
4/10/23	310500 HALL TELEPHONE	0423	HALL INTERNET	120.33	
	100505 ACCOUNTS PAYABLE		MIDWEST ENERGY COOP		120.33
4/10/23	100507 FICA AND MEDICARE P	0423	1ST QTR 941	1,640.05	
	100505 ACCOUNTS PAYABLE		UNITED STATES TREASURY		1,640.05
4/10/23	320200 FIRE DEPT TRAVEL	0423	TRAVEL	125.00	
	100505 ACCOUNTS PAYABLE		JAMES BOGUE		125.00
4/10/23	360500 CLERK SUPPLIES/POS	0423	INTERNET	95.40	
	100505 ACCOUNTS PAYABLE		LISA FITZSIMONS		95.40
4/10/23	321500 FIRE ELECTRIC	0423	FIRE ELECTRIC	600.00	
	100505 ACCOUNTS PAYABLE		AEP		600.00
4/10/23	370300 TREASURER-SUPPLIE	0423	INTERNET	95.40	
	100505 ACCOUNTS PAYABLE		PAUL RUTHERFORD		95.40
4/10/23	320500 FIRE-OFFICE SUPPLIE	0423	OFFICE SUPPLIES	29.19	
	322300 FIRE MISC		MAG SUBSCRIPTION	54.95	
	100505 ACCOUNTS PAYABLE		PENN TOWNSHIP FIRE DEPART		84.14
4/10/23	310900 HALL FUEL OIL	0423	HALL NATURAL GAS	200.00	
	321700 FIRE FUEL OIL		FIRE NATURAL GAS	800.00	
	100505 ACCOUNTS PAYABLE		SEMCO ENERGY		1,000.00
4/10/23	310500 HALL TELEPHONE	0423	TELEPHONE	338.63	
	100505 ACCOUNTS PAYABLE		VERIZON WIRELESS		338.63

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4/10/23	410100 ZONING WAGES 100505 ACCOUNTS PAYABLE	0423	BOR  JEFF GREEN	350.00	350.00
4/10/23	322300 FIRE MISC 100505 ACCOUNTS PAYABLE	0423	MARCH MTG SEC  BERGEN R/C HELICOPTERS	90.00	90.00
4/10/23	310500 HALL TELEPHONE 100505 ACCOUNTS PAYABLE	0423	PHONE  OLAFUR OLAFSSON	60.00	60.00
4/10/23	330100 BOARD OF REVIEW W 100505 ACCOUNTS PAYABLE	0423	BOR  CARL SPARKS	350.00	350.00
4/10/23	330100 BOARD OF REVIEW W 100505 ACCOUNTS PAYABLE	0423	BOR  MIKE BERGEN	300.00	300.00
4/10/23	340100 BLDG INSPECT WAGE 340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	0423	BLDG INSPECT  OFFICE HOURS  ADAM DAHLGREN	3,157.75 175.00	3,332.75
4/10/23	330100 BOARD OF REVIEW W 100505 ACCOUNTS PAYABLE	0423	BOR  ROBERT MONTEL	100.00	100.00
4/10/23	380300 SUPERVISOR- ASSESS 100505 ACCOUNTS PAYABLE	0423	ASSESSIN  ASSESSING SOLUTIONS	3,250.00	3,250.00
4/10/23	360900 CLERK- ELECTIONS 100505 ACCOUNTS PAYABLE	0423	SCHOOL ELECTION  CHELSA GREATHOUSE	425.00	425.00
4/10/23	360900 CLERK- ELECTIONS 100505 ACCOUNTS PAYABLE	0423A	POSTAGE  LISA FITZSIMONS	315.00	315.00
4/10/23	311500 HALL MISC. 100505 ACCOUNTS PAYABLE	0423B	OFFICE  LISA FITZSIMONS	10.70	10.70
4/10/23	360900 CLERK- ELECTIONS 100505 ACCOUNTS PAYABLE	0423C	POSTAGE  LISA FITZSIMONS	174.00	174.00
4/10/23	360900 CLERK- ELECTIONS	0423D	POSTAGE	17.40	

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	100505 ACCOUNTS PAYABLE		LISA FITZSIMONS		17.40
4/10/23	311300 HALL CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	0423F	COURT SUPP  LISA FITZSIMONS	360.38	360.38
4/10/23	311300 HALL CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	0423G	PB PADDLE HOLDER  LISA FITZSIMONS	179.05	179.05
4/10/23	310700 HALL ELECT/STREET L 100505 ACCOUNTS PAYABLE	0423H	HALL SEWER  CAUA	400.00	400.00
4/10/23	360500 CLERK SUPPLIES/POS 100505 ACCOUNTS PAYABLE	0423e	hall office supp  LISA FITZSIMONS	434.99	434.99
4/10/23	360900 CLERK- ELECTIONS 100505 ACCOUNTS PAYABLE	1122	NOV 22 ELECTION PUBS  LAGRANGE TOWNSHIP	38.66	38.66
4/10/23	320700 FIRE-OPERATING (GAS 100505 ACCOUNTS PAYABLE	11469	FIRE GAS  SERVICE OIL CO.	234.86	234.86
4/10/23	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	150581338	PEST CONTROL  ROSE PEST SOLUTIONS	45.00	45.00
4/10/23	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	18750	ALARM SERVICE  HAAS SYSTEMS	96.00	96.00
4/10/23	311300 HALL CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	2008169442952	CLERK COMPUTER  DELL MARKETING L.P.	1,510.62	1,510.62
4/10/23	310500 HALL TELEPHONE 100505 ACCOUNTS PAYABLE	202201432	WEBSITE  KERRY COLLINS	335.00	335.00
4/10/23	400100 CEMETERY CONTRAC 100505 ACCOUNTS PAYABLE	21090	STORM DAM CLEAN UP  KLIPPERS LAWN CARE SERVIC	225.00	225.00
4/10/23	350700 BOARD AMBULANCE 100505 ACCOUNTS PAYABLE	221 2023	AMBULANCE  CENTRAL CASS COUNTY AMBULANCE	36,276.50	36,276.50
4/10/23	321900 FIRE BLDG MAINT/REP	2318	GENERATOR SERVICE	262.00	

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	100505 ACCOUNTS PAYABLE		RELAIBLE GENERATOR AND ELECTRIC LLC		262.00
4/10/23	380300 SUPERVISOR- ASSESS 100505 ACCOUNTS PAYABLE	300014964414189	ASSESSOR COMPUTER  DELL MARKETING L.P.	1,689.24	1,689.24
4/10/23	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	4149797541	MAT SERVICE  CINTAS	55.47	55.47
4/10/23	311300 HALL CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	48244	HALL SIGNS  CREATIVE VINYL SIGNS	272.00	272.00
4/10/23	311300 HALL CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	835	PB LINES  SPORT COURT CONSTRUCTION	900.00	900.00
				<b>64,254.92</b>	<b>64,254.92</b>
				<b>64,254.92</b>	<b>64,254.92</b>





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

<b>Penn Water</b>	<b>\$ 464,846.94</b>
<b>Vandalia Sewer</b>	<b>\$ 40,746.96</b>
<b>Vandalia Water</b>	<b>\$ 65,316.13</b>

**Paul Rutherford**

**Penn Township Treasurer**