

**Penn Township
Regular Meeting
March 13, 2023**

Oli called the meeting to order at 6:30 p.m. Fitzsimons was absent.

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 Leach, as prepared by Rutherford. Leach moved to approve the report. Sparks seconded and motion passed.

Kerry Collins will attend the May meeting to present the website and answer questions.

Oli moved to approve amendments to the 3/31/23 budget. Leach seconded and motion passed.

Sheriff Behnke was present to discuss current issues and to thank the Penn Township Fire Dept. for the use of the drone in apprehending a suspect. He also announced the hazardous waste collection to be held on May 15th at the Road Commission.

Leach presented the 3/23/24 budget. Rutherford moved to approve the budget. Leach seconded and motion passed.

Oli moved to appoint Fitzsimons as volunteer director of Parks and Recreation. Leach seconded and motion passed.

Oli presented the proposed road plans for next year. Rutherford moved to approve the projects. Leach seconded and motion passed by unanimous roll call vote (Fitzsimons absent).

Oli presented the Comcast franchise agreement. Oli moved to approve the contract. Rutherford seconded and motion passed.

Oli presented the current poverty guidelines for property tax purposes. Oli moved to approve. Rutherford seconded and motion passed.

Various legislative updates and communication were discussed.

The Fire Department report was provided by Bogue.

A CAUA report was provided by McGrew.

No County Commissioner report was available.

No ambulance report was available.

Rich McGrew provided an assessing report.

Leach provided a zoning report.

Oli presented information about Hydro, the new recycling plant being constructed in Cassopolis.

There were questions and comments from the public regarding the marijuana report. There will be a question and answer session held at the Hall on 3/14.

The bills were presented for payment. Check numbers 22694-22726 for a total of \$37,700.38 will be disbursed. Leach moved to approve the bills for payment. Sparks seconded and motion passed by unanimous roll call vote (Fitzsimons absent).

The meeting was adjourned at 8:22 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'L J Fitzsimons', written in a cursive style.

Lisa J. Fitzsimons
Penn Township Clerk

4/10/23 at 09:37:15.37

**Penn Township
Purchase Journal
For the Period From Mar 1, 2023 to Mar 31, 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
3/12/23	310700 HALL ELECT/STREET L 100505 ACCOUNTS PAYABLE	0323	HALL SEWER CAUA	10.45	10.45
3/12/23	310500 HALL TELEPHONE 100505 ACCOUNTS PAYABLE	0323	HALL COMM MIDWEST ENERGY COOP	0.66	0.66
3/12/23	320200 FIRE DEPT TRAVEL 100505 ACCOUNTS PAYABLE	0323	travel JAMES BOGUE	125.00	125.00
3/12/23	360500 CLERK SUPPLIES/POS 100505 ACCOUNTS PAYABLE	0323	INTERNET LISA FITZSIMONS	95.40	95.40
3/12/23	350500 BOARD PENSION 100505 ACCOUNTS PAYABLE	0323	PENSION JOHN HANCOCK	7,430.34	7,430.34
3/12/23	321500 FIRE ELECTRIC 100505 ACCOUNTS PAYABLE	0323	FIRE ELECTR AEP	138.21	138.21
3/12/23	370300 TREASURER-SUPPLIE 100505 ACCOUNTS PAYABLE	0323	INTERNET PAUL RUTHERFORD	95.40	95.40
3/12/23	321900 FIRE BLDG MAINT/REP 322100 FIRE EQUIPMENT MAI 322500 FIRE CAPITAL OUTLAY 322300 FIRE MISC 320900 FIRE COMMUNICATION 100505 ACCOUNTS PAYABLE	0323	SNOW PLOW FIRE SUPP FIRE HOODS FIRE SUPP FIRE SUPP PENN TOWNSHIP FIRE DEPART	50.00 2,850.71 1,070.19 1,123.15 406.20	5,500.25
3/12/23	321700 FIRE FUEL OIL 310900 HALL FUEL OIL 100505 ACCOUNTS PAYABLE	0323	FIRE GAS HALL GAS SEMCO ENERGY	476.02 119.00	595.02
3/12/23	310500 HALL TELEPHONE 321100 FIRE TELEPHONE/FAX 100505 ACCOUNTS PAYABLE	0323	TELEPHONE telephone VERIZON WIRELESS	230.49 104.48	334.97
3/12/23	310500	0323	phone	60.00	

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	HALL TELEPHONE 100505 ACCOUNTS PAYABLE		OLAFUR OLAFSSON		60.00
3/12/23	340100 BLDG INSPECT WAGE 340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	0323	BLDG PERMITS OFFICE ADAM DAHLGREN	1,190.00 315.00	1,505.00
3/12/23	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	0323A	SNOW PLOW JAMES BOGUE	50.00	50.00
3/12/23	360500 CLERK SUPPLIES/POS 311300 HALL CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	0323A	OFFICE PB COURT NETS, ACCESS LISA FITZSIMONS	47.76 1,768.17	1,815.93
3/12/23	320700 FIRE-OPERATING (GAS 100505 ACCOUNTS PAYABLE	11056	FIRE GAS SERVICE OIL CO.	41.11	41.11
3/12/23	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	150579280	PEST CONTROL ROSE PEST SOLUTIONS	45.00	45.00
3/12/23	310500 HALL TELEPHONE 100505 ACCOUNTS PAYABLE	202201428	WEBSITE MAINT KERRY COLLINS	335.00	335.00
3/12/23	360500 CLERK SUPPLIES/POS 100505 ACCOUNTS PAYABLE	207104	CONTRACT US BUSINESS SYSTEMS	112.63	112.63
3/12/23	340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	22323E	ELECT INSPECT DOBBERTEEN INSPECTIONS, INC.	919.70	919.70
3/12/23	340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	22323M	MECH INSPECT DOBBERTEEN INSPECTIONS, INC.	2,225.30	2,225.30
3/12/23	360900 CLERK- ELECTIONS 100505 ACCOUNTS PAYABLE	23-512	MAINT CONT MC & E/ELECTION SOURCE	385.00	385.00
3/12/23	311500 HALL MISC. 322100 FIRE EQUIPMENT MAI 100505	232772/232393	HALL SUPP FIRE SUPP WB HAYDEN AND SONS	81.91 59.25	141.16

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	ACCOUNTS PAYABLE				
3/12/23	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	29769	FIRE CARTER ELECTRIC MOTOR SER	139.95	139.95
3/12/23	380300 SUPERVISOR- ASSESS 100505 ACCOUNTS PAYABLE	323	ASSESSING MCGREW ASSESSING SERVICES LLC	2,600.00	2,600.00
3/12/23	321900 FIRE BLDG MAINT/REP 321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	4147009898	 MAT SERVICE CINTAS	55.47	55.47
3/12/23	380700 SUPERVISOR SUPP/P 100505 ACCOUNTS PAYABLE	482066	ASSESS MAIL MARANA GROUP	144.57	144.57
3/12/23	320600 FIRE TRAINING 100505 ACCOUNTS PAYABLE	68286	FIRE TARGET SOLUTIONS LEARNING LLC	2,824.09	2,824.09
3/12/23	360900 CLERK- ELECTIONS 100505 ACCOUNTS PAYABLE	73781	VOTER REG FORMS SPECTRUM PRINTERS	69.72	69.72
3/12/23	352300 BOARD - ROAD COMMI 100505 ACCOUNTS PAYABLE	804182	TRASH REMONAL CASS ROAD COMMISSION	300.00	300.00
3/12/23	352300 BOARD - ROAD COMMI 100505 ACCOUNTS PAYABLE	804197	ROAD SIGNS CASS ROAD COMMISSION	1,650.00	1,650.00
				29,745.33	29,745.33

Penn Township Payroll Journal For the Period From Mar 1, 2023 to Mar 31, 2023

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
3/12/23 JAMES E. BOGUE	320100	22694	1,866.67	
	100507			27.07
	350500			93.33
	100507			27.07
	350300			27.07
	100005			1,746.27
3/12/23 LISA J. FITZSIMONS	360100	22695	1,866.67	
	100507			27.07
	350500			93.33
	100507			27.07
	350300			27.07
	100005			1,746.27
3/12/23 ROGER W. LEACH	350100	22696	323.08	
	410100			224.00
	100507			7.93
	350500			27.35
	100507			7.93
	350300		7.93	
	100005		511.80	
3/12/23 PAUL O. RUTHERFORD	370100	22697	1,866.67	
	100507			27.07
	350500			93.33
	100507			27.07
	350300			27.07
	100005			1,746.27
3/12/23 LEE H. SPARKS	350100	22698	323.08	
	100507			4.68
	350500			16.15
	100507			4.68
	350300			4.68
	100005			302.25
3/12/23 OLAFUR OLAFSSON	380100	22699	1,866.67	
	100507			27.07
	350500			93.33
	100507			27.07
	350300			27.07
	100005			1,746.27
3/12/23 KAREN YOUNG	310000	22700	166.67	
	100507			2.42
	350500			8.33
	100507			2.42
	350300			2.42
	100005			155.92
			8,626.82	8,626.82

**March 13, 2023
PENN TOWNSHIP
GENERAL ACCOUNT**


Checking Account balance: February 1, 20203	\$ 741,501.18
Total disbursements for February, 2023	78,518.20
Total revenues for February, 2023	122,891.05

<u>Receipt #</u>	<u>Date</u>	<u>Received from</u>	<u>Amount</u>
5063	2/06	Comcast (Franchise Fees)	4,828.44
5055	2/13	Karen Young (Three Hall Rentals)	150.00
5056	2/13	Doberteen Inspections (Electrical, Plumbing and Mechanical Permits)	2,020.00
5057	2/13	Comcast (Refund overpayment)	80.24
5064	2/16	Penn Township Tax Account (3 rd Settlement W-22)	73,144.93
5058	2/27	Penn Township Tax Account (4th Settlement W-22)	40,691.44

February 28, 2023 Balance GW Jones(Interest V#5059 \$1,976.00) \$ 785,874.03

Debt Retirement Accounts (\$58.75 Membership each account)

Vandalia Sewer	\$ 36,830.12
Vandalia Water	\$ 80,383.22
Penn Water	\$ 370,023.50

Paul Rutherford

Penn Township Treasurer