

Penn Township
Regular Meeting
June 12th, 2023

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

Prayer was given by Trustee Sparks

Trustee Leach presented the minutes from the May meeting, as prepared by Clerk Greathouse. Leach moved to approve the minutes. Sparks seconded and motion approved.

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

Supervisor News was presented by Supervisor Olafsson. The grand opening of the courts and the fundraiser for the fire department was discussed. The fundraiser raised over \$6,300.00.

Wendy Grace read the Parks & Rec report, as prepared by Lisa Fitzsimons. A big thank you too all the sponsors and supporters.

Supervisor Olafsson discussed the proposal brought to the board by Matt Harrington. Penn Twp is seeking grants on their own. The board is seeking a grant option through the Market Van Buren, who is coordinating grants and subgrants. Oli mentioned the upcoming Planning Commission meeting that will take place June 20th, at 5:00pm. This is an informal hearing and open to the public. During this meeting the board will discuss the existing Recreational Marijuana Establishment Ordinance.

Commissioner Joyce Locke gave an update on the renovations at the old courthouse in downtown Cassopolis.

Supervisor Olafsson provided an update on the status of the Colony Bay.

Supervisor Olafsson addressed the old news of the new equipment for Assessing purposed has been purchased.

CAUA Report – was read by Trustee Leach, as prepared by McGrew

Fire Report- was provided by Bogue

Zoning Report- was provided by Leach

Building report- was provided by Adam Dahlgren

Clerks Report- Clerk Greathouse discussed upcoming events in Vandalia.

Board Comments- The board hasn't heard back from the Road Commission about the dust control schedule for Penn Township area.

Public Comments-Resident 1- Health Risk of Marijuana, read an article.

Resident 2- Matt Harrington addressed his proposal and his frustration of it being turned down.

Resident 3- Readdressed the concern of sheriff response time to the party on Alexander back in May.
Resident 4- Wants to petition against the marijuana fields and feels that she was not adequately notified of the progress / status.
Resident 5- Mike Biesboer addresses his feelings and concern of the action Penn Township is taking regarding the marijuana fields. Concerns about ordinance verbiage. And concerns of adequate notice for publications.
Resident 6- Had questions regarding budgets/investments/interest in the bank. (CDs)
Resident 7- Trail update question.
Resident 8- Speed limit sign concerns for Donnell Lake St and Paradise Lake St..

The bills we presented for payment. Check numbers 22808-22851 for a total of \$79,089.46 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 8:07pm

Respectfully Submitted,
Chelsa Greathouse

Penn Township Clerk

Minutes amended on 7/14/2023 (added check 22851 in the amount of \$2,873.60 to Building inspector)

**Penn Township
Purchase Journal**

For the Period From Jun 1, 2023 to Jun 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
6/12/23	340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	052423	MECH PERMITS DOBBERTEEN INSPECTIONS, INC.	2,362.15	2,362.15
6/12/23	340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	052423E	ELECT INSPECT DOBBERTEEN INSPECTIONS, INC.	1,211.25	1,211.25
6/12/23	352300 BOARD - ROAD COMMI 100505 ACCOUNTS PAYABLE	060723	50% ROAD CONTRACTS CASS ROAD COMMISSION	74,143.85	74,143.85
6/12/23	320900 FIRE COMMUNICATION 100505 ACCOUNTS PAYABLE	0623	FIRE INTERNET MIDWEST ENERGY COOP	300.00	300.00
6/12/23	320200 FIRE DEPT TRAVEL 100505 ACCOUNTS PAYABLE	0623	TRAVEL JAMES BOGUE	125.00	125.00
6/12/23	360500 CLERK SUPPLIES/POS 100505 ACCOUNTS PAYABLE	0623	INTERNET LISA FITZSIMONS	95.40	95.40
6/12/23	350500 BOARD PENSION 100505 ACCOUNTS PAYABLE	0623	PENSION JOHN HANCOCK	5,776.20	5,776.20
6/12/23	370300 TREASURER-SUPPLIE 100505 ACCOUNTS PAYABLE	0623	TREAS STAMPED ENV MARY BROWN	1,144.60	1,144.60
6/12/23	310700 HALL ELECT/STREET L 321500 FIRE ELECTRIC 100505 ACCOUNTS PAYABLE	0623	LIGHTS FIRE ELECT AEP	100.00 400.00	500.00
6/12/23	352100 BOARD MEMBERSHIPS 100505 ACCOUNTS PAYABLE	0623	MTA DUES MICHIGAN TOWNSHIP ASSOCIA	4,407.89	4,407.89
6/12/23	370300 TREASURER-SUPPLIE 100505 ACCOUNTS PAYABLE	0623	INTERNET PAUL RUTHERFORD	95.40	95.40
6/12/23	322300 FIRE MISC 322300 FIRE MISC 322100 FIRE EQUIPMENT MAI 322300 FIRE MISC	0623	FIRE MISC FIRE MISC FIRE EQUIP MAINT HOSE	95.98 203.08 1,097.70 1,432.37	

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	100505 ACCOUNTS PAYABLE		PENN TOWNSHIP FIRE DEPART		2,829.13
6/12/23	370300 TREASURER-SUPPLIE 100505 ACCOUNTS PAYABLE	0623	3 ROLLS STAMPS	189.00	
			US POSTMASTER		189.00
6/12/23	322100 FIRE EQUIPMENT MAI 321900 FIRE BLDG MAINT/REP 311200 HALL BLDG. MAINT 100505 ACCOUNTS PAYABLE	0623	FIRE EQUIP MAINT	28.60	
			FIRE BLDG MAINT	20.97	
			HALL MAINT	334.65	
			WB HAYDEN AND SONS		384.22
6/12/23	321700 FIRE FUEL OIL 310900 HALL FUEL OIL 100505 ACCOUNTS PAYABLE	0623	FIRE	320.00	
			HALL	80.00	
			SEMCO ENERGY		400.00
6/12/23	310700 HALL ELECT/STREET L 100505 ACCOUNTS PAYABLE	0623	FIRE WATER	300.00	
			CITY OF DOWAGIAC		300.00
6/12/23	310500 HALL TELEPHONE 100505 ACCOUNTS PAYABLE	0623	PHONE	333.25	
			VERIZON WIRELESS		333.25
6/12/23	321100 FIRE TELEPHONE/FAX 100505 ACCOUNTS PAYABLE	0623	PHONE	60.00	
			OLAFUR OLAFSSON		60.00
6/12/23	311200 HALL BLDG. MAINT 100505 ACCOUNTS PAYABLE	0623	HALL SUPP	34.10	
			KAREN YOUNG		34.10
6/12/23	380300 SUPERVISOR- ASSESS 100505 ACCOUNTS PAYABLE	0623	ASSESSING	3,250.00	
			ASSESSING SOLUTIONS		3,250.00
6/12/23	310500 HALL TELEPHONE 100505 ACCOUNTS PAYABLE	0623	PHONE	60.00	
			CHELSEA GREATHOUSE		60.00
6/12/23	311200 HALL BLDG. MAINT 100505 ACCOUNTS PAYABLE	0623	HALL CLEANING	439.48	
			CARL JACKSON		439.48
6/12/23	360500 CLERK SUPPLIES/POS 311500 HALL MISC. 380300 SUPERVISOR- ASSESS	0623A	OFFICE SUPP	1.00	
			SAND BAGS	50.84	
			ASSESSOR IPAD	948.69	

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	380300 SUPERVISOR- ASSESS		ASSESSING SUPP	224.05	
	311500 HALL MISC.		GRAND OPENING	93.26	
	311500 HALL MISC.		AIR TAGS	94.34	
	360500 CLERK SUPPLIES/POS		MONITOR	127.19	
	311500 HALL MISC.		HALL SUPP	78.43	
	311500 HALL MISC.		HALL SUPP	79.45	
	311500 HALL MISC.		HALL SUPP	15.04	
	311500 HALL MISC.		HALL SUPP	62.76	
	311500 HALL MISC.		HALL SUPP	268.92	
	360500 CLERK SUPPLIES/POS		OFFICE SOFTWARE	75.27	
	100505 ACCOUNTS PAYABLE		LISA FITZSIMONS		2,119.24
6/12/23	360500 CLERK SUPPLIES/POS	0623A	PO BOX	62.00	
	100505 ACCOUNTS PAYABLE		CHELSEA GREATHOUSE		62.00
6/12/23	310500 HALL TELEPHONE	0623B	HALL INTERNET	300.00	
	100505 ACCOUNTS PAYABLE		MIDWEST ENERGY COOP		300.00
6/12/23	322100 FIRE EQUIPMENT MAI	0623B	HELMET LIGHTS	389.97	
	100505 ACCOUNTS PAYABLE		JAMES BOGUE		389.97
6/12/23	320700 FIRE-OPERATING (GAS	11895	FIRE GAS	250.97	
	100505 ACCOUNTS PAYABLE		SERVICE OIL CO.		250.97
6/12/23	321900 FIRE BLDG MAINT/REP	150587185	PEST CONTROL	58.00	
	100505 ACCOUNTS PAYABLE		ROSE PEST SOLUTIONS		58.00
6/12/23	351100 BOARD- Weed Control	192657	DIAMOND WEED ADMIN	4,340.00	
	100505 ACCOUNTS PAYABLE		PROGRESSIVE A&E		4,340.00
6/12/23	310500 HALL TELEPHONE	202201444	WEBSITE	335.00	
	380300 SUPERVISOR- ASSESS		ASSESSOR COMPUTER	195.00	
	360500 CLERK SUPPLIES/POS		CLERK COMPUTER	225.00	
	100505 ACCOUNTS PAYABLE		KERRY COLLINS		755.00
6/12/23	310100 HALL MISC. SERVICES	20230046	LANDSCAPING	900.00	
	310100		MOWING	280.50	

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	HALL MISC. SERVICES 400100		MOWING	1,936.00	
	CEMETERY CONTRAC 100505		KLIPPERS LAWN CARE SERVIC		3,116.50
6/12/23	360500 CLERK SUPPLIES/POS 100505	212503	COPIER CONTRACT US BUSINESS SYSTEMS	112.63	112.63
6/12/23	311200 HALL BLDG. MAINT 100505	23-103524	PORTABLE TOILET VRT ENTERPRISES, INC.	206.00	206.00
6/12/23	311300 HALL CAPITAL OUTLAY 100505	2838	HALL AED PRO SAFETY INNOVATIONS LLC	2,549.00	2,549.00
6/12/23	311200 HALL BLDG. MAINT 100505	31205616	DUMPSTERS HIMCO	546.66	546.66
6/12/23	321900 FIRE BLDG MAINT/REP 100505	4155414512	MAT SERVICE CINTAS	59.74	59.74
6/12/23	311200 HALL BLDG. MAINT 100505	586012	HALL TREE DEAD LIMB REMOVAL CB TREE	400.00	400.00
6/12/23	311200 HALL BLDG. MAINT 100505	60717	HALL POWER WASH GREAT LAKES BIN CLEANERS	550.00	550.00
6/12/23	311300 HALL CAPITAL OUTLAY 100505	852	COURT LINES SPORT COURT CONSTRUCTION	1,250.00	1,250.00
6/19/23	340100 BLDG INSPECT WAGE 340100	0623	BLDG INSPECT OFFICE	2,733.60	
	100505 BLDG INSPECT WAGE ACCOUNTS PAYABLE		ADAM DAHLGREN	140.00	2,873.60
				118,380.23	118,380.23
				118,380.23	118,380.23

**Penn Township
Payroll Journal**

For the Period From Jun 1, 2023 to Jun 30, 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
6/12/23 JAMES E. BOGUE	320100 100507 350500 100507 350300 100005	22808	1,980.00 28.71	28.71 99.00 28.71 1,852.29
6/12/23 LISA J. FITZSIMONS	360100 100507 100507 350500 100507 350300 100005	22809	1,480.00 21.46	250.00 21.46 74.00 21.46 1,134.54
6/12/23 ROGER W. LEACH	350100 410100 100507 350500 100507 350300 100005	22810	323.08 237.50 8.13	8.13 28.03 8.13 524.42
6/12/23 PAUL O. RUTHERFORD	370100 100507 350500 100507 350300 100005	22811	1,980.00 28.71	28.71 99.00 28.71 1,852.29
6/12/23 LEE H. SPARKS	350100 100507 350500 100507 350300 100005	22812	323.08 4.68	4.68 16.15 4.68 302.25
6/12/23 CHELSA GREATHOUSE	360100 380100 100507 100507 350500 100507 350300 100005	22813	955.00 455.00 20.45	18.53 20.45 70.50 20.45 1,300.52
6/12/23 OLAFUR OLAFSSON	380100 100507 350500 100507 350300 100005	22814	1,980.00 28.71	28.71 99.00 28.71 1,852.29
6/12/23 KAREN YOUNG	310000 100507 350500 100507 350300 100005	22815	216.67 3.14	3.14 10.83 3.14 202.70
			10,074.32	10,074.32

**JUNE 12, 2023
PENN TOWNSHIP
GENERAL ACCOUNT**

General Account balance: May 1, 2023		\$ 1,056,619.63	
Total disbursements for May, 2023		76,215.86	
Total revenues for May, 2023		138,916.84	
<u>Receipt #</u>	<u>Date</u>	<u>Received from</u>	<u>Amount</u>
5080	5/01	State of Michigan (Revenue Sharing Sales Tax)	22,992.00
5081	5/05	Comcast (Franchise Fees)	4,471.38
5082	5/03	Cass County (Homestead Denial)	723.16
5083	5/03	Vandalia Organics (Marijuana Permits)	14,000.00
5084	5/03	Alchemy Wellness (Marijuana Permits)	84,500.00
5085	5/08	Karen Young (Two Hall Rentals)	100.00
5086	5/08	Adam Dahlgren (Building Permits)	6,352.00
5087	5/08	Doberteen Inspections (Plumbing, Mechanical and Electrical Permits)	2,121.00
5088	5/24	Penn Twp. Tax Acct. (W-22 Commercial Forest)	2.82
May 31, 2023 Checking Balance(Interest V#5089 \$3,654.48)			\$ 1,119,320.61

Cash Breakdown

May 31, 2023 Restricted Funds Fire Dept.	295,000.00
May 31, 2023 Cash Balance	<u>824,320.61</u>

Total Checking Balance **1,119,320.61**

Debt Retirement Accounts plus (\$ 58.75 Membership each Account)

Vandalia Sewer	\$ 43,093.56
Vandalia Water	\$ 65,342.46
Penn Water	\$ 403,933.24

Paul Rutherford

Penn Township Treasurer