

**Penn Township
Regular Meeting
February 10, 2025**

Board members present: Supervisor Olafsson, Treasurer Paul Rutherford, Trustee Roger Leach, Trustee Scott Peters, and Clerk Rhonda Barnett.

Supervisor Olafsson called the meeting to order at 6:45 p.m.

Trustee Leach opened with prayer and led the Pledge of Allegiance.

Minutes

Trustee Leach moved, seconded by Treasurer Rutherford, to approve the minutes of the January 13, 2025, meeting as prepared by Clerk Barnett. Motion approved.

Supervisor Olafsson moved, supported by Trustee Leach, to correct the January minutes to show Diana McGrew was recommended for appointment to the Tax Board of Review not the Election Board as was reported in the minutes. Motion approved.

Remembrance:

Supervisor Olafsson took a moment to remember a few residents that passed recently: Leozie Broadnax, Sharon Evans, Amanda Slusher, Bill Casey, Myrt Allison, Stella McInstosh, Sherry Hyatte, Charlie Wright

Treasurer's Report:

The Treasurer's Report was prepared and presented by Treasurer Rutherford. Trustee Leach moved, supported by Supervisor Olafsson, to accept the report as presented. Roll Call vote: Barnett; yes, Rutherford; yes, Olafsson; yes, Leach; yes, Peters; yes. Motion approved.

Supervisor News: Supervisor Olafsson presented a 2024 Graham Woodhouse Intergovernmental Effort Award presented to Penn Township for the Smart Park.

Supervisor Olafsson announced that we are looking for an alternate to serve on the Tax Board of Review. Anyone interested should contact Assessor Jollay.

Supervisor Olafsson moved, Trustee Leach supported, to approve the 2025 Poverty Resolution provided to the board by Assessor Jollay. Discussion followed. Motion approved.

New Business: None

Reports:

Clerk News: Penn Township will hold an election for Cassopolis and Marcellus Schools, Heritage Southwest ISD and Southwestern Michigan Collage on May 6, 2025.

Trustee Leach moved, Supervisor Olafsson supported, to add Clerk Barnett as a signatory on the Township checking and savings account and to have access to those accounts. Roll Call: Rutherford; yes, Olafsson; yes, Leach; yes, Peters; yes, Barnett; yes. Motion approved.

Fire Department Report: Chief Jim Bogue gave a report. Trustee Leach moved, Supervisor Olafsson supported, to approve the Annual Fire Department Roster. Motion approved.

CAUA Report: No Report

Ambulance Report: Provided by Scott Chris.

Trustee Leach moved, Supervisor Olafsson supported, to add Ryan Chris as an alternate to the Central Cass Ambulance Board. Motion approved.

Assessor Report: Provided by Don Jollay.

Zoning Report: Provided by Trustee Leach.

Board Comments:

Trustee Peters moved, Clerk Barnett supported, to have the board more involved in overseeing a site before approving a new grower's license. Discussion occurred. Motion failed.

Public Comments:

Public comments occurred.

Payment of the Bills:

Supervisor Olafsson moved, Trustee Leach supported, that we pay the bills in the amount of \$89,541.89, as submitted. Roll Call Vote: Leach, yes; Peters, yes; Rutherford, yes; Barnett, yes; Olafsson; yes. Motion passed.

The meeting adjourned at 7:48 p.m.

Respectfully submitted,

Rhonda Barnett
Penn Township Clerk

**February 10, 2025
PENN TOWNSHIP
GENERAL ACCOUNT**

| | |
|--|------------------------|
| Checking Account Balance: January 1, 2025 | \$ 2,204,940.85 |
| Total disbursements for January, 2025 | 448,728.04 |
| Total revenues for January, 2025 | 226,221.95 |

| <u>Receipt #</u> | <u>Date</u> | <u>Received from</u> | <u>Amount</u> |
|------------------|-------------|--|---------------|
| 5267 | 1/05 | Penn Township Tax Acct. (1 st Settlement w-24 Tax) | 54,114.79 |
| 5269 | 1/01 | State of Michigan (Revenue Sharing Sales Tax) | 24,929.00 |
| 5270 | 1/13 | Adam Dahlgren (Hall Rental) | 250.00 |
| 5271 | 1/13 | Adam Dahlgren (Building Permits) | 6,632.00 |
| 5272 | 1/13 | Next Step Inspections (Electoral Inspections) | 1,680.00 |
| 5273 | 1/13 | Dobberteen Inspections (Plumbing and Mechanical Permits) | 2,181.00 |
| 5274 | 1/13 | Penn Township Tax Acct. (2 nd Settlement W-24) | 100,957.63 |
| 5275 | 1/24 | Penn Fire (Newburg's Share of FEMA Grant) | 7,406.25 |
| 5276 | 1/24 | Calvin Twp. (Fire Contract and Runs) | 21,400.00 |

January 31, 2025 G W Jones (Interest \$6,671.28 V#5277) Balance \$ 1,982,434.76

Cash Breakdown

| | |
|--|------------------------|
| Jan. 31, 2025 Restricted Funds Fire Dept. | \$ 1,500,000.00 |
| Jan. 31, 2025 Cash Balance | \$ 482,434.76 |

| | |
|-------------------------------|------------------------|
| General Checking Total | \$ 1,982,434.76 |
|-------------------------------|------------------------|

Debt Retirement Accounts (\$53.75 Membership each account)

| | |
|----------------|---------------|
| Vandalia Sewer | \$ 37,635.79 |
| Vandalia Water | \$ 79,594.52 |
| Penn Water | \$ 307,962.77 |

Paul Rutherford

Penn Township Treasurer

**Penn Township
Purchase Journal
For the Period From Feb 1, 2025 to Feb 28, 2025**

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 |
|--------|--|--------------|--|---|---------------|
| 2/6/25 | 340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE | 012225 | PLUMB MECH INSPECT DOBBERTEEN INSPECTIONS, INC. | 2,165.80 | 2,165.80 |
| 2/6/25 | 320900 FIRE COMMUNICATION 310500 COMMUNICATIONS 100505 ACCOUNTS PAYABLE | 0225 | FIRE INTERNET HALL INTERNET MIDWEST ENERGY COOP | 160.00 130.00 | 290.00 |
| 2/6/25 | 320200 FIRE DEPT TRAVEL 100505 ACCOUNTS PAYABLE | 0225 | TRAVEL JAMES BOGUE | 125.00 | 125.00 |
| 2/6/25 | 360500 CLERK SUPPLIES/POS 100505 ACCOUNTS PAYABLE | 0225 | INTERNET LISA FITZSIMONS | 95.40 | 95.40 |
| 2/6/25 | 370300 TREASURER-SUPPLIE 100505 ACCOUNTS PAYABLE | 0225 | INTERNET PAUL RUTHERFORD | 95.40 | 95.40 |
| 2/6/25 | 322300 FIRE MISC 322100 FIRE EQUIPMENT MAI 320900 FIRE COMMUNICATION 320600 FIRE TRAINING 322300 FIRE MISC 321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE | 0225 | FIRE SUPP FIRE SUPP FIRE COMM FIRE TRAINING FIRE MEMBERSHIP FIRE SUPP | 203.29 536.03 1,717.85 196.81 95.00 106.40 | 2,855.38 |
| 2/6/25 | 350700 BOARD AMBULANCE 100505 ACCOUNTS PAYABLE | 0225 | MARCH 25 AMBULANCE SERVICE CENTRAL CASS COUNTY AMBULANCE | 10,713.08 | 10,713.08 |
| 2/6/25 | 370100 TREASURER- WAGE 100505 ACCOUNTS PAYABLE | 0225 | TREAS ASSIS AMY JUROFF | 350.00 | 350.00 |
| 2/6/25 | 310500 COMMUNICATIONS 100505 ACCOUNTS PAYABLE | 0225 | PHONE VERIZON WIRELESS | 336.42 | 336.42 |
| 2/6/25 | 310500 COMMUNICATIONS 100505 ACCOUNTS PAYABLE | 0225 | PHONE OLAFUR OLAFSSON | 60.00 | 60.00 |
| 2/6/25 | 340100 BLDG INSPECT WAGE 340100 | 0225 | BLDG INSPECT OFFICE | 1,350.65 140.00 | |

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| Date | Account ID Account Description | Invoice/CM # | Line Description | Debit Amount | Credit Amount |
|--------|---|--------------|---|--------------|---------------|
| | BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE | | ADAM DAHLGREN | | 1,490.65 |
| 2/6/25 | 380300 SUPERVISOR- ASSESS 100505 ACCOUNTS PAYABLE | 0225 | ASSESSING ASSESSING SOLUTIONS | 3,412.50 | 3,412.50 |
| 2/6/25 | 351900 BOARD MISC 100505 ACCOUNTS PAYABLE | 0225 | SECURITY GREG PRICE | 200.00 | 200.00 |
| 2/6/25 | 310500 COMMUNICATIONS 100505 ACCOUNTS PAYABLE | 0225 | CELL PHONE RHONDA BARNETT | 60.00 | 60.00 |
| 2/6/25 | 321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE | 0225A | SNOW PLOW JAMES BOGUE | 420.00 | 420.00 |
| 2/6/25 | 310500 COMMUNICATIONS 100505 ACCOUNTS PAYABLE | 0225A | FAX SERVICE LISA FITZSIMONS | 76.20 | 76.20 |
| 2/6/25 | 360500 CLERK SUPPLIES/POS 100505 ACCOUNTS PAYABLE | 0225A | MTA PUBS RHONDA BARNETT | 244.50 | 244.50 |
| 2/6/25 | 340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE | 1119 | ELECT INSPECT NEXT STEP INSPECTIONS LLC | 1,170.45 | 1,170.45 |
| 2/6/25 | 322500 FIRE CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE | 14565341 | PUMPER PMT SANTANDER BANK N.A. | 49,278.13 | 49,278.13 |
| 2/6/25 | 321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE | 150637690 | FIRE PEST CONTROL ROSE PEST SOLUTIONS | 61.00 | 61.00 |
| 2/6/25 | 311200 FACILITY MAINT 100505 ACCOUNTS PAYABLE | 150638233 | HALL PEST CONTROL ROSE PEST SOLUTIONS | 65.00 | 65.00 |
| 2/6/25 | 370300 TREASURER-SUPPLIE 100505 ACCOUNTS PAYABLE | 1832510 | RECEIPT BOOKS SMART SOURCE LLC | 343.28 | 343.28 |
| 2/6/25 | 310500 COMMUNICATIONS 100505 ACCOUNTS PAYABLE | 202501561 | WEBSITE KERRY COLLINS | 352.00 | 352.00 |
| 2/6/25 | 352500 | 20282 | 1099 SERVICE | 60.00 | |

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For the Period From Feb 1, 2025 to Feb 28, 2025**

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| Date | Account ID Account Description | Invoice/CM # | Line Description | Debit Amount | Credit Amount |
|--------|---|----------------|--------------------------------|------------------|------------------|
| | BOARD- CPA FEES 100505 ACCOUNTS PAYABLE | | JULIE DRIER CPA | | 60.00 |
| 2/6/25 | 321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE | 22363 | ALARM SERVICE | 96.00 | |
| | | | HAAS SYSTEMS | | 96.00 |
| 2/6/25 | 322500 FIRE CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE | 2530 | HEAT EXCHANGER | 2,400.00 | |
| | | | BLT MECHANICAL | | 2,400.00 |
| 2/6/25 | 351100 BOARD- Weed Control 100505 ACCOUNTS PAYABLE | 3015824 | DONNELL PERMIT | 1,000.00 | |
| | | | PLM LAKE AND LAND MGMT CORP | | 1,000.00 |
| 2/6/25 | 351100 BOARD- Weed Control 100505 ACCOUNTS PAYABLE | 3015850 | DIAMOND PERMIT | 542.50 | |
| | | | PLM LAKE AND LAND MGMT CORP | | 542.50 |
| 2/6/25 | 321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE | 4218303509 | MAT SERVICE | 98.17 | |
| | | | CINTAS | | 98.17 |
| 2/6/25 | 320700 FIRE-OPERATING (GAS 321100 FIRE TELEPHONE/FAX 322100 FIRE EQUIPMENT MAI 100505 ACCOUNTS PAYABLE | 4983 | OIL | 107.88 | |
| | | | DRILL HAMMER | 27.99 | |
| | | | CYLINDER | 5.99 | |
| | | | WB HAYDEN AND SONS | | 141.86 |
| 2/6/25 | 310500 COMMUNICATIONS 100505 ACCOUNTS PAYABLE | 62402 | DOOR ASSIST | 60.00 | |
| | | | ELECTRO MEDIA | | 60.00 |
| 2/6/25 | 352300 BOARD - ROAD COMM 100505 ACCOUNTS PAYABLE | 805118 | TRASH REMOVAL | 300.00 | |
| | | | CASS ROAD COMMISSION | | 300.00 |
| 2/6/25 | 200400 TAXES INCL DELINQUE 100505 ACCOUNTS PAYABLE | TREAS CHARGE B | TAX TRIBUNAL ADJ | 410.65 | |
| | | | CASS COUNTY | | 410.65 |
| | | | | 79,369.37 | 79,369.37 |
| | | | | 79,369.37 | 79,369.37 |

Penn Township Payroll Journal For the Period From Feb 1, 2025 to Feb 28, 2025

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 |
|------------------------------|--|-----------|------------------|--|
| 2/6/25 JAMES E. BOGUE | 320100 100507 350500 100507 350300 100005 | 23691 | 2,079.00 | 30.15 103.95 30.15 30.15 1,944.90 |
| 2/6/25 LISA J. FITZSIMONS | 380600 100507 350500 100507 350300 100005 | 23692 | 1,480.00 | 21.46 74.00 21.46 21.46 1,384.54 |
| 2/6/25 ROGER W. LEACH | 350100 410100 100507 350500 100507 350300 100005 | 23693 | 339.25 249.42 | 8.54 29.43 8.54 550.70 |
| 2/6/25 PAUL O. RUTHERFORD | 370100 100507 350500 100507 350300 100005 | 23694 | 2,079.00 | 30.15 103.95 30.15 30.15 1,944.90 |
| 2/6/25 ASHLEY N. WENCES | 310000 100507 350500 100507 350300 100005 | 23695 | 227.50 | 3.30 11.38 3.30 3.30 212.82 |
| 2/6/25 OLAFUR OLAFSSON | 380100 100507 350500 100507 350300 100005 | 23696 | 2,079.00 | 30.15 103.95 30.15 30.15 1,944.90 |
| 2/6/25 SCOTT PETERS | 350100 100507 350500 100507 350300 100005 | 23697 | 339.25 | 4.92 16.96 4.92 4.92 317.37 |
| 2/6/25 RHONDA J. BARNETT | 360100 100507 100507 350500 100507 350300 100005 | 23698 | 2,079.00 | 72.51 30.15 103.95 30.15 30.15 1,872.39 |
| | | | 11,110.24 | 11,110.24 |