

**Penn Township
Regular Minutes
December 9, 2024**

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

Supervisor Olafsson called the meeting to order at 6:33 p.m.

Prayer was given by Trustee Leach.

Pledge of Allegiance was recited.

Minutes

Trustee Leach presented the minutes from the last meeting on November 11, 2024, and minutes from the special meeting held on November 14, 2024, both as prepared by Clerk Greathouse. Trustee Leach made the motion to accept the minutes as read, Trustee Peters seconded, all in favor, motion approved.

Treasurer's Report

The Treasurer's Report was presented by Treasurer Rutherford. Trustee Leach made the motion to accept the report and Supervisor Olafsson seconded. A roll call vote was taken, Barnett: Yes; Rutherford: Yes; Olafsson: Yes; Leach: Yes; Peters: Yes; motion approved.

New Business

On behalf of the Diamond Lake Yacht Club Association, Board Member Mike Guinane is requesting an expansion of the outdoor service area on their existing liquor license. The area is located between the current deck and the road and is currently marked by a rope barrier. Supervisor Olafsson made the motion to approve this expansion Treasurer Rutherford seconded, all in favor, motion passed.

Supervisor Olafsson made a motion to approve Ashley Wences to manage the township hall, Trustee Leach seconded, all in favor, motion passed.

Tom Green will be retiring as sexton from Youngs Prairie Cemetary. Supervisor Olafsson made a motion to approve Richard Dussel as Sexton of the Youngs Prairie Cemetary, Trustee Leach seconded, all in favor, motion passed.

Reports:

Clerk News: Nothing to report

Fire Department Report: Provided by Chief Jim Bogue

Ambulance Report: Scott Chris was absent but informed Supervisor Olafsson that the issue with Newburg was resolved.

Assessor's Report: Nothing provided

CAUA Report: Trustee Leach presented the report as prepared by Diana McGrew.

Zoning Report: Provided by Trustee Leach

Board Comments: None

Public Comments:

Sherriff Behnke welcomed new board members and mentioned that current Undersheriff Clint Roach will be taking over as Sherriff on January 1, 2025. He gave a quick summary of police activity over the last few weeks. He was happy to report that there are four new graduates this month and that four more will begin the Academy program in January. He also wanted to remind people to give themselves extra time when the roads are bad. On a personal note... he feels that the lawsuits were unnecessary and that the board owes the township an apology.

Supervisor Olafsson closed public comments and thanked Sherriff Behnke for his dedication and service to our community over the years.

Payment of the Bills:

After approval at the special meeting held on November 14, 2024, check #23594 was issued to Butzel Long, Attorney, in the amount of \$87,742.18.

An expense report showing what is to be paid with check numbers 23595 - 23634 totaling \$75,521.16, was prepared by Lisa Fitzsimons and read by Clerk Barnett. Trustee Leach made a motion that we pay the bills as submitted, Supervisor Olafsson seconded. Roll Call Vote: Barnett, yes; Rutherford, yes; Olafsson, yes; Leach, yes; Peters, no; motion passed.

The meeting was adjourned at 7:27 p.m.

Respectfully submitted,

Rhonda Barnett
Penn Township Clerk

**DECEMBER 9, 2024
PENN TOWNSHIP
GENERAL ACCOUNT**

Checking Account balance: November 1, 2024	\$ 2,019,670.02
Total disbursements for November, 2024	48,052.43
Total revenues for November, 2024	53,724.91

<u>Receipt #</u>	<u>Date</u>	<u>Received from</u>	<u>Amount</u>
5251	11/01	State of Michigan (Revenue Sharing)	27,895.00
5252	11/01	Debra Hall (One Lot and One Burial Young's Prairie)	600.00
5253	11/04	Comcast (Franchise Fee)	5,002.45
5254	11/11	Adam Dahlgren (Building Permits)	6,688.00
5255	11/11	Next Inspections (Electrical Permits)	3,722.80
5256	11/11	Dobberteen Inspections (Mechanical & Plumbing & Electrical Permits)	3,128.00
5257	11/11	Elizabeth Bennett (FOYA request)	30.00
5258	11/25	Lisa Fitzsimons (One Hall Rental)	250.00

November 30, 2024 G W Jones (Interest \$6,408.66 V#5259) Balance \$ 2,025,342.50

Cash Breakdown

Nov. 30, 2024 Restricted Funds Fire Dept.	\$ 1,500,000.00
Nov. 30, 2024 Cash Balance	\$ 525,342.50

General Checking Total	\$ 2,025,342.50
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Plus \$ 58.75 Each Membership

Vandalia Sewer	\$ 43,763.50
Vandalia Water	\$ 73,479.51
Penn Water	\$ 216,850.07

Paul Rutherford

Penn Township Treasurer

Penn Township Payroll Journal For the Period From Dec 1, 2024 to Dec 31, 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
12/9/24 JAMES E. BOGUE	320100 100507 350500 100507 350300 100005	23595	2,079.00	30.15 103.95 30.15 30.15 1,944.90
12/9/24 LISA J. FITZSIMONS	380600 100507 350500 100507 350300 100005	23596	1,480.00	21.46 74.00 21.46 21.46 1,384.54
12/9/24 ROGER W. LEACH	350100 410100 100507 350500 100507 350300 100005	23597	339.25 249.42	8.54 29.43 8.54 550.70
12/9/24 PAUL O. RUTHERFORD	370100 100507 350500 100507 350300 100005	23598	2,079.00	30.15 103.95 30.15 30.15 1,944.90
12/9/24 ASHLEY N. WENCES	310000 100507 350500 100507 350300 100005	23599	227.50	3.30 11.38 3.30 3.30 212.82
12/9/24 OLAFUR OLAFSSON	380100 100507 350500 100507 350300 100005	23600	2,079.00	30.15 103.95 30.15 30.15 1,944.90
12/9/24 SCOTT PETERS	350100 100507 350500 100507 350300 100005	23601	339.25	4.92 16.96 4.92 4.92 317.37
12/9/24 RHONDA J. BARNETT	360100 100507 100507 350500 100507 350300 100005	23602	2,079.00	75.84 30.15 103.95 30.15 30.15 1,869.06
			11,110.24	11,110.24

**Penn Township
Purchase Journal
For the Period From Dec 1, 2024 to Dec 31, 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
12/8/24	350900 BOARD-LEGAL 100505 ACCOUNTS PAYABLE	9553948	LEGAL BUTZEL ATTORNEYS AND COUNSELORS	54,422.00	54,422.00
12/8/24	350900 BOARD-LEGAL 100505 ACCOUNTS PAYABLE	9554004	LEGAL BUTZEL ATTORNEYS AND COUNSELORS	26,925.00	26,925.00
12/8/24	350900 BOARD-LEGAL 100505 ACCOUNTS PAYABLE	9556846	LEGAL BUTZEL ATTORNEYS AND COUNSELORS	270.68	270.68
12/8/24	350900 BOARD-LEGAL 100505 ACCOUNTS PAYABLE	9560980	LEGAL BUTZEL ATTORNEYS AND COUNSELORS	6,124.50	6,124.50
12/9/24	360500 CLERK SUPPLIES/POS 100505 ACCOUNTS PAYABLE	01211298	W2 FORMS/ENV SAGE CHECKS AND FORMS	93.18	93.18
12/9/24	322300 FIRE MISC 100505 ACCOUNTS PAYABLE	032766	FIRE SUPP MACQUEEN EQUIPMENT	75.00	75.00
12/9/24	311200 FACILITY MAINT 100505 ACCOUNTS PAYABLE	1008	MAINT SPRAGUE FITZSIMONS	800.00	800.00
12/9/24	340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	1101	ELECT INSPECT NEXT STEP INSPECTIONS LLC	170.00	170.00
12/9/24	350900 BOARD-LEGAL 100505 ACCOUNTS PAYABLE	110124	LEGAL LAW OFFICE OF SARA SENICA	3,960.00	3,960.00
12/9/24	340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	112524	MECH PLUMB INSPECT DOBBERTEEN INSPECTIONS, INC.	1,103.30	1,103.30
12/9/24	310700 HALL ELECT/STREET L 100505 ACCOUNTS PAYABLE	1224	SEWER CAUA	160.00	160.00
12/9/24	320900 FIRE COMMUNICATION 100505 ACCOUNTS PAYABLE	1224	INTERNET MIDWEST ENERGY COOP	500.00	500.00
12/9/24	320200 FIRE DEPT TRAVEL 100505 ACCOUNTS PAYABLE	1224	TRAVEL JAMES BOGUE	125.00	125.00

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12/9/24	360500 CLERK SUPPLIES/POS 100505 ACCOUNTS PAYABLE	1224	INTERNET LISA FITZSIMONS	95.40	95.40
12/9/24	350500 BOARD PENSION 100505 ACCOUNTS PAYABLE	1224	PENSION CONT JOHN HANCOCK	6,479.85	6,479.85
12/9/24	370300 TREASURER-SUPPLIE 100505 ACCOUNTS PAYABLE	1224	INTERNET PAUL RUTHERFORD	95.40	95.40
12/9/24	320900 FIRE COMMUNICATION 322500 FIRE CAPITAL OUTLAY 322500 FIRE CAPITAL OUTLAY 320500 FIRE-OFFICE SUPPLIE 322100 FIRE EQUIPMENT MAI 322300 FIRE MISC 100505 ACCOUNTS PAYABLE	1224	FIRE SUPP PIKE POLE GAS ALERT BATTERIES FIRE SUPP FIRE SUPP FIRE SUPP PENN TOWNSHIP FIRE DEPART	4,309.46 323.97 454.66 27.30 204.23 143.74	5,463.36
12/9/24	311500 HALL MISC. 322100 FIRE EQUIPMENT MAI 321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	1224	HALL SUPP FIRE SUPP FIRE SUPP WB HAYDEN AND SONS	42.94 17.99 8.99	69.92
12/9/24	370100 TREASURER- WAGE 100505 ACCOUNTS PAYABLE	1224	TREASURER ASSIST AMY JUROFF	250.00	250.00
12/9/24	310500 COMMUNICATIONS 100505 ACCOUNTS PAYABLE	1224	PHONE VERIZON WIRELESS	336.13	336.13
12/9/24	310500 COMMUNICATIONS 100505 ACCOUNTS PAYABLE	1224	PHONE OLAFUR OLAFSSON	60.00	60.00
12/9/24	340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	1224	BLDG INSPECT ADAM DAHLGREN	1,307.05	1,307.05
12/9/24	380300 SUPERVISOR- ASSESS 100505 ACCOUNTS PAYABLE	1224	ASSESSING ASSESSING SOLUTIONS	3,412.50	3,412.50
12/9/24	311500	1224	SUPPLIES	21.20	

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	HALL MISC. 100505 ACCOUNTS PAYABLE		SPRAGUE FITZSIMONS		21.20
12/9/24	310500 COMMUNICATIONS 100505 ACCOUNTS PAYABLE	1224	PHONE	60.00	
			RHONDA BARNETT		60.00
12/9/24	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	1224B	SNOW PLOW	120.00	
			JAMES BOGUE		120.00
12/9/24	350700 BOARD AMBULANCE 100505 ACCOUNTS PAYABLE	12624	AMBULANCE	32,139.25	
			CENTRAL CASS COUNTY AMBULANCE		32,139.25
12/9/24	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	150633491	PEST CONTROL	61.00	
			ROSE PEST SOLUTIONS		61.00
12/9/24	311200 FACILITY MAINT 100505 ACCOUNTS PAYABLE	150634042	PEST CONTROL	65.00	
			ROSE PEST SOLUTIONS		65.00
12/9/24	380900 SUPERVISOR TAX ROL 100505 ACCOUNTS PAYABLE	2024-08	TAX BILL FOLDING	6.44	
			CASS COUNTY		6.44
12/9/24	310500 COMMUNICATIONS 100505 ACCOUNTS PAYABLE	202401547	WEBSITE MAINT	352.00	
			KERRY COLLINS		352.00
12/9/24	321900 FIRE BLDG MAINT/REP 400100 CEMETERY CONTRAC 100505 ACCOUNTS PAYABLE	20240676	MOWING/FALL CLEAN UP	562.50	
			MOWING/FALL CLEAN UP	747.40	
			KLIPPERS LAWN CARE SERVIC		1,309.90
12/9/24	380900 SUPERVISOR TAX ROL 100505 ACCOUNTS PAYABLE	2025-04	TAX BILL FOLDING	45.18	
			CASS COUNTY		45.18
12/9/24	320700 FIRE-OPERATING (GAS 100505 ACCOUNTS PAYABLE	22440	FIRE FUEL	244.21	
			SERVICE OIL CO.		244.21
12/9/24	311500 HALL MISC. 100505 ACCOUNTS PAYABLE	2695	HALL PLAQUE	129.00	
			BOLT LASERWORKS		129.00
12/9/24	322500 FIRE CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	3927	AED BATTERY	920.00	
			PRO SAFETY INNOVATIONS LLC		920.00

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12/9/24	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	4212283736	MAT SERVICE CINTAS	98.17	98.17
12/9/24	311300 HALL CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	62155	DOOR ELECTRONICS UPGRADE ELECTRO MEDIA	1,084.95	1,084.95
12/9/24	352500 BOARD- CPA FEES 100505 ACCOUNTS PAYABLE	914426	F 65 PREP REHMANN ROBSON	2,500.00	2,500.00
12/9/24	351100 BOARD- Weed Control 100505 ACCOUNTS PAYABLE	PS1109203	LITTLE FISH SOLITUDE LAKE MANAGEMENT	1,639.58	1,639.58
				153,094.15	153,094.15
				153,094.15	153,094.15