

**Penn Township
Regular Meeting
March 11th, 2024**

Board members present: Clerk Chelsa Greathouse, Treasure Paul Rutherford, Supervisor Oli Olafsson, Trustee Lee Sparks, Trustee Roger Leach

Supervisor Olafsson called the meeting to order at 6:30pm.

Prayer was given by Trustee Sparks.

Pledge of Allegiance was recited.

Trust Leach presented the minutes from the February meeting, as prepared by Clerk Greathouse. Trustee Sparks moved to approve the minutes. Supervisor Olafsson seconded, roll call unanimous yes and motion approved.

Sheriff Report- provided by Sheriff Benhke

The board took time to remember Vivian Purkhiser.

Supervisor Olafsson gave appreciation to Jim Bogue, Mark Budd, and Sprague Fitzsimons for assembling the new gazebo.

The Treasures Report was presented by Treasure Rutherford, as prepared by Treasure Rutherford. Trustee Sparks moved to approve the report. Trustee Leach seconded, roll call- unanimous yes, motion approved.

The Board discussed the renewal of the Klipper's contract for lawn services. Treasure Rutherford moved to approve the renewal of the contract, Trustee Leach seconded, roll call- unanimous yes, motion approved.

Supervisor News

Supervisor Olafsson discussed the water contract between Penn Township and MEC Smart Park. This is a 50 year contract that Penn Township collects the water fees that are generated from each company within the park.

Commissioner Joyce Locke discussed the possibility of a millage in the future to help the Cass County Sheriff department.

Public Comments

Resident 1- Scott Peters from Garde Prairie Road, is concerned of a marijuana grow at a neighboring property. He stated that the owner of the property is currently operating a daycare on the property. He wants to know if this is legal or if there are violations.

Resident 2 – Matt Harrington mentioned concerns of the marijuana fields and the upcoming season. He looks forward to working with the township to find a solution.

Resident 3- Diane Myers requested an update on the marijuana grow located off of M60.

Board Comments

Supervisor Olafsson stated that Penn Township has received push back about the Planning Commission holding Closed Work Sessions. Due to this, the meetings have been tabled until further notice. Olafsson requested residents to send him scientific data regarding the potential health concerns of marijuana grows.

Treasure Rutherford feels that the property values around Donnell Lake have not been negatively affected by the marijuana grows.

Trustee Leach believes that the number of marijuana grows will decrease as the market gets saturated.

New Business

Amendments to the 2023-2024 Budget. Trustee Leach moved to approve the amendments & corrections to the 2023-2024 budget. Treasure Rutherford seconded, roll call- unanimous yes, motion approved.

Approval of the 2024-2025 Budget. Trustee Leach moved to approve the 2024-2025 budget. Trustee Sparks seconded, roll call- unanimous yes, motion approved.

Supervisor Olafsson brought the recommendation to the board to name the park/pickle ball court after previous Penn Township Clerk, Lisa Fitzsimons and to purchase a sign. Trustee Leach motioned to approve the naming of the park the purchase of a sign. Treasure Rutherford seconded, roll call- unanimous yes, motion approved.

Reports

Fire Report- was provided by Chief Bogue.

CAUA Report – was provided by Trustee Leach, prepared by Diana McGrew.

Zoning Report- was provided by Trustee Leach

The Bills were presented for payment by Clerk Greathouse. Checks 23180- 23225 for a total of \$82,653.51 will be disbursed. Trustee Sparks moved to approve the bills for payment. Supervisor Olafsson seconded, and motion passed by unanimous roll call vote.

The meeting was adjourned at 8:14pm

Respectfully submitted,

Chelsa Greathouse

Penn Township Clerk

**March 11, 2024
PENN TOWNSHIP
GENERAL ACCOUNT**

Checking Account balance: February 1, 2024	\$ 1,081,966.90
Total disbursements for February, 2024	76,285.18
Total revenues for February, 2024	132,656.24

<u>Receipt #</u>	<u>Date</u>	<u>Received from</u>	<u>Amount</u>
5162	2/03	Penn Township Tax Account (3 rd Settlement W-23)	69,920.47
5163	2/08	Comcast (Franchise Fees)	4,968.40
5164	2/13	Adam Dahlgren (Building Permits)	1,652.00
5165	2/13	Next Step Inspections (Elec	686.00
5166	2/13	Doberteen Inspections (Electrical, Plumbing and Mechanical Permits)	810.00
5167	2/13	Accident Fund (Group Dividend)	904.15
5168	2/13	Cintas (Refund)	59.74
5169	2/24	Penn Township Tax Account (4th Settlement W-23)	49,774.16

February 29, 2024 Balance GW Jones(Interest V#5170 \$3,881.32) \$ 1,138,337.96

Cash Breakdown

Feb. 29, 2024 Restricted Funds Fire Dept.	\$ 295,000.00
Jan. 29, 2024 Cash Balance	\$ 843,337.96

General Checking Total	\$ 1,138,337.96
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Debt Retirement Accounts (\$53.75 Membership each account)

Vandalia Sewer	\$ 35,549.14
Vandalia Water	\$ 76,692.83
Penn Water	\$ 359,028.25

Paul Rutherford

Penn Township Treasurer

**Penn Township
Payroll Journal
For the Period From Mar 1, 2024 to Mar 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
3/7/24 JAMES E. BOGUE	320100 100507 350500 100507 350300 100005	23180	1,980.00 28.71 1,852.29	 28.71 99.00 28.71 1,852.29
3/7/24 LISA J. FITZSIMONS	360100 100507 350500 100507 350300 100005	23181	1,480.00 21.46 1,384.54	 21.46 74.00 21.46 1,384.54
3/7/24 ROGER W. LEACH	350100 410100 100507 350500 100507 350300 100005	23182	323.08 237.50 8.13 524.42	 8.13 28.03 8.13 524.42
3/7/24 PAUL O. RUTHERFORD	370100 100507 350500 100507 350300 100005	23183	1,980.00 28.71 1,852.29	 28.71 99.00 28.71 1,852.29
3/7/24 LEE H. SPARKS	350100 100507 350500 100507 350300 100005	23184	323.08 4.68 302.25	 4.68 16.15 4.68 302.25
3/7/24 CHELSA GREATHOUSE	360100 380100 100507 100507 350500 100507 350300 100005	23185	1,255.00 455.00 24.80 1,558.92	 40.78 24.80 85.50 24.80 1,558.92
3/7/24 OLAFUR OLAFSSON	380100 100507 350500 100507 350300 100005	23186	1,980.00 28.71 1,852.29	 28.71 99.00 28.71 1,852.29
3/7/24 KAREN YOUNG	310000 100507 350500 100507 350300 100005	23187	216.67 3.14 202.70	 3.14 10.83 3.14 202.70
			10,378.67	10,378.67

**Penn Township
Purchase Journal
For the Period From Mar 1, 2024 to Mar 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
3/7/24	310500 HALL TELEPHONE	0324	HALL	74.15	
	320900 FIRE COMMUNICATION		FIRE	152.02	
	100505 ACCOUNTS PAYABLE		MIDWEST ENERGY COOP		226.17
3/7/24	320200 FIRE DEPT TRAVEL	0324	TRAVEL	125.00	
	100505 ACCOUNTS PAYABLE		JAMES BOGUE		125.00
3/7/24	360500 CLERK SUPPLIES/POS	0324	INTERNET	95.40	
	100505 ACCOUNTS PAYABLE		LISA FITZSIMONS		95.40
3/7/24	350500 BOARD PENSION	0324	PENSION	8,027.89	
	100505 ACCOUNTS PAYABLE		JOHN HANCOCK		8,027.89
3/7/24	370300 TREASURER-SUPPLIE	0324	INTERNET	95.40	
	100505 ACCOUNTS PAYABLE		PAUL RUTHERFORD		95.40
3/7/24	322300 FIRE MISC	0324	LEGAL	2,650.00	
	322500 FIRE CAPITAL OUTLAY		FIRE EQUIP	3,215.15	
	322500 FIRE CAPITAL OUTLAY		FIRE GRANT	1,000.00	
	322300 FIRE MISC		FIRE MISC	15.00	
	320500 FIRE-OFFICE SUPPLIE		FIRE OFFICE SUPP	92.76	
	321900 FIRE BLDG MAINT/REP		FIRE BLDG MAINT	124.58	
	322100 FIRE EQUIPMENT MAI		FIRE MAINT	278.29	
	100505 ACCOUNTS PAYABLE		PENN TOWNSHIP FIRE DEPART		7,375.78
3/7/24	370100 TREASURER- WAGE	0324	TREASURER ASSIST	262.50	
	100505 ACCOUNTS PAYABLE		AMY JUROFF		262.50
3/7/24	310900 HALL FUEL OIL	0324	HALL HEAT	120.00	
	321700 FIRE FUEL OIL		FIRE HEAT	480.00	
	100505 ACCOUNTS PAYABLE		SEMCO ENERGY		600.00
3/7/24	360900 CLERK- ELECTIONS	0324	ELECTION	225.00	
	100505 ACCOUNTS PAYABLE		REBEKAH BROWN		225.00
3/7/24	360900 CLERK- ELECTIONS	0324	ELECTION PUBLICATION	27.50	
	360900 CLERK- ELECTIONS		ELECTION PUBLICATION	33.62	

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	100505 ACCOUNTS PAYABLE		JEFFERSON TOWNSHIP		61.12
3/7/24	310500 HALL TELEPHONE 100505 ACCOUNTS PAYABLE	0324	PHONE VERIZON WIRELESS	334.29	334.29
3/7/24	310500 HALL TELEPHONE 100505 ACCOUNTS PAYABLE	0324	PHONE OLAFUR OLAFSSON	60.00	60.00
3/7/24	360900 CLERK- ELECTIONS 100505 ACCOUNTS PAYABLE	0324	ELECTION CHAIR LINDSAY GORHAM	275.00	275.00
3/7/24	380300 SUPERVISOR- ASSESS 100505 ACCOUNTS PAYABLE	0324	ASSESSING ASSESSING SOLUTIONS	3,250.00	3,250.00
3/7/24	310500 HALL TELEPHONE 100505 ACCOUNTS PAYABLE	0324	PHONE CHELSA GREATHOUSE	60.00	60.00
3/7/24	360900 CLERK- ELECTIONS 100505 ACCOUNTS PAYABLE	0324	ELECTION ALEXIA BAINTER	225.00	225.00
3/7/24	360900 CLERK- ELECTIONS 100505 ACCOUNTS PAYABLE	0324	ELECTION RYLI BURKS	225.00	225.00
3/7/24	360900 CLERK- ELECTIONS 100505 ACCOUNTS PAYABLE	0324	ELECTION ETHAN PFLUG	225.00	225.00
3/7/24	340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	1038	ELECTRICAL INSPECT NEXT STEP INSPECTIONS LLC	2,114.80	2,114.80
3/7/24	320500 FIRE-OFFICE SUPPLIE 100505 ACCOUNTS PAYABLE	134479	FIRE SOFTWARE ESO SOLUTIONS	139.11	139.11
3/7/24	311300 HALL CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	13662058	PARK EQUIP-TABLES, TRASH, GRILL ULINE	3,859.09	3,859.09
3/7/24	322100 FIRE EQUIPMENT MAI 100505 ACCOUNTS PAYABLE	14359804	FIRE SUPP ULINE	207.20	207.20
3/7/24	321900 FIRE BLDG MAINT/REP	150609081	PEST CONTROL	58.00	

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	100505 ACCOUNTS PAYABLE		ROSE PEST SOLUTIONS		58.00
3/7/24	322500 FIRE CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	162173	SPRAY GUN	600.00	
			CASS OUTDOOR POWER EQUIPM		600.00
3/7/24	320700 FIRE-OPERATING (GAS 100505 ACCOUNTS PAYABLE	17343	FIRE GAS	339.09	
			SERVICE OIL CO.		339.09
3/7/24	322500 FIRE CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	17523496	FIRE NOZZLES	3,238.31	
			WS DARLEY & CO		3,238.31
3/7/24	330500 BD REVIEW-PRINT PU 100505 ACCOUNTS PAYABLE	1782984	BOR PUB	54.44	
			LEADER PUBLICATIONS		54.44
3/7/24	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	182938	FLAGS	265.00	
			ROCKET ENTERPRISE, INC.		265.00
3/7/24	322500 FIRE CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	183165	FIRE GEAR	143.85	
			FIRE SAFETY USA		143.85
3/7/24	322500 FIRE CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	183178	FIRE GEAR	805.00	
			FIRE SAFETY USA		805.00
3/7/24	310500 HALL TELEPHONE 100505 ACCOUNTS PAYABLE	202401488	WEBSITE	685.00	
			KERRY COLLINS		685.00
3/7/24	311500 HALL MISC. 322100 FIRE EQUIPMENT MAI 100505 ACCOUNTS PAYABLE	236626/645	HALL SUPP	28.98	
			FIRE SUPP	20.97	
			WB HAYDEN AND SONS		49.95
3/7/24	360900 CLERK- ELECTIONS 100505 ACCOUNTS PAYABLE	24-7192	MAINT CONTRACT	385.00	
			MC & E/ELECTION SOURCE		385.00
3/7/24	322500 FIRE CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	24036	HOSE	1,272.90	
			MFE, INC.		1,272.90
3/7/24	351100 BOARD- Weed Control 100505 ACCOUNTS PAYABLE	3011913	DONNELL WEED	800.00	
			PLM LAKE AND LAND MGMT CORP		800.00

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3/7/24	311200 HALL BLDG. MAINT 100505 ACCOUNTS PAYABLE	32878056	DUMPSTER HIMCO	88.48	 88.48
3/7/24	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	4180864206	MAT SERVICE CINTAS	59.74	 59.74
3/7/24	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	4183727913	MAT SERVICE CINTAS	61.65	 61.65
3/7/24	380700 SUPERVISOR SUPP/P 100505 ACCOUNTS PAYABLE	500925-PENN	ASSESSMENT MAILING MARANA GROUP	1,839.03	 1,839.03
3/7/24	311300 HALL CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	5941	COURT SURFACE IDEAL COATINGS	33,722.72	 33,722.72
3/7/24	322300 FIRE MISC 100505 ACCOUNTS PAYABLE	871249-878385	FIRE DEPT UNIFORMS NYE UNIFORM	586.90	 586.90
				73,123.81	73,123.81