

PENN TOWNSHIP
Regular Meeting
March 10, 2025

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.

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

Notation was made by Supervisor Olafsson prior to the start of the meeting reminding the public that:

- 1) As noted on the agenda, the township attorney will not be at the March meeting as originally scheduled.
- 2) Per the October Board Meeting minutes, for public comment "two-minutes would be allocated per person. Any additional comments or concerns can be emailed to the supervisor."

Minutes:

Moved by Trustee Leach, supported by Supervisor Olafsson to approve the minutes of February 10, 2025, meeting as prepared and presented by Clerk Barnett. Motion approved.

Treasurer's Report:

Moved by Trustee Leach, supported by Supervisor Olafsson to approve the Treasurer's Report as prepared and presented by Treasurer Rutherford. Motion carried 5-0, Yes, Barnett, Rutherford, Olafsson, Leach, Peters. No-zero.

Supervisor News:

Nomination was made by Supervisor Olafsson to appoint Rachele Bogue as the Deputy Clerk for Penn Township. Trustee Leach supported the motion. Motion passed.

Fence along M-60 has been fixed as of today.

Fire truck has been paid-off - \$139,147.45 – all trucks are now paid off in the building.

Budget meeting will be held on March 26th at 6:30 p.m.

Existing budget for 2024-2025 amendments were reviewed. Trustee Leach made a motion to approve the necessary amendments and adjustments to reflect a balanced budget. Supervisor Olafsson supported the motion. There was no discussion. Motion carried 5-0 Yes-Barnett, Rutherford, Olafsson, Leach, Peters. No-zero.

New Business: None

Reports

Clerk News:

Little Fish Lake Association would like to extend their weed control contract for 2025. Clerk Barnett made a motion to approve the agreement. Trustee Leach seconded. There was no discussion. Motion carried 5-0

Fire Department Report:

Chief Bogue reported that there were eight runs for the month of February and presented the 2025 Firemen Roster for Board approval including two new members. Trustee Leach read the Roster as presented and made a motion to approve the Roster as presented. Supervisor Olafson supported the motion. Motion approved.

CAUA Report: No Report

Ambulance Report: No Report

Assessor Report: No Report

Zoning Report: Provided by Trustee Leach

Board Comments:

Trustee Peters presented information found regarding marijuana ordinance adopted in 2021.

Public Comments:

Public comments occurred.

Payment of the Bills:

Trustee Leach moved, Supervisor Olafsson supported, that we pay the bills in the amount of \$204,635.87 with check numbers 23727-23769 as well as a wire transfer to pay off the fire truck as submitted. There was no discussion. Motion carried 5-0 Yes-Barnett, Rutherford, Olafsson, Leach, Peters. No-zero.

The meeting adjourned at 7:19 p.m.

Respectfully submitted,



Rhonda Barnett
Penn Township Clerk

Penn Township Select Employees to Pay Preview Report

As of Mar 4, 2025

Filter Criteria Includes: 1) Pay Frequencies of Monthly 2) Pay Types of Salaried 3) Bank Account: 100005 4) Pay End Date: 3/4/25. Report order is by Employee ID.

Employee ID Employee Masked SS No	Pay Type	Pay Hrs	Pay Amt	Amount	Gross Medicare Medicare_ER	Tips State	Fed_Income K401	Soc_Sec Soc_Sec_ER
00BOGJ JAMES E. BOGUE XXX-XX-9645	Salary		2,079.00	1,944.90	2,079.00 -30.15 -30.15		-103.95	
00FITL LISA J. FITZSIMONS XXX-XX-5394	Salary		1,480.00	1,384.54	1,480.00 -21.46 -21.46		-74.00	
00LEAR ROGER W. LEACH XXX-XX-1701	Salary		339.25	550.70	588.67 -8.54 -8.54		-29.43	
00RUTP PAUL O. RUTHERFORD XXX-XX-1278	Salary		2,079.00	1,944.90	2,079.00 -30.15 -30.15		-103.95	
ASHLEY ASHLEY N. WENCES XXX-XX-9459	Salary		227.50	212.82	227.50 -3.30 -3.30		-11.38	
OLIOLI OLAFUR OLAFSSON XXX-XX-8908	Salary		2,079.00	1,944.90	2,079.00 -30.15 -30.15		-103.95	
PETERS SCOTT PETERS XXX-XX-6345	Salary		339.25	317.37	339.25 -4.92 -4.92		-16.96	
RHONDA RHONDA J. BARNETT XXX-XX-0423	Salary		2,079.00	1,872.39	2,079.00 -30.15 -30.15		-72.51 -103.95	
Summary Total	Salary		10,951.42	10,172.52	10,951.42 -158.82 -158.82		-72.51 -547.57	

Wine - Make pay off 129142.55

ATP 55,315.80

204,635.87

Number of Checks: 8

23727 - 23769

-103.95 SHIPPED MAR 10 2025

**Penn Township
Select For Payment Preview Report**

As of Mar 10, 2025

Filter Criteria includes: 1) For all Invoice amounts 2) For all Vendors 3) and Discounts expire on the discount date 4) Bank Account: 100006 5) Invoices Due Before: 4/19/25 6) Discounts Lost By: 4/19/25. Report order is by Vendor ID.

Vendor ID Vendor	Invoice#	Inv. Date	Due Date	Balance	Disc. Date	Discount Amt	Pay Amount	Pay Method
AMYJUR AMY JUROFF	0325	3/4/25	4/3/25	75.00	3/4/25		75.00	
				75.00				
APPRAIS APPRAISALS PLUS GROUP	022525	3/4/25	4/3/25	40.00	3/4/25		40.00	
				40.00				
ASSESS ASSESSING SOLUTIONS	325	3/4/25	4/3/25	3,412.50	3/4/25		3,412.50	
				3,412.50				
BACKRO BACK ROADS SERVICES	1674	3/4/25	4/3/25	636.63	3/4/25		636.63	
				636.63				
CASSCO CASS COUNTY	PP25-10	3/4/25	4/3/25	27.30	3/4/25		27.30	
				27.30				
CASSFIRE CENTRAL CASS FIRE DEPA	17551651	3/4/25	4/3/25	1,006.92	3/4/25		1,006.92	
				1,006.92				
CASSOP LEADER PUBLICATIONS	1944627	3/4/25	4/3/25	155.86	3/4/25		155.86	
				155.86				
CREATIV	29655	3/4/25	4/3/25	3,295.00	3/4/25		3,295.00	
				3,295.00				

**Penn Township
Select For Payment Preview Report**

As of Mar 10, 2025

Filter Criteria includes: 1) For all Invoice amounts 2) For all Vendors 3) and Discounts expire on the discount date 4) Bank Account: 100005 5) Invoices Due Before: 4/19/25 6) Discounts Lost By: 4/19/25. Report order is by Vendor ID.

Vendor ID Vendor	Invoice#	Inv. Date	Due Date	Balance	Disc. Date	Discount Amt	Pay Amount	Pay Method
CREATIVE VINYL SIGNS				3,295.00			3,295.00	
DAHLGREN ADAM DAHLGREN	0325	3/4/25	4/3/25	688.25	3/4/25		688.25	
DOBER DOBBERTEEN INSPECTION	022425	3/4/25	4/3/25	1,449.25	3/4/25		1,449.25	
DUSSEL DUSSEL'S FARM MARKET	0325	3/4/25	4/3/25	1,500.00	3/4/25		1,500.00	
ELECTION MC & ELECTION SOURCE	25-667	3/4/25	4/3/25	385.00	3/4/25		385.00	
HIMCO HIMCO	0036325315	3/4/25	4/3/25	312.00	3/4/25		312.00	
JAMESB JAMES BOGUE	0325 0325A	3/4/25 3/4/25	4/3/25 4/3/25	125.00 240.00	3/4/25 3/4/25		125.00 240.00	
KERRYC KERRY COLLINS	202501566	3/4/25	4/3/25	604.00	3/4/25		604.00	

**Penn Township
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As of Mar 10, 2025**

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Vendor ID Vendor	Invoice#	Inv. Date	Due Date	Balance	Disc. Date	Discount Amt	Pay Amount	Pay Method
LISAFI LISA FITZSIMONS	0325A 0325 0325B	3/4/25 3/4/25 3/4/25	4/3/25 4/3/25 4/3/25	107.53 95.40 475.12	3/4/25 3/4/25 3/4/25		107.53 95.40 475.12	
				604.00			604.00	
MACQUEEN MACQUEEN EQUIPMENT	P44375	3/4/25	4/3/25	8,362.45	3/4/25		8,362.45	
				8,362.45			8,362.45	
MANULI JOHN HANCOCK	0325	3/4/25	4/3/25	9,566.01	3/4/25		9,566.01	
				9,566.01			9,566.01	
MARTINS MARTIN'S MINI BARNS	03102024	3/4/25	4/3/25	9,350.00	3/4/25		9,350.00	
				9,350.00			9,350.00	
MCGUIRES MCGUIRE'S BIG BOYZ TOYZ	369679	3/4/25	4/3/25	1,890.00	3/4/25		1,890.00	
				1,890.00			1,890.00	
MICHIG AEP	0325	3/4/25	4/3/25	575.00	3/4/25		575.00	
				575.00			575.00	
NEXSTEP NEXT STEP INSPECTIONS L	1125	3/4/25	4/3/25	2,204.90	3/4/25		2,204.90	
				2,204.90			2,204.90	

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Vendor ID Vendor	Invoice#	Inv. Date	Due Date	Balance	Disc. Date	Discount Amt	Pay Amount	Pay Method
				2,204.90			2,204.90	
NYE NYE UNIFORM	909721	3/4/25	4/3/25	121.79	3/4/25		121.79	
				121.79			121.79	
OLIOLOAF OLAFUR OLAFFSSON	325	3/4/25	4/3/25	60.00	3/4/25		60.00	
				60.00			60.00	
PATSPAINI PSW COATINGS, INC	030725	3/4/25	4/3/25	1,850.00	3/4/25		1,850.00	
				1,850.00			1,850.00	
PAULRU PAUL RUTHERFORD	325	3/4/25	4/3/25	95.40	3/4/25		95.40	
				95.40			95.40	
PENNEFI PENN TOWNSHIP FIRE DEP	0325	3/4/25	4/3/25	1,917.44	3/4/25		1,917.44	
				1,917.44			1,917.44	
RHONDA RHONDA BARNETT	325	3/4/25	4/3/25	60.00	3/4/25		60.00	
				60.00			60.00	
ROSEPEST ROSE PEST SOLUTIONS	150640116 150639600	3/4/25 3/4/25	4/3/25 4/3/25	65.00 61.00	3/4/25 3/4/25		65.00 61.00	

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Vendor ID Vendor	Invoice#	Inv. Date	Due Date	Balance	Disc. Date	Discount Amt	Pay Amount	Pay Method
SEMCO ENERGY	0325	3/4/25	4/3/25	1,000.00	3/4/25		1,000.00	
SPRAGUE FITZSIMONS	1009	3/4/25	4/3/25	800.00	3/4/25		800.00	
STEINMAN ANGIE STEINMAN	0325	3/4/25	4/3/25	1,966.11	3/4/25		1,966.11	
USPOST US POSTMASTER	0325	3/4/25	4/3/25	146.00	3/4/25		146.00	
VERIZON VERIZON WIRELESS	0325	3/4/25	4/3/25	336.16	3/4/25		336.16	
WBHAYD WB HAYDEN AND SONS	6228	3/4/25	4/3/25	257.78	3/4/25		257.78	
Report Totals:				55,315.80			55,315.80	

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Vendor ID	Vendor	Invoice#	Inv. Date	Due Date	Balance	Disc. Date	Discount Amt	Pay Amount	Pay Method
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Number of Checks: 35

Beginning Account Balance: 0.00

Total Amount of Payments: 55,315.80

Ending Account Balance: -55,315.80

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

Checking Account balance: February 1, 20205	\$ 1,982,434.76
Total disbursements for February, 2025	89,541.89
Total revenues for February, 2025	164,079.68

<u>Receipt #</u>	<u>Date</u>	<u>Received from</u>	<u>Amount</u>
5278	2/05	Marilyn Fair (Two Cemetery Plots)	500.00
5279	2/08	Penn Township Tax Account (3 rd Settlement W-24)	67,202.19
5280	2/10	Adam Dahlgren (Building Permits)	1,589.00
5281	2/10	Next Step Inspections (Elec	1,377.00
5282	2/10	Doberteen Inspections (Plumbing and Mechanical Permits)	2,548.00
5283	2/10	Jodi Bucher (FOIA Request)	25.00
5284	2/26	Penn Township Tax Account (4th Settlement W-24)	81,197.55
5285	2/04	Comcast (Franchise Fees)	4,491.66

February 28, 2025 Balance GW Jones(Interest V#5286 \$5,149.28) \$ 2,056,972.55

Cash Breakdown

Feb. 28, 2025 Restricted Funds Fire Dept.	\$ 1,500,000.00
Feb. 28, 2025 Cash Balance	\$ 556,972.55

General Checking Total	\$ 2,056,972.55
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Debt Retirement Accounts (\$53.75 Membership each account)

Vandalia Sewer	\$ 41,155.71
Vandalia Water	\$ 84,122.23
Penn Water	\$ 371,444.99

Paul Rutherford

Penn Township Treasurer

Penn Township Payroll Journal For the Period From Mar 1, 2025 to Mar 30, 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
3/4/25 JAMES E. BOGUE	320100 100507 350500 100507 350300 100005	23727	2,079.00	30.15 103.95 30.15 30.15 1,944.90
3/4/25 LISA J. FITZSIMONS	380600 100507 350500 100507 350300 100005	23728	1,480.00	21.46 74.00 21.46 21.46 1,384.54
3/4/25 ROGER W. LEACH	350100 410100 100507 350500 100507 350300 100005	23729	339.25 249.42	8.54 29.43 8.54 550.70
3/4/25 PAUL O. RUTHERFORD	370100 100507 350500 100507 350300 100005	23730	2,079.00	30.15 103.95 30.15 30.15 1,944.90
3/4/25 ASHLEY N. WENCES	310000 100507 350500 100507 350300 100005	23731	227.50	3.30 11.38 3.30 3.30 212.82
3/4/25 OLAFUR OLAFSSON	380100 100507 350500 100507 350300 100005	23732	2,079.00	30.15 103.95 30.15 30.15 1,944.90
3/4/25 SCOTT PETERS	350100 100507 350500 100507 350300 100005	23733	339.25	4.92 16.96 4.92 4.92 317.37
3/4/25 RHONDA J. BARNETT	360100 100507 100507 350500 100507 350300 100005	23734	2,079.00	72.51 30.15 103.95 30.15 30.15 1,872.39
			11,110.24	11,110.24

**Penn Township
Purchase Journal
For the Period From Mar 1, 2025 to Mar 30, 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
3/4/25	311200 FACILITY MAINT 100505 ACCOUNTS PAYABLE	0035325315	TRASH EST THRU 3/31 HIMCO	312.00	312.00
3/4/25	340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	022425	plumb.mech inspect DOBBERTEEN INSPECTIONS, INC.	1,449.25	1,449.25
3/4/25	330700 BD REVIEW MISC 100505 ACCOUNTS PAYABLE	022525	SPARKS TRAINING APPRAISALS PLUS GROUP LLC	40.00	40.00
3/4/25	311300 HALL CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	030725	HALL PAINT PSW COATINGS, INC	1,850.00	1,850.00
3/4/25	311300 HALL CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	03102024	GARAGE MARTIN'S MINI BARNs	9,350.00	9,350.00
3/4/25	311400 PARKS PROGRAMMIN 100505 ACCOUNTS PAYABLE	0325	PARKS SUPP/PRIZES DUSSEL'S FARM MARKET	1,500.00	1,500.00
3/4/25	320200 FIRE DEPT TRAVEL 100505 ACCOUNTS PAYABLE	0325	travel JAMES BOGUE	125.00	125.00
3/4/25	360500 CLERK SUPPLIES/POS 100505 ACCOUNTS PAYABLE	0325	internet LISA FITZSIMONS	95.40	95.40
3/4/25	350500 BOARD PENSION 100505 ACCOUNTS PAYABLE	0325	pension JOHN HANCOCK	9,566.01	9,566.01
3/4/25	310700 HALL ELECT/STREET L 321500 FIRE ELECTRIC 100505 ACCOUNTS PAYABLE	0325	electric ELECTRIC AEP	200.00 375.00	575.00
3/4/25	320500 FIRE-OFFICE SUPPLIE 322100 FIRE EQUIPMENT MAI 320600 FIRE TRAINING 322300 FIRE MISC 322500 FIRE CAPITAL OUTLAY 322500 FIRE CAPITAL OUTLAY 100505	0325	OFFICE/POSTAGE FASK MASK ACCESS/TOOL BAG TRAINING MISC SCBA BAGS - ICE RESCUE PENN TOWNSHIP FIRE DEPART	66.86 577.45 447.00 53.31 446.58 326.24	1,917.44

**Penn Township
Purchase Journal
For the Period From Mar 1, 2025 to Mar 30, 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
	ACCOUNTS PAYABLE		DEPART		
3/4/25	370300 TREASURER-SUPPLIE 100505 ACCOUNTS PAYABLE	0325	TREAS POSTAGE US POSTMASTER	146.00	146.00
3/4/25	370100 TREASURER- WAGE 100505 ACCOUNTS PAYABLE	0325	treas assist AMY JUROFF	75.00	75.00
3/4/25	310900 HALL FUEL OIL 321700 FIRE FUEL OIL 100505 ACCOUNTS PAYABLE	0325	NATURAL GAS - EST THRU 3/31 NATURAL GAS- EST THRU 3/31 SEMCO ENERGY	200.00 800.00	1,000.00
3/4/25	310500 COMMUNICATIONS 100505 ACCOUNTS PAYABLE	0325	PHONE VERIZON WIRELESS	336.16	336.16
3/4/25	340100 BLDG INSPECT WAGE 340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	0325	bldg inspect offcie houes ADAM DAHLGREN	548.25 140.00	688.25
3/4/25	380700 SUPERVISOR SUPP/P 100505 ACCOUNTS PAYABLE	0325	ASSESSMENT POSTAGE ANGIE STEINMAN	1,966.11	1,966.11
3/4/25	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	0325A	SNOW PLOW JAMES BOGUE	240.00	240.00
3/4/25	360500 CLERK SUPPLIES/POS 100505 ACCOUNTS PAYABLE	0325A	POSTAGE LISA FITZSIMONS	107.53	107.53
3/4/25	360500 CLERK SUPPLIES/POS 370300 TREASURER-SUPPLIE 100505 ACCOUNTS PAYABLE	0325B	office supplies offcie supplies LISA FITZSIMONS	189.27 285.85	475.12
3/4/25	311200 FACILITY MAINT 100505 ACCOUNTS PAYABLE	1009	MAINT SPRAGUE FITZSIMONS	800.00	800.00
3/4/25	340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	1125	inspection NEXT STEP INSPECTIONS LLC	2,204.90	2,204.90
3/4/25	321900 FIRE BLDG MAINT/REP	150639600	FIRE PEST CONTROL	61.00	

**Penn Township
Purchase Journal
For the Period From Mar 1, 2025 to Mar 30, 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
	100505 ACCOUNTS PAYABLE		ROSE PEST SOLUTIONS		61.00
3/4/25	311200 FACILITY MAINT 100505 ACCOUNTS PAYABLE	150640116	HALL PEST ROSE PEST SOLUTIONS	65.00	65.00
3/4/25	322100 FIRE EQUIPMENT MAI 100505 ACCOUNTS PAYABLE	1674	TRUCK DRYER BACK ROADS SERVICES	636.63	636.63
3/4/25	322500 FIRE CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	17551651	1/2 DARLEY RESCUE HARNESS CENTRAL CASS FIRE DEPARTMENT	1,006.92	1,006.92
3/4/25	330500 BD REVIEW-PRINT PU 100505 ACCOUNTS PAYABLE	1944627	BOR PUB LEADER PUBLICATIONS	155.86	155.86
3/4/25	310500 COMMUNICATIONS 380300 SUPERVISOR- ASSESS 320500 FIRE-OFFICE SUPPLIE 360900 CLERK- ELECTIONS 100505 ACCOUNTS PAYABLE	202501566	website assessor consult fire backup issue laptop BATTERY ssue- CLERK KERRY COLLINS	352.00 31.25 125.00 95.75	604.00
3/4/25	360900 CLERK- ELECTIONS 100505 ACCOUNTS PAYABLE	25-667	VOTING MACHINE MAINT MC & E/ELECTION SOURCE	385.00	385.00
3/4/25	311300 HALL CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	29655	SIGN LEGS CREATIVE VINYL SIGNS	3,295.00	3,295.00
3/4/25	370300 TREASURER-SUPPLIE 100505 ACCOUNTS PAYABLE	325	intenet PAUL RUTHERFORD	95.40	95.40
3/4/25	310500 COMMUNICATIONS 100505 ACCOUNTS PAYABLE	325	phone OLAFUR OLAFSSON	60.00	60.00
3/4/25	380300 SUPERVISOR- ASSESS 100505 ACCOUNTS PAYABLE	325	assessing ASSESSING SOLUTIONS	3,412.50	3,412.50
3/4/25	310500 COMMUNICATIONS 100505 ACCOUNTS PAYABLE	325	phone RHONDA BARNETT	60.00	60.00
3/4/25	311300	369679	GARAGE PAD	1,890.00	

**Penn Township
Purchase Journal
For the Period From Mar 1, 2025 to Mar 30, 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
	HALL CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE		MCGUIRE'S BIG BOYZ TOYZ		1,890.00
3/4/25	320700 FIRE-OPERATING (GAS 322100 FIRE EQUIPMENT MAI 100505 ACCOUNTS PAYABLE	6228	OIL	107.88	
			BATTERIES	149.90	
			WB HAYDEN AND SONS		257.78
3/4/25	322300 FIRE MISC 100505 ACCOUNTS PAYABLE	909721	FIRE SHIRTS	121.79	
			NYE UNIFORM		121.79
3/4/25	322500 FIRE CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	P44375	FIRE BOOTS	8,362.45	
			MACQUEEN EQUIPMENT		8,362.45
3/4/25	380700 SUPERVISOR SUPP/P 100505 ACCOUNTS PAYABLE	PP25-10	PERSONAL POSTAGE	27.30	
			CASS COUNTY		27.30
				55,315.80	55,315.80