

Penn Township
Regular Meeting
February 12th, 2024

Board members present: Clerk Chelsa Greathouse, Supervisor Oli Olafsson, Trustee Lee Sparks

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

Prayer was given by Trustee Sparks.

Pledge of Allegiance was recited.

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

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

Assessor Reports – provided by Don Jollay

Sheriff Dept Report – provided by Clint Roach

Public Comments

Resident 1 – Matt Harrington asked for an update on the road survey done on Donnell Lake St. Harrington also requested the board to implement changes to the number of marijuana plants a farm can have. He feels this will help with the smell concerns. Harrington also mentioned his concerns of money usage by the board.

New Business

The Board discussed the annual renewal of the Fire Department Roster. Supervisor Olafsson moved to approve the renewal of the current Fire Department Roster. Trustee Sparks seconded, All in favor. Motion approved.

Reports

Clerk Report – was provided by Clerk Greathouse

Fire Report- was provided by Cheif Bogue

Supervisor Olafsson brought to the board a request from Dick Mickey to name a small road off of Donnell Lake St, after Treasure Paul Rutherford, for recognition of his years of work at Penn Township. The road will be called Rutherford Road. Trustee Sparks moved to approve the request, Supervision Olafsson seconded, all in favor, motion approved.

CAUA Report – was provided by Clerk Greathouse, prepared by Diana McGrew.

Board Comments- No comments

The Bills were presented for payment by Clerk Greathouse. Checks 23139- 23179 for a total of \$76285.18 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 7:17pm

Respectfully submitted,

Chelsa Greathouse

Penn Township Clerk



**February 12, 2024
PENN TOWNSHIP
GENERAL ACCOUNT**

Checking Account Balance: January 1, 2024	\$ 911,980.30
Total disbursements for January, 2024	59,784.23
Total revenues for January, 2024	229,770.83

<u>Receipt #</u>	<u>Date</u>	<u>Received from</u>	<u>Amount</u>
5152	1/01	State of Michigan (Revenue Sharing Sales Tax)	28,204.00
5153	1/05	Penn Township Tax Acct. (1 st Settlement w-23 Tax)	73,316.30
5154	1/08	Penn Township Tax Acct. (Interest on Tax Acct. thru 4/1/23)	4,149.17
5155	1/08	Adam Dahlgren (Building Permits)	2,219.00
5156	1/08	Next Step Inspections (Electoral Inspections)	971.00
5157	1/08	Dobberteen Inspections (Plumbing and Mechanical Permits)	1,754.00
5158	1/08	Cintas (Refund)	60.93
5159	1/23	Penn Township Tax Acct. (2 nd Settlement W-23)	115,221.61
5160	1/14	Cass County (Swampland Tax)	16.55

January 31, 2024 G W Jones (Interest \$3,858.27 V#5161) Balance \$ 1,081,966.90
Cash Breakdown

Jan. 30, 2024 Restricted Funds Fire Dept.	\$ 295,000.00
Jan. 30, 2024 Cash Balance	\$ 786,966.90

General Checking Total	\$ 1,081,966.90
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Debt Retirement Accounts (\$53.75 Membership each account)

Vandalia Sewer	\$ 32,814.64
Vandalia Water	\$ 70,981.00
Penn Water	\$ 305,287.30

Paul Rutherford

Penn Township Treasurer

**Penn Township
Purchase Journal
For the Period From Feb 1, 2024 to Feb 29, 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
2/11/24	311200 HALL BLDG. MAINT 100505 ACCOUNTS PAYABLE	0032656908	TRASH SERVICE HIMCO	140.48	140.48
2/11/24	340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	012424	MECH INSPECT DOBBERTEEN INSPECTIONS, INC.	688.50	688.50
2/11/24	321500 FIRE ELECTRIC 100505 ACCOUNTS PAYABLE	0224	FIRE SEWER CAUA	175.00	175.00
2/11/24	320900 FIRE COMMUNICATION 100505 ACCOUNTS PAYABLE	0224	FIRE INTERNET MIDWEST ENERGY COOP	102.80	102.80
2/11/24	320200 FIRE DEPT TRAVEL 100505 ACCOUNTS PAYABLE	0224	TRAVEL JAMES BOGUE	125.00	125.00
2/11/24	360500 CLERK SUPPLIES/POS 100505 ACCOUNTS PAYABLE	0224	FAX SUBSCRIPTION LISA FITZSIMONS	66.00	66.00
2/11/24	321500 FIRE ELECTRIC 100505 ACCOUNTS PAYABLE	0224	ELECTRIC AEP	350.00	350.00
2/11/24	311200 HALL BLDG. MAINT 100505 ACCOUNTS PAYABLE	0224	INTERNET PAUL RUTHERFORD	95.40	95.40
2/11/24	322500 FIRE CAPITAL OUTLAY 322100 FIRE EQUIPMENT MAI 320500 FIRE-OFFICE SUPPLIE 322300 FIRE MISC 320600 FIRE TRAINING 321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	0224	ROPE BAGS FIRE SUPP FIRE POSTAGE FIRE MISC FIRE TRAINING FIRE SUPP	927.16 362.27 38.15 431.64 255.93 17.10	2,032.25
2/11/24	320700 FIRE-OPERATING (GAS 322100 FIRE EQUIPMENT MAI 100505 ACCOUNTS PAYABLE	0224	FIRE SUPP FIRE SUPP WB HAYDEN AND SONS	44.95 6.98	51.93
2/11/24	370100 TREASURER- WAGE 100505	0224	TAX COLLECTION ASSIST AMY JUROFF	275.00	275.00

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	ACCOUNTS PAYABLE				
2/11/24	310900 HALL FUEL OIL 100505 ACCOUNTS PAYABLE	0224	NATURAL GAS SEMCO ENERGY	700.00	700.00
2/11/24	310500 HALL TELEPHONE 321100 FIRE TELEPHONE/FAX 100505 ACCOUNTS PAYABLE	0224	PHONE PHONE VERIZON WIRELESS	229.61 104.68	334.29
2/11/24	310500 HALL TELEPHONE 100505 ACCOUNTS PAYABLE	0224	PHONE OLAFUR OLAFSSON	60.00	60.00
2/11/24	340100 BLDG INSPECT WAGE 340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	0224	BLDG INSPECT OFFICE ADAM DAHLGREN	1,404.20 105.00	1,509.20
2/11/24	380300 SUPERVISOR- ASSESS 100505 ACCOUNTS PAYABLE	0224	ASSESSING ASSESSING SOLUTIONS	3,250.00	3,250.00
2/11/24	310500 HALL TELEPHONE 100505 ACCOUNTS PAYABLE	0224	PHONE CHELSA GREATHOUSE	60.00	60.00
2/11/24	322100 FIRE EQUIPMENT MAI 100505 ACCOUNTS PAYABLE	022448	FIRE SUPP MACQUEEN EQUIPMENT	179.00	179.00
2/11/24	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	0224A	SNOW PLOWING JAMES BOGUE	240.00	240.00
2/11/24	360500 CLERK SUPPLIES/POS 100505 ACCOUNTS PAYABLE	0224A	POSTAGE LISA FITZSIMONS	48.65	48.65
2/11/24	322300 FIRE MISC 100505 ACCOUNTS PAYABLE	0224A	FIRE MISC PENN TOWNSHIP FIRE DEPART	271.34	271.34
2/11/24	360900 CLERK- ELECTIONS 100505 ACCOUNTS PAYABLE	0224A	POSTAGE CHELSA GREATHOUSE	231.00	231.00
2/11/24	310500 HALL TELEPHONE 100505 ACCOUNTS PAYABLE	0224B	HALL INTERNET MIDWEST ENERGY COOP	120.76	120.76

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2/11/24	360500 CLERK SUPPLIES/POS 100505 ACCOUNTS PAYABLE	0224B	OFFICE SUPP LISA FITZSIMONS	23.31	23.31
2/11/24	360500 CLERK SUPPLIES/POS 100505 ACCOUNTS PAYABLE	0224C	W2 EFILE SERVICE LISA FITZSIMONS	22.80	22.80
2/11/24	370300 TREASURER-SUPPLIE 100505 ACCOUNTS PAYABLE	0224D	OFFICE SUPP LISA FITZSIMONS	42.39	42.39
2/11/24	360500 CLERK SUPPLIES/POS 100505 ACCOUNTS PAYABLE	0224E	INTERNET LISA FITZSIMONS	95.40	95.40
2/11/24	340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	1034	ELECT INSPECT NEXT STEP INSPECTIONS LLC	583.10	583.10
2/11/24	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	150607170	PEST CONTROL ROSE PEST SOLUTIONS	58.00	58.00
2/11/24	320700 FIRE-OPERATING (GAS 100505 ACCOUNTS PAYABLE	16930	FIRE GAS SERVICE OIL CO.	90.88	90.88
2/11/24	322500 FIRE CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	17519792	FIRE LANTERNS WS DARLEY & CO	1,372.80	1,372.80
2/11/24	351100 BOARD- Weed Control 100505 ACCOUNTS PAYABLE	196074	DONNELL ADMIN PROGRESSIVE A&E	1,750.00	1,750.00
2/11/24	352500 BOARD- CPA FEES 100505 ACCOUNTS PAYABLE	19855	1099 ASSISTANCE JULIE DRIER CPA	50.00	50.00
2/11/24	310500 HALL TELEPHONE 100505 ACCOUNTS PAYABLE	202401482	WEBSITE KERRY COLLINS	335.00	335.00
2/11/24	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	20369	QUARTERLY ALARM SERVICE HAAS SYSTEMS	96.00	96.00
2/11/24	311200 HALL BLDG. MAINT 100505 ACCOUNTS PAYABLE	2335	SERVICE CALL BLT MECHANICAL	95.00	95.00

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2/11/24	322500 FIRE CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	31944	AIR PACKS	1,635.00	
			WEST SHORE FIRE REPAIR		1,635.00
2/11/24	360900 CLERK- ELECTIONS 100505 ACCOUNTS PAYABLE	77541	ELECT SUPP	50.80	
			SPECTRUM PRINTERS		50.80
2/11/24	360900 CLERK- ELECTIONS 100505 ACCOUNTS PAYABLE	77685	RETURN ENV	252.74	
			SPECTRUM PRINTERS		252.74
2/11/24	360900 CLERK- ELECTIONS 100505 ACCOUNTS PAYABLE	78317	ELECTION SUPP	799.11	
			SPECTRUM PRINTERS		799.11
2/11/24	352300 BOARD - ROAD COMMI 100505 ACCOUNTS PAYABLE	804593	TRASH REMOVAL	300.00	
			CASS ROAD COMMISSION		300.00
2/11/24	322500 FIRE CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	871252/874800	TURNOUT GEAR LETTERS	130.76	
			NYE UNIFORM		130.76
2/11/24	322500 FIRE CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	9278256	FIRE TRUCK PMT	47,834.39	
			SANTANDER BANK N.A.		47,834.39
2/11/24	380300 SUPERVISOR- ASSESS 100505 ACCOUNTS PAYABLE	PP 24-10	PPT POSTAGE	19.80	
			CASS COUNTY		19.80
				66,743.88	66,743.88
				66,743.88	66,743.88

Penn Township Payroll Journal For the Period From Feb 1, 2024 to Feb 29, 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
2/11/24 JAMES E. BOGUE	320100 100507 350500 100507 350300 100005	23139	1,980.00	28.71 99.00 28.71 28.71 1,852.29
2/11/24 LISA J. FITZSIMONS	360100 100507 350500 100507 350300 100005	23140	1,480.00	21.46 74.00 21.46 21.46 1,384.54
2/11/24 ROGER W. LEACH	350100 410100 100507 350500 100507 350300 100005	23141	323.08 237.50	8.13 28.03 8.13 524.42
2/11/24 PAUL O. RUTHERFORD	370100 100507 350500 100507 350300 100005	23142	1,980.00	28.71 99.00 28.71 28.71 1,852.29
2/11/24 LEE H. SPARKS	350100 100507 350500 100507 350300 100005	23143	323.08	4.68 16.15 4.68 4.68 302.25
2/11/24 CHELSA GREATHOUSE	360100 380100 100507 100507 350500 100507 350300 100005	23144	955.00 455.00	18.53 20.45 70.50 20.45 20.45 1,300.52
2/11/24 OLAFUR OLAFSSON	380100 100507 350500 100507 350300 100005	23145	1,980.00	28.71 99.00 28.71 28.71 1,852.29
2/11/24 KAREN YOUNG	310000 100507 350500 100507 350300 100005	23146	216.67	3.14 10.83 3.14 3.14 202.70
			10,074.32	10,074.32