

**Penn Township
Regular Meeting
March 8, 2021**

Oli called the meeting to order at 6:30 p.m. The meeting was held via Zoom due to the current state of the pandemic. All board members were present.

Leach presented the minutes from the prior meeting, as prepared by Fitzsimons. Leach moved to approve the minutes. Sparks seconded and motion passed.

The tentative plan is to meet in person in April since the State guidelines have been changed to allow in person meetings. Board of Review will be held both in person and virtually. BOR will held on March 9 (3:00 pm.-9:00 p.m.) and March 12 (9:00 am- 3:00 pm).

The Treasurer's report was presented by Rutherford. Leach moved to approve the report. Sparks seconded and motion passed.

The Board remembered Jim Hayden and Mary Jane Dussel.

The marijuana ordinance has been published and is in effect. The Planning Commission has met and approved the zoning changes to accommodate this ordinance. The County will need to act on the zoning changes. We will have our attorney represent us at the County hearing. We will vote as a board to approve the changes upon County approval.

The debt refinance is in process. We don't have the final documents.

The proposed cell tower rental agreement was received and we have proposed changes. We now have an agreement on the placement of the tower. They will get a 55 x 55 plot of land. The contract will initially run for 5 years at \$600 per month.

Jeffries St. is closed based on a ride around with the County Road Commission. The culvert was deemed to be too damaged for repair. We were denied disaster mitigation funds. The County has reached out to EGLE for temporary repair approval. We are waiting for the State's decision. The cost would be much less for a temporary fix and we will continue to pursue a permanent fix. We may be eligible for an emergency fix by using the same size culvert.

Mary Deneau is reviewing potential water and sewer funding to address potential issues with our water quality. We do have sediment build up in our water. Oli spoke with Dowagiac DPW regarding updates to the system to improve quality. Dowagiac is currently working with Deneau on this project.

Hall rentals are currently being prohibited due to the Covid- 19 pandemic. We will address future hall rentals in April.

We are considering the allowance of microbusinesses as part of our marijuana ordinance. The Planning Commission has already addressed microbusinesses and have included this as part of the zoning changes. Leach moved to allow marijuana microbusinesses in Penn Township. A microbusiness allows a specific amount of plants (300 is proposed) to be grown and also allows direct sale of their own product.. The state oversight is the same. Microbussines will not be allowed in residential zones without a variance. Michigan's revenue sharing for microbusiness this year is \$28,000. Oli seconded and motion passed. Oli will publish this update to our ordinance.

Oli moved to approve Bob File for the Planning Commission. Leach seconded and motion passed.

Oli presented the proposed March 31, 2022 FYE budget. Rutherford moved to approve the budget as presented. Leach seconded and motion passed by unanimous roll call vote.

Cass Road Commission has issued guidance on their matching funds policy. We will identify road needs and will execute contracts in April.

Utility hearing information is available.

Various legislative updates and communication were discussed.

The Fire Department report was provided by Bogue.

Dianna provided a CAUA report.

No County Commissioner report was available.

Jason provided an ambulance report.

McGrew provided an assessing report.

Leach provided a zoning report.

The bills were presented for payment. Check numbers 21828-21866 for a total of \$49,464.51 will be disbursed. Leach moved to approve the bills for payment. Sparks seconded and motion passed by unanimous roll call vote.

The meeting was adjourned at 8:19 p.m.

Respectfully Submitted,



Lisa J. Fitzsimons
Penn Township Clerk

**Penn Township
Payroll Journal
For the Period From Mar 1, 2021 to Mar 30, 2021**

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
3/8/21 JAMES E. BOGUE	320100 100507 350500 100507 350300 100005	21828	1,394.00 20.21	20.21 69.70 20.21 1,304.09
3/8/21 LISA J. FITZSIMONS	360100 100507 350500 100507 350300 100005	21829	1,394.00 20.21	20.21 69.70 20.21 1,304.09
3/8/21 ROGER W. LEACH	350100 410100 100507 350500 100507 350300 100005	21830	288.50 200.00 7.08 24.43 7.08 7.08	 456.99
3/8/21 PAUL O. RUTHERFORD	370100 100507 350500 100507 350300 100005	21831	1,394.00 20.21	20.21 69.70 20.21 1,304.09
3/8/21 LEE H. SPARKS	350100 100507 350500 100507 350300 100005	21832	288.50 4.18	4.18 14.43 4.18 269.89
3/8/21 OLI OLAFSSON	380100 100507 350500 100507 350300 100005	21833	1,394.00 20.21	20.21 69.70 20.21 1,304.09
3/8/21 KAREN YOUNG	310000 100507 350500 100507 350300 100005	21834	166.67 2.42	2.42 8.33 2.42 155.92
			6,614.19	6,614.19

**Penn Township
Purchase Journal
For the Period From Mar 1, 2021 to Mar 30, 2021**

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
3/8/21	320200 FIRE DEPT TRAVEL 100505 ACCOUNTS PAYABLE	0321	TRAVEL JAMES BOGUE	125.00	125.00
3/8/21	360500 CLERK SUPPLIES/POS 100505 ACCOUNTS PAYABLE	0321	INTERNET LISA FITZSIMONS	95.40	95.40
3/8/21	350500 BOARD PENSION 100505 ACCOUNTS PAYABLE	0321	jan-march 2021 cont JOHN HANCOCK	5,954.41	5,954.41
3/8/21	370700 TREASURER- MISC 100505 ACCOUNTS PAYABLE	0321	TREASURER ASSIST MARY BROWN	145.00	145.00
3/8/21	370300 TREASURER-SUPPLIE 100505 ACCOUNTS PAYABLE	0321	INTERNET PAUL RUTHERFORD	95.40	95.40
3/8/21	322300 FIRE MISC 321900 FIRE BLDG MAINT/REP 322500 FIRE CAPITAL OUTLAY 322500 FIRE CAPITAL OUTLAY 322100 FIRE EQUIPMENT MAI 320600 FIRE TRAINING 100505 ACCOUNTS PAYABLE	0321	FIRE SUPP FIRE SUPP FIRE TABLETS FIRE AED POWER HEART FIRE SUPP FIRE SUPP PENN TOWNSHIP FIRE DEPART	196.73 90.13 466.52 1,710.99 154.00 34.96	2,653.33
3/8/21	321700 FIRE FUEL OIL 310900 HALL FUEL OIL 100505 ACCOUNTS PAYABLE	0321	NATURAL GAS NATURAL GAS SEMCO ENERGY	55.92 13.98	69.90
3/8/21	340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	0321	ELECT INSPECT RON BELLAIRE	221.00	221.00
3/8/21	321100 FIRE TELEPHONE/FAX 100505 ACCOUNTS PAYABLE	0321	TELEPHONE FRONTIER	135.72	135.72
3/8/21	320900 FIRE COMMUNICATION 100505 ACCOUNTS PAYABLE	0321	FIRE INTERNET- MARCH COMCAST	60.77	60.77
3/8/21	310500	0321	PHONE	328.94	

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	HALL TELEPHONE 100505 ACCOUNTS PAYABLE		VERIZON WIRELESS		328.94
3/8/21	340100 BLDG INSPECT WAGE 340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	0321	BLDG INSPECT OFFICE HOURS RICHARD DREWS	1,921.85 140.00	2,061.85
3/8/21	380300 SUPERVISOR- ASSESS 100505 ACCOUNTS PAYABLE	0321	assessing MCGREW ASSESSING SERVICES LLC	2,410.00	2,410.00
3/8/21	310500 HALL TELEPHONE 100505 ACCOUNTS PAYABLE	0321	PHONE OLI OLAFSSON	60.00	60.00
3/8/21	321900 FIRE BLDG MAINT/REP 322300 FIRE MISC 100505 ACCOUNTS PAYABLE	0321A	SNOW PLOW FIRE SUPP JAMES BOGUE	120.00 26.49	146.49
3/8/21	360500 CLERK SUPPLIES/POS 100505 ACCOUNTS PAYABLE	0321A	ICLOUD STORAGE ANNUAL LISA FITZSIMONS	47.76	47.76
3/8/21	380700 SUPERVISOR SUPP/P 100505 ACCOUNTS PAYABLE	0321A	OFFICE SUPP OLI OLAFSSON	253.78	253.78
3/8/21	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	0990280425	MAT SERVICE UNIFIRST	49.93	49.93
3/8/21	322500 FIRE CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	104807	TURN OUT GEAR APOLLO FIRE EQUIPMENT	2,650.00	2,650.00
3/8/21	322100 FIRE EQUIPMENT MAI 100505 ACCOUNTS PAYABLE	104808	HELMET APOLLO FIRE EQUIPMENT	52.50	52.50
3/8/21	322100 FIRE EQUIPMENT MAI 100505 ACCOUNTS PAYABLE	114157/306	FIRE SUPP CASS AUTO SUPPLY CO, INC.	156.21	156.21
3/8/21	390500 PLAN COMM- PRINT/P 100505 ACCOUNTS PAYABLE	1189493	MARIJUANA ORD LEADER PUBLICATIONS	689.58	689.58

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3/8/21	410500 ZONING-PRINT/PUBLIS 100505 ACCOUNTS PAYABLE	1191985	ZONING PUB LEADER PUBLICATIONS	57.30	57.30
3/8/21	322100 FIRE EQUIPMENT MAI 100505 ACCOUNTS PAYABLE	1400038128	TIRES BEST ONE FLEET SERVICE	3,862.89	3,862.89
3/8/21	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	14045	SMOKE CO DETECTOR HAAS SYSTEMS	142.59	142.59
3/8/21	340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	1797	MECH PLUMB PERMITS DOBBERTEEN INSPECTIONS, INC.	1,892.10	1,892.10
3/8/21	350700 BOARD AMBULANCE 100505 ACCOUNTS PAYABLE	2021-010-001	1ST QTR AMBULANCE CENTRAL CASS COUNTY AMBULANCE	18,100.75	18,100.75
3/8/21	360900 CLERK- ELECTIONS 100505 ACCOUNTS PAYABLE	21-675	MAINT CONTRACT MC & E/ELECTION SOURCE	385.00	385.00
3/8/21	321900 FIRE BLDG MAINT/REP 322100 FIRE EQUIPMENT MAI 100505 ACCOUNTS PAYABLE	224337/423	FIRE SUPP FIRE SUPP WB HAYDEN AND SONS	72.98 111.95	184.93
3/8/21	380700 SUPERVISOR SUPP/P 100505 ACCOUNTS PAYABLE	451900	BAL DUE ASSESS POSTAGE MARANA GROUP	22.50	22.50
3/8/21	320700 FIRE-OPERATING (GAS 100505 ACCOUNTS PAYABLE	5028	FIRE GAS SERVICE OIL CO.	127.01	127.01
3/8/21	320500 FIRE-OFFICE SUPPLIE 100505 ACCOUNTS PAYABLE	50438	FIRE SOFTWARE ESO SOLUTIONS	127.31	127.31
				43,365.35	43,365.35


March 8, 2021
**PENN TOWNSHIP
 GENERAL ACCOUNT**

Checking Account balance: February 1, 20201	\$ 395,096.23
Total disbursements for February, 2021	81,511.11
Total revenues for February, 2021	80,061.93

<u>Receipt #</u>	<u>Date</u>	<u>Received from</u>	<u>Amount</u>
4830	2/08	Rich Drews (Building Permits)	2,165.00
4832	2/08	Ron Bellaire (Electrical Permits)	1,341.00
4832	2/08	Dobberteen Inspections (Plumbing & Mechanical Permits)	2,939.00
4833	2/08	Metropolitan Reporting (Fire Report)	5.00
4834	2/08	Ed Badner (Variance Fee)	300.00
4835	2/14	Penn Township Tax Account (3 rd Settlement W-20)	68,090.71
4836	2/10	Comcast (Franchise Fees)	5,004.37
February 28, 2021 Balance GW Jones(Interest V#4837 \$11.29)			\$ 8,182.60
February 28, 2021 Balance Circle FCU (Interest V#4838 \$205.56)			\$ 385,413.95
February 28, 2021 Circle FCU Membership (50.50)			
General Checking Total:			\$ 393,647.05

Debt Retirement Accounts (\$58.00 Membership each account)

Vandalia Sewer	\$ 39,562.68
Vandalia Water	\$ 86,283.00
Penn Water	\$ 305,053.05

Paul Rutherford

 Penn Township Treasurer