

Penn Township  
Regular Meeting  
May 8th, 2023

Oli called the meeting to order at 6:31pm.

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

Oli brought to attention that Penn Township has recently lost a few memorable residents Linda Wright, and Leta Ritter.

The Treasure's Report was presented by Paul Rutherford, as prepared by Rutherford. Sparks moved to approve the report. Leach seconded and motion passed.

Oli addressed the concerns regarding "party" activities at a local Air B&B over the weekend on Donnell Lake, Alexander St. Residents voiced concerns about the activity and how this would affect ambulance and fire accessibility. Residents voiced their concerns about the time it took the Cass County Sheriff's Department to respond to their calls.

Kerry Collins provided the board and residents with a tutorial of the website and explained some of the updates and how to use them.

#### New Business

2023-2024 budget adjustments – no adjustments currently

Video meetings- Tabled

Updates by Park and Rec director was read by Oli.

New equipment for assessing purposed. The purposed equipment list was read off by Greathouse.

Greathouse motion to request approval for purchase assessor equipment. Oli seconded. Roll call was unanimous in favor.

Clerk News – none

The Fire Department report was provided by Bogue.

A CAUA report was read by Leach.

Ambulance report was not available.

Assessor Report- was not available.

Zoning report was given by Leach.

Board Comments: Lee discussed the Farm Bureau meeting he attended.

Public Comments: Residents voiced concerns of the marijuana field on the Donnell Lk St and Paradise Lk St.. Matt Harrington approached the board with the offer to raise funds for the fire station in lieu of marijuana permit fees and contingent upon Penn Township would repeal the marijuana ordinance and opting out.


The bills were presented for payment. Check numbers 22767-22807 for a total of 76,215.86 will be disbursed. Greathouse moved to approve the bills for payment. Oli seconded and the motion passed by unanimous roll call vote.

The meeting was adjourned at 8:32pm

Respectfully Submitted,

Chelsa Greathouse

Penn Township Clerk

A handwritten signature in black ink that reads "Chelsa Greathouse". The signature is written in a cursive, flowing style.

**Penn Township  
Purchase Journal**

**For the Period From May 1, 2023 to May 31, 2023**

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by Date. Report is printed in Detail Format.

<b>Date</b>	<b>Account ID Account Description</b>	<b>Invoice/CM #</b>	<b>Line Description</b>	<b>Debit Amount</b>	<b>Credit Amount</b>
5/3/23	320200 FIRE DEPT TRAVEL 100505 ACCOUNTS PAYABLE	0523	TRAVEL  JAMES BOGUE	125.00	125.00
5/3/23	360500 CLERK SUPPLIES/POS 100505 ACCOUNTS PAYABLE	0523	INTERNET  LISA FITZSIMONS	95.40	95.40
5/3/23	370300 TREASURER-SUPPLIE 100505 ACCOUNTS PAYABLE	0523	INTERNET  PAUL RUTHERFORD	95.40	95.40
5/3/23	310500 HALL TELEPHONE 100505 ACCOUNTS PAYABLE	0523	PHONE  OLAFUR OLAFSSON	60.00	60.00
5/3/23	380300 SUPERVISOR- ASSESS 100505 ACCOUNTS PAYABLE	0523	ASSESSING  ASSESSING SOLUTIONS	3,250.00	3,250.00
5/3/23	310500 HALL TELEPHONE 100505 ACCOUNTS PAYABLE	0523	PHONE  CHELSA GREATHOUSE	60.00	60.00
5/8/23	352300 BOARD - ROAD COMMI 100505 ACCOUNTS PAYABLE	042123	ROADS 25%  CASS ROAD COMMISSION	37,071.93	37,071.93
5/8/23	340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	042423	MECH  DOBBERTEEN INSPECTIONS, INC.	726.75	726.75
5/8/23	340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	042423E	ELECT  DOBBERTEEN INSPECTIONS, INC.	1,076.10	1,076.10
5/8/23	321100 FIRE TELEPHONE/FAX 310500 HALL TELEPHONE 100505 ACCOUNTS PAYABLE	0523	FIRE PHONE/INTERNET  HALL INTERNET  MIDWEST ENERGY COOP	297.69  118.81	416.50
5/8/23	351900 BOARD MISC 100505 ACCOUNTS PAYABLE	0523	INT  UNITED STATES TREASURY	274.87	274.87
5/8/23	322100 FIRE EQUIPMENT MAI 100505 ACCOUNTS PAYABLE	0523	RANGER REPAIRS  KEITH CARTER	213.00	213.00
5/8/23	360900 CLERK- ELECTIONS 100505	0523	SCHOOL PA TEST PUB  LAGRANGE TOWNSHIP	15.06	15.06

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	ACCOUNTS PAYABLE				
5/8/23	350500 BOARD PENSION 100505 ACCOUNTS PAYABLE	0523	PENSION FEE  JOHN HANCOCK	262.50	262.50
5/8/23	310700 HALL ELECT/STREET L 100505 ACCOUNTS PAYABLE	0523	ELECTRIC  AEP	300.00	300.00
5/8/23	322500 FIRE CAPITAL OUTLAY 320600 FIRE TRAINING 322300 FIRE MISC 100505 ACCOUNTS PAYABLE	0523	HOODS  TRAINING  MAP LIGHT  PENN TOWNSHIP FIRE DEPART	1,071.29  94.15  34.93	1,200.37
5/8/23	360900 CLERK- ELECTIONS 100505 ACCOUNTS PAYABLE	0523	ELECTION -PARTIAL DAY  ROSE GREEN	75.00	75.00
5/8/23	311500 HALL MISC. 322100 FIRE EQUIPMENT MAI 100505 ACCOUNTS PAYABLE	0523	HALL SUPP  FIRE SUPP  WB HAYDEN AND SONS	91.83  47.96	139.79
5/8/23	360900 CLERK- ELECTIONS 100505 ACCOUNTS PAYABLE	0523	ELECTION  JACKIE MCINTYRE	225.00	225.00
5/8/23	310900 HALL FUEL OIL 321700 FIRE FUEL OIL 100505 ACCOUNTS PAYABLE	0523	GAS  GAS  SEMCO ENERGY	80.00  320.00	400.00
5/8/23	360900 CLERK- ELECTIONS 100505 ACCOUNTS PAYABLE	0523	ELECTION  REBEKAH BROWN	225.00	225.00
5/8/23	310500 HALL TELEPHONE 100505 ACCOUNTS PAYABLE	0523	PHONE  VERIZON WIRELESS	333.25	333.25
5/8/23	340100 BLDG INSPECT WAGE 340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	0523	BLDG INSPECT  OFFICE  ADAM DAHLGREN	5,168.00  140.00	5,308.00
5/8/23	360900 CLERK- ELECTIONS 100505	0523	ELECTION  ALEXIS MILLIRANS	225.00	225.00

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	ACCOUNTS PAYABLE				
5/8/23	360900 CLERK- ELECTIONS 100505 ACCOUNTS PAYABLE	0523	ELECTION CHAIR  LINDSAY GORHAM	275.00	275.00
5/8/23	311300 HALL CAPITAL OUTLAY 311300 HALL CAPITAL OUTLAY 311300 HALL CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	0523A	COURT IMPROVEMENTS  COURT IMPR  COURT IMPROVE  LISA FITZSIMONS	199.27  948.70  2,300.25	3,448.22
5/8/23	360900 CLERK- ELECTIONS 100505 ACCOUNTS PAYABLE	0523A	SCHOOL ELECTION HOURS CHELSA GREATHOUSE	1,000.00	1,000.00
5/8/23	311200 HALL BLDG. MAINT 100505 ACCOUNTS PAYABLE	0523B	GAS-COURT CLEAN UP  LISA FITZSIMONS	14.41	14.41
5/8/23	360500 CLERK SUPPLIES/POS 100505 ACCOUNTS PAYABLE	0523D	CLERK COMPUTER SUPP  LISA FITZSIMONS	169.59	169.59
5/8/23	311300 HALL CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	12046	PARKING, GRADING  CRIPPS EXCAVATING, INC.	3,800.00	3,800.00
5/8/23	370300 TREASURER-SUPPLIE 100505 ACCOUNTS PAYABLE	147062	TAX ADMIN  BS&A SOFTWARE	960.00	960.00
5/8/23	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	150584820	PEST CONTROL  ROSE PEST SOLUTIONS	58.00	58.00
5/8/23	351100 BOARD- Weed Control 100505 ACCOUNTS PAYABLE	192256	DONNELL ADMIN  PROGRESSIVE A&E	1,750.00	1,750.00
5/8/23	310500 HALL TELEPHONE 100505 ACCOUNTS PAYABLE	202201438	WEBSITE  KERRY COLLINS	335.00	335.00
5/8/23	400100 CEMETERY CONTRAC 321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	20230032	LAWN  LAWN  KLIPPERS LAWN CARE SERVIC	1,246.90  280.95	1,527.85
5/8/23	321900 FIRE BLDG MAINT/REP	4152607788	MAT SEVICE	55.47	

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	100505 ACCOUNTS PAYABLE		CINTAS		55.47
5/8/23	380300 SUPERVISOR- ASSESS 100505 ACCOUNTS PAYABLE	523C	ASSESSOR COMPUTER SUPP LISA FITZSIMONS	201.35	201.35
5/8/23	311300 HALL CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	68556	LITTLE FISH PERMIT  SOLITUDE LAKE MANAGEMENT	183.75	183.75
5/8/23	351100 BOARD- Weed Control 100505 ACCOUNTS PAYABLE	7000528	DIAMOND PERMIT  PLM LAKE AND LAND MGMT CORP	992.00	992.00
				<b>66,944.56</b>	<b>66,944.56</b>
				<b>66,944.56</b>	<b>66,944.56</b>

**Penn Township  
Payroll Journal  
For the Period From May 1, 2023 to May 31, 2023**

Filter Criteria includes: Report order is by Check Date. Report is printed in Detail Format.

<b>Date Employee</b>	<b>GL Acct ID</b>	<b>Reference</b>	<b>Debit Amt</b>	<b>Credit Amt</b>
5/3/23 JAMES E. BOGUE	320100 100507 350500 100507 350300 100005	22767	1,980.00   28.71  1,852.29	28.71 99.00 28.71
5/3/23 LISA J. FITZSIMONS	360100 100507 350500 100507 350300 100005	22768	1,480.00   21.46  1,384.54	21.46 74.00 21.46
5/3/23 ROGER W. LEACH	350100 410100 100507 350500 100507 350300 100005	22769	323.08 237.50   8.13  524.42	8.13 28.03 8.13
5/3/23 PAUL O. RUTHERFORD	370100 100507 350500 100507 350300 100005	22770	1,980.00   28.71  1,852.29	28.71 99.00 28.71
5/3/23 LEE H. SPARKS	350100 100507 350500 100507 350300 100005	22771	323.08   4.68  302.25	4.68 16.15 4.68
5/3/23 CHELSA GREATHOUSE	360100 380100 100507 100507 350500 100507 350300 100005	22772	955.00 455.00   20.45  1,300.52	18.53 20.45 70.50 20.45
5/3/23 OLAFUR OLAFSSON	380100 100507 350500 100507 350300 100005	22773	1,980.00   28.71  1,852.29	28.71 99.00 28.71
5/3/23 KAREN YOUNG	310000 100507 350500 100507 350300 100005	22774	216.67   3.14  202.70	3.14 10.83 3.14
			<b>10,074.32</b>	<b>10,074.32</b>

**MAY 9, 2023  
PENN TOWNSHIP  
GENERAL ACCOUNT**

General Checking Account balance: April 1, 2023	\$ 1,018,266.50
Total disbursements for April, 2023	72,693.45
Total revenues for April, 2023	111,046.58

<u>Receipt #</u>	<u>Date</u>	<u>Received from</u>	<u>Amount</u>
5075	4/12	Adam Dahlgren (Building Permits)	3,443.00
5076	4/12	Dobberteen Inspections (Mechanical, Electrical & Plumbing Permits)	2,151.00
5077	4/28	Common Citizens (Marijuana Permits)	53,000.00
5078	4/28	Vandalia Organics (Marijuana Permits)	49,500.00

April 30, 2023 Checking Balance (Interest V#5079 \$ 2,952.58)     \$ 1,056,619.63

**Cash Breakdown**

April 30, 2023 Restricted Funds Fire Dept.	295,000.00
April 30, 2023 Cash Balance	<u>761,619.63</u>

Total Checking Balance     1,056,619.63

Debt Retirement Accounts (\$ 58.75 Membership each account)

Vandalia Sewer	\$ 42,606.68
Vandalia Water	\$ 65,329.08
Penn Water	\$ 403,847.99

Paul Rutherford

Penn Township Treasurer