

**Penn Township
Regular Meeting
October 11, 2021**

Oli called the meeting to order at 6:30 p.m. All board members were present.

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

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

The Board remembered Roger Knepple.

A synchronized hydrant flushing system has been proposed by Dowagiac's water and sewer engineer. A meeting was held and it was determined that Penn Township can't fulfill the new requirements. Dowagiac performed the flushing and it is completed according to their schedule. All hydrants weren't flushed. Bogue is concerned that all hydrants valves weren't exercised and that there could be difficulty accessing hydrants in the future. Dianna will follow up with CAUA regarding Jim's concerns.

The Jeffries application with EGLE has been submitted by Jeff VanBelle and work is expected to begin soon.

The public hearing regarding delinquent utilities was opened at 7:03 p.m. The notices were timely mailed. Total delinquent water bills are \$22,638.57 and delinquent sewer bills are \$23,525.30. Any bills paid prior to 11/1 will not be included on the tax bills. There were no errors brought to our attention. Fitzsimons moved to approve delinquent tax utility bills as of November 1st be placed on the tax bills. Leach seconded and motion passed. The hearing was closed at 7:07 p.m.

Leach moved to approve the renewal of the Calvin contract at the same terms as last year. Sparks seconded and motion passed. Oli will provide Bogue with the contract signed on our behalf.

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.

There has been no action on the debt refinancing for our special assessment funds. All townships have completed their paperwork. Bendzinski is checking on the status of all required financial reporting to the State by all Townships. This has to be current for refinancing to move forward.

We discovered that UniFirst was not providing the mat service that they were hired to provide. It was discovered that they have not been providing the proper service for at least 8 months. We have changed the locks on the Dept. door. We have requested a refund of 6 months of service and ½ of the new lock. We have not heard back from them. Oli will follow up with their corporate office. We have now contracted with Cintas to provide this service.

The MEC grant has been approved. A formal groundbreaking ceremony is forthcoming.

Bill Schuld has inquired regarding sewer connections to parcels on the north side of Donnell Lake for a spec home. Oli has discussed sewer service with Kevin. Kevin suggested that one option is to build the system out to where Schuld can connect as a lateral at his expense. He could recoup fees if more

people connect. The other option is that we can extend the system and require connection by the existing property owners. CAUA could pay for engineering fees in order to determine a plan.

Dave Allen and Jennifer Gilliam from MEC met with Oli regarding internet and phone service. They can provide this for \$500 plus a monthly fee. They will do this over AEP poles and we will have to apply for permission to use these poles.

The Covid Relief funding application was submitted timely. We could receive up to \$150,000 of funding. The State contacted us for additional information and Oli has responded.

The cell tower construction has not begun and we don't have any idea when this will happen. Oli would like us to consider a 90-day deadline. We will table this again until next month and determine if any progress has been made.

The 3/31/21 audited financial statements were presented. Revenue exceeded expenditures by approximately \$70,000. The opinion is unqualified and the statements are materially correct.

Oli met with representatives from Howell Point. We are trying to work out a plan for them to coordinate building plans in Howell Point with our zoning ordinance and their deed restrictions. Howell Point would need to create a process in order to review our plans without interfering with our inspector's process.

A new marijuana operator has secured property in Penn Township and has requested permit applications.

The White Temple road landfill was discussed. It is owned by an authority of 6 municipalities including Penn Township. No hunting leases will be allowed due to liability and tax exempt issues. There are also potential environmental concerns. The authority is defunct. The property will be inspected.

Utility hearing information is available.

Various legislative updates and communication were discussed.

The Fire Department report was provided by Bogue. They are planning a new driveway for the Fire Dept. The current asphalt is insufficient to support the newer heavier equipment. This will be planned for Spring 2022. The Fire Dept. is hosting an awards dinner on 11/10/21.

No CAUA report was available.

No ambulance report was available.

Leach provided a County Commissioner report. They are redistricting again and will now have 8 commissioners. Penn Township will not be impacted.

McGrew provided an assessing report. Fitzsimons will analyze the weed accounting to determine tax assessments.

Leach provided a zoning report. The Sampson property in Penn was discussed. They have made a dent in the junk on the property, so we will continue to give them additional time. We will inspect the property again next month. Oli will address zoning issues at the Gatlin property on M-60. Leach will address issues at the home on the corner of Quaker and White Temple.

Bob Price reported tree/rut issues on Diamond Island. Oli will follow up with the Road Commission.

The bills were presented for payment. Check numbers 22068-22105 for a total of \$52,967.97 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 8:22 p.m.

Respectfully Submitted,



Lisa J. Fitzsimons
Penn Township Clerk

**Penn Township
Payroll Journal
For the Period From Oct 1, 2021 to Oct 31, 2021**

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

Date	GL Acct ID	Reference	Debit Amt	Credit Amt
10/11/21	320100	22068	1,666.67	
JAMES E. BOGUE	100507			24.17
	350500			83.33
	100507			24.17
	350300		24.17	
	100005			1,559.17
10/11/21	360100	22069	1,666.67	
LISA J. FITZSIMONS	100507			400.00
	100507			24.17
	350500			83.33
	100507			24.17
	350300		24.17	
	100005			1,159.17
10/11/21	350100	22070	288.50	
ROGER W. LEACH	410100		200.00	
	100507			7.08
	350500			24.43
	100507			7.08
	350300		7.08	
	100005			456.99
10/11/21	370100	22071	1,666.67	
PAUL O. RUTHERFORD	100507			24.17
	350500			83.33
	100507			24.17
	350300		24.17	
	100005			1,559.17
10/11/21	350100	22072	288.50	
LEE H. SPARKS	100507			4.18
	350500			14.43
	100507			4.18
	350300		4.18	
	100005			269.89
10/11/21	380100	22073	1,666.67	
OLI OLAFFSON	100507			24.17
	350500			83.33
	100507			24.17
	350300		24.17	
	100005			1,559.17
10/11/21	310000	22074	166.67	
KAREN YOUNG	100507			2.42
	350500			8.33
	100507			2.42
	350300		2.42	
	100005			155.92
			7,720.71	7,720.71

**Penn Township
Purchase Journal
For the Period From Oct 1, 2021 to Oct 31, 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
10/11/21	351100 BOARD- Weed Control 100505 ACCOUNTS PAYABLE	00184195	DIAMOND ADMIN PROGRESSIVE A&E	4,340.00	4,340.00
10/11/21	321500 FIRE ELECTRIC 100505 ACCOUNTS PAYABLE	1021	FIRE SEWER CAUA	500.00	500.00
10/11/21	100507 FICA AND MEDICARE P 100505 ACCOUNTS PAYABLE	1021	3RD QTR 941 UNITED STATES TREASURY	1,621.60	1,621.60
10/11/21	320200 FIRE DEPT TRAVEL 100505 ACCOUNTS PAYABLE	1021	TRAVEL JAMES BOGUE	125.00	125.00
10/11/21	360500 CLERK SUPPLIES/POS 100505 ACCOUNTS PAYABLE	1021	INTERNET LISA FITZSIMONS	95.40	95.40
10/11/21	320500 FIRE-OFFICE SUPPLIE 100505 ACCOUNTS PAYABLE	1021	LABOR LAW POSTERS MICHIGAN LABOR LAW POSTER	105.47	105.47
10/11/21	370300 TREASURER-SUPPLIE 100505 ACCOUNTS PAYABLE	1021	INTERNET PAUL RUTHERFORD	95.40	95.40
10/11/21	320500 FIRE-OFFICE SUPPLIE 322500 FIRE CAPITAL OUTLAY 322100 FIRE EQUIPMENT MAI 100505 ACCOUNTS PAYABLE	1021	OFFICE CHAIN SAW CHAINS BATTERIES PENN TOWNSHIP FIRE DEPART	10.60 531.80 560.22	1,102.62
10/11/21	340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	1021	ELECT INSPECT RON BELLAIRE	1,098.20	1,098.20
10/11/21	320900 FIRE COMMUNICATION 100505 ACCOUNTS PAYABLE	1021	TELEPHONE FRONTIER	136.60	136.60
10/11/21	310700 HALL ELECT/STREET L 100505 ACCOUNTS PAYABLE	1021	HALL WATER CITY OF DOWAGIAC	300.00	300.00
10/11/21	310500 HALL TELEPHONE 320900 FIRE COMMUNICATION	1021	TELEPHONE TELEPHONE	207.65 141.55	

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	100505 ACCOUNTS PAYABLE		VERIZON WIRELESS		349.20
10/11/21	380300 SUPERVISOR- ASSESS 100505 ACCOUNTS PAYABLE	1021	ASSESSING	2,530.00	
			MCGREW ASSESSING SERVICES LLC		2,530.00
10/11/21	310500 HALL TELEPHONE 100505 ACCOUNTS PAYABLE	1021	PHONE	60.00	
			OLI OLAFSSON		60.00
10/11/21	340100 BLDG INSPECT WAGE 340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	1021	BLDG PERMITS	2,916.35	
			BLDG OFFICE HOURS	175.00	
			ADAM DAHLGREN		3,091.35
10/11/21	370300 TREASURER-SUPPLIE 100505 ACCOUNTS PAYABLE	1021A	OFFICE SUPP	42.00	
			LISA FITZSIMONS		42.00
10/11/21	322100 FIRE EQUIPMENT MAI 100505 ACCOUNTS PAYABLE	119533	FIRE SUPP	4.78	
			CASS AUTO SUPPLY CO, INC.		4.78
10/11/21	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	150538215	PEST CONTROL	41.00	
			ROSE PEST SOLUTIONS		41.00
10/11/21	322100 FIRE EQUIPMENT MAI 100505 ACCOUNTS PAYABLE	15253	LIGHTBAR REPAIR	235.50	
			SPENCER MANUFACTURING,INC		235.50
10/11/21	322300 FIRE MISC 100505 ACCOUNTS PAYABLE	15513	ALARM SERVICE	96.00	
			HAAS SYSTEMS		96.00
10/11/21	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	164711	FLAG	132.50	
			ROCKET ENTERPRISE, INC.		132.50
10/11/21	311300 HALL CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	177408	COPIER	1,474.35	
			US BUSINESS SYSTEMS		1,474.35
10/11/21	360500 CLERK SUPPLIES/POS 100505 ACCOUNTS PAYABLE	177409	COPIER CONTRACT	101.40	
			US BUSINESS SYSTEMS		101.40
10/11/21	351100 BOARD- Weed Control 100505	184197	DONNELL LAKE ADMIN THRU 9/24/21 PROGRESSIVE A&E	3,125.00	
					3,125.00

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	ACCOUNTS PAYABLE				
10/11/21	370300 TREASURER-SUPPLIE 100505 ACCOUNTS PAYABLE	202101345	IT CONSULTING/EQUIP KERRY COLLINS	463.50	463.50
10/11/21	360500 CLERK SUPPLIES/POS 100505 ACCOUNTS PAYABLE	202101346	IT CONSULTING/EQUIP KERRY COLLINS	310.00	310.00
10/11/21	340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	2079	PLUMB MECH INSPECT DOBBERTEEN INSPECTIONS, INC.	2,081.65	2,081.65
10/11/21	322100 FIRE EQUIPMENT MAI 100505 ACCOUNTS PAYABLE	226923/985	FIRE SUPP WB HAYDEN AND SONS	68.93	68.93
10/11/21	380300 SUPERVISOR- ASSESS 100505 ACCOUNTS PAYABLE	315169	ANNUAL MAINT - SKETCHING APEX SOFTWARE	235.00	235.00
10/11/21	321300 FIRE INSURANCE/BON 100505 ACCOUNTS PAYABLE	43255	DRONE BEREBDS HENDRICKS STUIT	350.00	350.00
10/11/21	322100 FIRE EQUIPMENT MAI 100505 ACCOUNTS PAYABLE	45999	CALLIBRATE FIRE EQUIP JJS TECHNICAL SERVICES	370.00	370.00
10/11/21	320700 FIRE-OPERATING (GAS 100505 ACCOUNTS PAYABLE	6667	FIRE GAS SERVICE OIL CO.	107.08	107.08
10/11/21	352500 BOARD- CPA FEES 100505 ACCOUNTS PAYABLE	687000	AUDIT REHMANN ROBSON	13,500.00	13,500.00
10/11/21	352500 BOARD- CPA FEES 100505 ACCOUNTS PAYABLE	687001	AUDIT REHMANN ROBSON	1,500.00	1,500.00
10/11/21	351100 BOARD- Weed Control 100505 ACCOUNTS PAYABLE	7000241	DIAMOND TREATMENT PLM LAKE AND LAND MGMT CORP	4,456.25	4,456.25
10/11/21	351100 BOARD- Weed Control 100505 ACCOUNTS PAYABLE	7000260	DIAMOND WEED PLM LAKE AND LAND MGMT CORP	201.66	201.66
10/11/21	380900	EQ0929	LABELS	8.40	

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	SUPERVISOR TAX ROL 100505 ACCOUNTS PAYABLE		CASS COUNTY		8.40
				<u>44,455.84</u>	<u>44,455.84</u>

October 11, 2021
**PENN TOWNSHIP
 GENERAL ACCOUNT**

General Checking Account balance: September 1, 2021	\$ 555,376.98
Total disbursements for September, 2021	77,891.45
Total revenues for September, 2021	36,265.75

<u>Receipt #</u>	<u>Date</u>	<u>Received from</u>	<u>Amount</u>
4898	9/01	State of Michigan (Revenue Sharing: Sales Tax)	26,972.00
4899	9/13	Karen Young (Two Hall Rentals)	100.00
4900	9/13	Rich Drews (Building Permits)	3,936.00
4901	9/13	Ron Bellaire (Electrical Permits)	2,109.00
4902	9/13	Doberteen Inspections (Plumbing & Mechanical Permits)	2,434.00
4903	9/13	Penn Twp. Fire Dept. (Two Fire Reports)	20.00
4904	9/26	Cass County (Homestead Denial)	18.72
4905	9/26	Wagner Funeral Home (Rosendahl Burial)	100.00
4906	9/30	Tom Green (Two Lots Young's Prairie Butler)	500.00

Sept. 30, 2021 G W Jones(Interest V#4907 \$18.90)	Balance \$ 48,091.80
Sept. 30, 2021 Circle FCU Membership 51.25	\$ 51.25
Sept. 30, 2021 Circle FCU (V4908 Int. 57.13)	\$ 465,608.23
General Checking Total:	\$ 513,751.28

Debt Retirement Accounts Balance Plus \$ 58.50 Membership

Vandalia Sewer	\$ 46,470.96
Vandalia Water	\$ 73,374.45
Penn Water	\$ 400,824.83

Paul Rutherford

 Penn Township Treasurer