

**Penn Township  
Regular Meeting  
May 12th, 2024**

Board members present: Clerk Chelsa Greathouse, Treasure Paul Rutherford, Trustee Lee Sparks, Trustee Roger Leach

Trustee Leach called the meeting to order at 6:30pm.

Prayer was given by Trustee Sparks.

Pledge of Allegiance was recited.

Trustee Leach presented the minutes from the April meeting, as prepared by Clerk Greathouse. Trustee Leach motioned to approve the minutes. Trustee Sparks seconded, roll call unanimous yes and motion approved.

The Treasures Report was presented by Treasure Rutherford, as prepared by Treasure Rutherford. Trustee Sparks motioned to approve the Treasures report. Trustee Leach seconded, roll call- unanimous yes, motion approved.

Trustee Leach mentioned the new resurface project on the pickleball court. Trustee Leach brought to the board, the option to donate the previous tiles to the Village of Vandalia for their basketball courts. Trustee Leach motioned to approve the donation of the tiles to the Village of Vandalia. Treasure Rutherford seconded, roll call- unanimous yes, motion approved.

Trustee Leach informed the board that there is discussion of the Village of Vandalia donating land to the Penn Township Fire Department.

Sheriff Report- Provided by Undersheriff Clint Roach. 2 new additions are in field training. 4 new individuals started school. Britton Memorial will be held Wednesday at noon at the Sheriff Department. Drug mileage is up for renewal.

Commissioner Report- Provided by Commissioner Joyce Locke. Courthouse renovations are coming along. Joyce is running for reelection.

**Reports**

Clerk News- Upcoming election in July and November.

Fire Dept Report- Provided by Chief Bogue

CAUA Report- Provided by Trustee Leach, prepared by Diana McGrew

Ambulance Report- none

Assessor Report- Provided by Don Jollay

Zoning Report- Provided by Roger Leach

Building Report- none

**Board Comments-** none

**Public Comments**

Resident 1- Wendy Grace supports farmers and the right to choose their crop or livestock.

Resident 2- Shelia Witous had a question regarding licenses and fees.

Resident 3- Name unknown had question regarding asking questions during public comments.

Resident 4- Name unknown questioned who to contact regarding ordinance violations.

Resident 5- Name unknown had complaint about blight violations in Penn Town.

Resident 6- Matt Harrington stated all but 1 marijuana grower is from out of town. Harrington requested a status update on finding a solution regarding marijuana fields adjacent to homes in residential areas. Friends of Penn Township request a 1-mile setback to residential areas.

Resident 7- Derby Bucher stated a neighbor who is 100 years old cannot enjoy her property because of the marijuana fields right behind her. Bucher was not able to find the agenda on the website prior to the meeting. He questioned if any new or additional grows are opening.

Resident 8- Scott Peters had questions about the tiles that were removed from the pickleball court.

Resident 9- Lloyd (?) Stated the board doesn't follow the "Roberts Rule of Order". He questioned who the board is supposed to represent. He also stated that communication between the board and the residents needs to improve.

Trustee Leach closed public comments

The Bills were presented for payment by Clerk Greathouse. Checks 23275-23315 (23299 voided, 23267 tabled) for a total of \$71,183.79 will be disbursed. Trustee Leach motioned to approve the bills for payment. Treasure Rutherford seconded, and motion passed by unanimous roll call vote.

The meeting was adjourned at 7:45pm

Respectfully submitted,

Chelsa Greathouse

Penn Township Clerk

**JUNE 10, 2024  
PENN TOWNSHIP  
GENERAL ACCOUNT**

<b>General Account balance: May 1, 2024</b>			<b>\$ 1,915,910.57</b>
<b>Total disbursements for May, 2024</b>			<b>69,583.79</b>
<b>Total revenues for May, 2024</b>			<b>289,534.24</b>
<b><u>Receipt #</u></b>	<b><u>Date</u></b>	<b><u>Received from</u></b>	<b><u>Amount</u></b>
5192	5/01	State of Michigan (Revenue Sharing Sales Tax)	24,277.00
5193	5/01	State of Michigan (Marijuana Excise Payment Oct 22-Sep23)	20,710.20
5194	5/03	Cass County (Homestead Denial)	66.70
5195	5/03	Hydro (Pickle Ball Donation)	1,500.00
5196	5/03	Cass County (Settlement W-23 Property Tax)	34,662.46
5197	5/05	Comcast (Franchise Fees)	4,554.24
5198	5/13	Adam Dahlgren (Building Permits)	10,950.00
5199	5/13	Next Step Inspections (Electrical Inspections)	1,957.00
5200	5/13	Doberteen Inspections (Plumbing and Mechanical Permits)	1,690.00
5201	5/13	Penn Twp. Fire Dept. (Two Fire Reports)	20.00
5202	5/22	Pure Sun Grown LLC (Marijuana Fees)	25,000.00
5203	5/29	Dragonfly Kitchen 111 LLC (Marijuana Fees)	77,000.00
5204	5/29	LCSA. (LSCA Act Distribution)	2,328.50
5205	5/30	BPMD Realty (Marijuana Fees)	77,500.00
<b>May 31, 2024 Checking Balance(Interest V#5206 \$7,318.14)</b>			<b>\$ 2,135,861.02</b>

**Cash Breakdown**

<b>May 31, 2024 Restricted Funds Fire Dept.</b>	<b>775,000.00</b>
<b>May 31, 2024 Cash Balance</b>	<b>1,360,861.02</b>
<b>Total Checking Balance</b>	<b><u>2,135,861.02</u></b>

**Debt Retirement Accounts plus (\$ 58.75 Membership each Account)**

**Vandalia Sewer                      \$ 48,511.17**

**Vandalia Water                      \$ 70,831.90**

**Penn Water                      \$ 258,914.57**

**Paul Rutherford**

**Penn Township Treasurer**

**Penn Township  
Payroll Journal**

**For the Period From May 9, 2024 to May 31, 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
5/9/24 JAMES E. BOGUE	320100 100507 350500 100507 350300 100005	23275	2,079.00    30.15	 30.15 103.95 30.15  1,944.90
5/9/24 LISA J. FITZSIMONS	380600 100507 350500 100507 350300 100005	23276	1,480.00    21.46	 21.46 74.00 21.46  1,384.54
5/9/24 ROGER W. LEACH	350100 410100 100507 350500 100507 350300 100005	23277	339.25 249.42    8.54	  8.54 29.43 8.54  550.70
5/9/24 PAUL O. RUTHERFORD	370100 100507 350500 100507 350300 100005	23278	2,079.00    30.15	 30.15 103.95 30.15  1,944.90
5/9/24 LEE H. SPARKS	350100 100507 350500 100507 350300 100005	23279	339.25    4.92	 4.92 16.96 4.92  317.37
5/9/24 CHELSA GREATHOUSE	360100 100507 100507 350500 100507 350300 100005	23280	2,079.00    30.15	 75.84 30.15 103.95 30.15  1,869.06
5/9/24 OLAFUR OLAFSSON	380100 100507 350500 100507 350300 100005	23281	2,079.00    30.15	 30.15 103.95 30.15  1,944.90
5/9/24 KAREN YOUNG	310000 100507 350500 100507 350300 100005	23282	227.50    3.30	 3.30 11.38 3.30  212.82
			<b>11,110.24</b>	<b>11,110.24</b>

**Penn Township  
Purchase Journal**

**For the Period From May 9, 2024 to May 31, 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
5/9/24	340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	022424	MARCH 24 INSPECTION  DOBBERTEEN INSPECTIONS, INC.	1,632.00	1,632.00
5/9/24	340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	042424	MECH INSPECT  DOBBERTEEN INSPECTIONS, INC.	1,436.50	1,436.50
5/9/24	321500 FIRE ELECTRIC 100505 ACCOUNTS PAYABLE	0524	FIRE SEWER  CAUA	500.00	500.00
5/9/24	320200 FIRE DEPT TRAVEL 100505 ACCOUNTS PAYABLE	0524	TRAVEL  JAMES BOGUE	125.00	125.00
5/9/24	360500 CLERK SUPPLIES/POS 100505 ACCOUNTS PAYABLE	0524	INTERNET  LISA FITZSIMONS	95.40	95.40
5/9/24	310700 HALL ELECT/STREET L 310700 HALL ELECT/STREET L 321500 FIRE ELECTRIC 100505 ACCOUNTS PAYABLE	0524	ELECTRIC  ELECTRIC  ELECTRIC  AEP	150.00 300.00 600.00	1,050.00
5/9/24	370300 TREASURER-SUPPLIE 100505 ACCOUNTS PAYABLE	0524	INTERNET  PAUL RUTHERFORD	95.40	95.40
5/9/24	322300 FIRE MISC 321900 FIRE BLDG MAINT/REP 320500 FIRE-OFFICE SUPPLIE 322500 FIRE CAPITAL OUTLAY 322100 FIRE EQUIPMENT MAI 100505 ACCOUNTS PAYABLE	0524	FIRE SUPP  FIRE SUPP  FIRE SUPP  REHAB UNIT IMPROVEMENTS FIRE SUPP  PENN TOWNSHIP FIRE DEPART	539.55 235.80 76.46 3,439.26 943.67	5,234.74
5/9/24	310900 HALL FUEL OIL 321700 FIRE FUEL OIL 100505 ACCOUNTS PAYABLE	0524	GAS  NATURAL GAS  SEMCO ENERGY	100.00 400.00	500.00
5/9/24	310700 HALL ELECT/STREET L 100505 ACCOUNTS PAYABLE	0524	WATER  CITY OF DOWAGIAC	300.00	300.00
5/9/24	310500	0524	PHONE	334.17	

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	COMMUNICATIONS 100505 ACCOUNTS PAYABLE		VERIZON WIRELESS		334.17
5/9/24	310500 COMMUNICATIONS 100505 ACCOUNTS PAYABLE	0524	PHONE  OLAFUR OLAFSSON	60.00	60.00
5/9/24	340100 BLDG INSPECT WAGE 340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	0524	BLDG INSPECT  OFFICE  ADAM DAHLGREN	9,307.50  210.00	9,517.50
5/9/24	380300 SUPERVISOR- ASSESS 100505 ACCOUNTS PAYABLE	0524	ASSESSING  ASSESSING SOLUTIONS	3,412.50	3,412.50
5/9/24	310500 COMMUNICATIONS 100505 ACCOUNTS PAYABLE	0524	PHONE  CHELSA GREATHOUSE	60.00	60.00
5/9/24	380300 SUPERVISOR- ASSESS 100505 ACCOUNTS PAYABLE	0524	OFFICE SUPP  ANGIE STEINMAN	195.75	195.75
5/9/24	311200 FACILITY MAINT 100505 ACCOUNTS PAYABLE	0524	MAINT  SPRAGUE FITZSIMONS	800.00	800.00
5/9/24	311500 HALL MISC. 100505 ACCOUNTS PAYABLE	0524A	FRANKLIN BALLS  LISA FITZSIMONS	561.49	561.49
5/9/24	311400 PARKS PROGRAMMIN 100505 ACCOUNTS PAYABLE	0524B	COURT RESERVE  LISA FITZSIMONS	120.00	120.00
5/9/24	360500 CLERK SUPPLIES/POS 100505 ACCOUNTS PAYABLE	0524C	OFFICE  LISA FITZSIMONS	85.74	85.74
5/9/24	311500 HALL MISC. 100505 ACCOUNTS PAYABLE	0524D	HALL SUPP  LISA FITZSIMONS	10.65	10.65
5/9/24	311300 HALL CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	0524E	HALL APPLIANCES  LISA FITZSIMONS	3,026.00	3,026.00
5/9/24	311500 HALL MISC. 100505 ACCOUNTS PAYABLE	0524F	DIVIDERS- HYDRO REIMB  LISA FITZSIMONS	507.00	507.00

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5/9/24	311400 PARKS PROGRAMMIN 100505 ACCOUNTS PAYABLE	0524G	COURT RESERVE  LISA FITZSIMONS	105.00	105.00
5/9/24	311500 HALL MISC. 311500 HALL MISC. 311400 PARKS PROGRAMMIN 311500 HALL MISC. 311500 HALL MISC. 360500 CLERK SUPPLIES/POS 100505 ACCOUNTS PAYABLE	0524H	HALL SUPP  HALL SUPP  NAME TAGS  SHELVING  SHELVING  OFFICE  LISA FITZSIMONS	68.89  37.09  9.53  115.83  115.83  13.77	360.94
5/9/24	311500 HALL MISC. 100505 ACCOUNTS PAYABLE	0524I	FLEX VENT ROLL  LISA FITZSIMONS	52.76	52.76
5/9/24	311500 HALL MISC. 100505 ACCOUNTS PAYABLE	0524J	HALL FLOWERS  LISA FITZSIMONS	343.18	343.18
5/9/24	311400 PARKS PROGRAMMIN 100505 ACCOUNTS PAYABLE	0524K	COA CLASS SUPP  LISA FITZSIMONS	25.40	25.40
5/9/24	311500 HALL MISC. 100505 ACCOUNTS PAYABLE	0524L	HALL SUPP  LISA FITZSIMONS	42.74	42.74
5/9/24	311400 PARKS PROGRAMMIN 100505 ACCOUNTS PAYABLE	0524M	YARD GAME- PARKS  LISA FITZSIMONS	74.19	74.19
5/9/24	370300 TREASURER-SUPPLIE 100505 ACCOUNTS PAYABLE	0524N	TREASURER ENVELOPES  LISA FITZSIMONS	1,653.15	1,653.15
5/9/24	340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	1052	ELECT INSPECT  NEXT STEP INSPECTIONS LLC	1,663.45	1,663.45
5/9/24	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	150614517	PEST  ROSE PEST SOLUTIONS	61.00	61.00
5/9/24	322100 FIRE EQUIPMENT MAI 100505 ACCOUNTS PAYABLE	1526	LADDER TEST/HEAT SENSORS NHTS	386.10	386.10



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5/9/24	380300 SUPERVISOR- ASSESS 100505 ACCOUNTS PAYABLE	153758	TAX SYSTEM SUPPORT  BS&A SOFTWARE	1,009.00	 1,009.00
5/9/24	322500 FIRE CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	1644	AED  PRO SAFETY INNOVATIONS LLC	1,995.00	 1,995.00
5/9/24	310900 HALL FUEL OIL 100505 ACCOUNTS PAYABLE	18795/18254	FIRE GAS  SERVICE OIL CO.	382.98	 382.98
5/9/24	351100 BOARD- Weed Control 100505 ACCOUNTS PAYABLE	197670	DIAMOND ADMIN  PROGRESSIVE A&E	4,340.00	 4,340.00
5/9/24	310500 COMMUNICATIONS 100505 ACCOUNTS PAYABLE	202401503	WEBSITE  KERRY COLLINS	352.00	 352.00
5/9/24	311200 FACILITY MAINT 400100 CEMETERY CONTRAC 100505 ACCOUNTS PAYABLE	202440380	MOWING  MOWING  KLIPPERS LAWN CARE SERVIC	168.30 1,161.60	   1,329.90
5/9/24	321900 FIRE BLDG MAINT/REP 322100 FIRE EQUIPMENT MAI 311500 HALL MISC. 100505 ACCOUNTS PAYABLE	237219	FIRE SUPP  FIRE SUPP  HALL SUPP  WB HAYDEN AND SONS	87.88 12.78 9.57	   110.23
5/9/24	311200 FACILITY MAINT 100505 ACCOUNTS PAYABLE	24-105753	PORTABLE TOILET  VRT ENTERPRISES, INC.	124.00	 124.00
5/9/24	311300 HALL CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	2609	KITCHEN  EBY'S PROPERTY MANAGEMENT	9,033.00	 9,033.00
5/9/24	322500 FIRE CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	3490	AED BATT  PRO SAFETY INNOVATIONS LLC	460.00	 460.00
5/9/24	322100 FIRE EQUIPMENT MAI 100505 ACCOUNTS PAYABLE	4070	FIRE SUPP  EMERGENCY VEHICLES PLUS	88.53	 88.53
5/9/24	321900 FIRE BLDG MAINT/REP 100505	4189507753	MAT SERVICE  CINTAS	61.65	 61.65

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	ACCOUNTS PAYABLE				
5/9/24	322100 FIRE EQUIPMENT MAI 100505 ACCOUNTS PAYABLE	4370022217	TIRE SERVICE  BEST ONE FLEET SERVICE	395.81	  395.81
5/9/24	352300 BOARD - ROAD COMMI 100505 ACCOUNTS PAYABLE	804713	ROAD CONTRACT  CASS ROAD COMMISSION	6,104.75	  6,104.75
				60,214.60	60,214.60