

**Penn Township  
Regular Meeting  
December 11, 2023**

Board Members Present: Trustee Roger Leach, Trustee Lee Sparks, Treasure Paul Rutherford, and Clerk Chelsa Greathouse

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

Prayer was given by Trustee Sparks.

Pledge of Allegiance was said.

Trustee Leach took a moment to remember several Penn Township residents that have recently passed away including Wolfgang Gless, Tom Radtke and Bruce Brown.

Trustee Leach presented the minutes from the November meeting, as prepared by Clerk Greathouse. Leach moved to approve the minutes. Sparks seconded and motion approved.

The Treasure's Report was presented by Treasure Rutherford, as prepared by Rutherford. Trustee Leach moved to approve the report. Trustee Sparks seconded and roll call was done, yes-all. Motion approved.

Assessor Don Jolley discussed the 2024 Poverty Resolution. Trustee Leach read the 2024 Poverty Resolution. Trustee Leach motioned to approve; Treasure Rutherford seconded. Roll call was done.

Yes- 4

No-0

Motion approved.

Supervisor News - No news

**New Business**

Trustee Leach informed the board that Surf Broadband has completed the permitting process to start installation of internet service.

The Planning Board will meet for work session on January 23, 2024.

**Reports**

Clerk News- Clerk Greathouse provided a report regarding Presidential Primary election and early voting.

Fire Department Report – Provided by Chief Jim Bogue.

Trustee Leach discussed the renewal of the Fire Service Agreement between Penn Township and Calvin Township.

Trustee Leach motioned to approve the renewal. Treasure Rutherford seconded. Roll call done Motion approved.

Trustee Leach discussed the approval of the clarifications made Penn Township's Recreational Marijuana Establishment Ordinance (NO 2.8.2021), with new amendment relating to medical marijuana.

Prior to voting to approval of the new amendment, resident Sheila Witous asked Treasure Rutherford to recuse himself from voting, as she feels this is a conflict of interest.

Trustee Leach motioned to approve the new amendment relating to medical marijuana verbiage in the Recreational Marijuana Establishment Ordinance (NO 2.8.2021). Treasure Rutherford seconded. Roll call was done- all yes. Motion approved.

**Continuing of Reports**

CAUA Report- was provided by Leach, prepared by Diana McGrew.

Audit Report- No report

Ambulance Report- was provided by Clerk Greathouse, prepared by Beth Pompey.

Assessors Report – no report.

Zoning Report- was provided by Leach.

**Board Comments-** Trustee Leach gave thanks to the Fire Department for all their hard work and dedication.

**Public Comments**

Resident 1: Diane Meyers questioned the board on the size and number of marijuana grows allowed in Penn Township. She also questioned if Penn Township will allow dispensaries in the future.

Resident 2: Sheila Witous shared concerns about double payment between Clerk Greathouse and Lisa Fitzsimons regarding clerk duties.

Resident 3: Matt Harrington discussed the health effects that are due to working around marijuana. He stated that he is for a 1-mile setback and limitation of plants and would like the board to look into implementing such regulations. He would like to find common ground, so legal action doesn't have to be taken.

Resident 4: Bob discussed how a subcontractor wants to get on the Diamond Lake Island to prevent damage in the winter.

Trustee Leach closed public comments.

The bills were presented for payment by Clerk Greathouse. Check numbers 23055-23083 for a total of \$27,364.32 will be disbursed. Trustee Sparks moved to approve the bills for payment. Treasure Rutherford seconded, and motion passed by unanimous roll call vote.

The meeting was adjourned at 7:28pm.

Respectfully Submitted,  
Chelsa Greathouse



Penn Township Clerk

**DECEMBER 11, 2023  
PENN TOWNSHIP  
GENERAL ACCOUNT**

<b>Checking Account balance: November 1, 2023</b>	<b>\$ 937,236.27</b>
<b>Total disbursements for November, 2023</b>	<b>48,438.60</b>
<b>Total revenues for November, 2023</b>	<b>47,796.68</b>

<u>Receipt #</u>	<u>Date</u>	<u>Received from</u>	<u>Amount</u>
5134	11/01	State of Michigan (Revenue Sharing)	28,914.00
5135	11/02	Comcast (Franchise Fee)	5,587.52
5137	11/05	Hydro Aluminum Metals (Parks Donation)	1,000.00
5138	11/13	Karen Young ( One Hall Rental)	100.00
5139	11/13	Adam Dahlgren (Building Permits)	3,562.00
5140	11/13	Next Inspections (Electrical Permits)	2,292.00
5141	11/14	Dobberteen Inspections (Mechanical & Plumbing & Electrical Permits)	2,946.00

**November 30, 2023 G W Jones (Interest \$3,395.16 V#5142) Balance \$ 936,594.35**

Cash Breakdown

Nov. 30, 2023 Restricted Funds Fire Dept.	\$ 295,000.00
Nov. 30, 2023 Cash Balance	\$ 641,594.35

**General Checking Total \$ 936,594.35**

**Plus \$ 58.75 Each Membership**

Vandalia Sewer	\$ 45,522.37
Vandalia Water	\$ 67,099.89
Penn Water	\$ 194,630.04

**Paul Rutherford**

**Penn Township Treasurer**

**Penn Township  
Payroll Journal**

**For the Period From Nov 14, 2023 to Dec 31, 2023**

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
11/24/23 JAMES E. BOGUE	320100 100507 350500 100507 350300 100005	23055	1,980.00	28.71 99.00 28.71 28.71 1,852.29
11/24/23 LISA J. FITZSIMONS	360100 100507 350500 100507 350300 100005	23056	1,480.00	21.46 74.00 21.46 21.46 1,384.54
11/24/23 ROGER W. LEACH	350100 410100 100507 350500 100507 350300 100005	23057	323.08 237.50	8.13 28.03 8.13 524.42
11/24/23 PAUL O. RUTHERFORD	370100 100507 350500 100507 350300 100005	23058	1,980.00	28.71 99.00 28.71 28.71 1,852.29
11/24/23 LEE H. SPARKS	350100 100507 350500 100507 350300 100005	23059	323.08	4.68 16.15 4.68 4.68 302.25
11/24/23 CHELSA GREATHOUSE	360100 380100 100507 100507 350500 100507 350300 100005	23060	955.00 455.00	18.53 20.45 70.50 20.45 20.45 1,300.52
11/24/23 OLAFUR OLAFSSON	380100 100507 350500 100507 350300 100005	23061	1,980.00	28.71 99.00 28.71 28.71 1,852.29
11/24/23 KAREN YOUNG	310000 100507 350500 100507 350300 100005	23062	216.67	3.14 10.83 3.14 3.14 202.70
			<b>10,074.32</b>	<b>10,074.32</b>

**Penn Township  
Purchase Journal**

**For the Period From Nov 20, 2023 to Dec 31, 2023**

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
11/24/23	340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	1030	ELECT INSPECT  NEXT STEP INSPECTIONS LLC	1,072.70	1,072.70
11/24/23	340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	112023	MECH INSPECT  DOBBERTEEN INSPECTIONS, INC.	2,102.90	2,102.90
11/24/23	310700 HALL ELECT/STREET L 100505 ACCOUNTS PAYABLE	1223	HALL SEWER  CAUA	300.00	300.00
11/24/23	320200 FIRE DEPT TRAVEL 100505 ACCOUNTS PAYABLE	1223	TRAVEL  JAMES BOGUE	125.00	125.00
11/24/23	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	1223	FALL CLEAN UP  KLIPPERS LAWN CARE SERVIC	900.00	900.00
11/24/23	360500 CLERK SUPPLIES/POS 100505 ACCOUNTS PAYABLE	1223	INTERNET  LISA FITZSIMONS	95.40	95.40
11/24/23	350500 BOARD PENSION 100505 ACCOUNTS PAYABLE	1223	PENSION  JOHN HANCOCK	6,013.20	6,013.20
11/24/23	310700 HALL ELECT/STREET L 100505 ACCOUNTS PAYABLE	1223	STREET LIGHT ELECT  AEP	100.00	100.00
11/24/23	370300 TREASURER-SUPPLIE 100505 ACCOUNTS PAYABLE	1223	INTERNET  PAUL RUTHERFORD	95.40	95.40
11/24/23	322300 FIRE MISC 322300 FIRE MISC 100505 ACCOUNTS PAYABLE	1223	SALINE  FIRST AID  PENN TOWNSHIP FIRE DEPART	99.07 65.00	164.07
11/24/23	310500 HALL TELEPHONE 100505 ACCOUNTS PAYABLE	1223	PHONE  VERIZON WIRELESS	334.26	334.26
11/24/23	310500 HALL TELEPHONE 100505 ACCOUNTS PAYABLE	1223	PHONE  OLAFUR OLAFSSON	60.00	60.00
11/24/23	340100 BLDG INSPECT WAGE 340100	1223	BLDG INSPECT  OFFICE	1,066.75 105.00	

**Penn Township  
Purchase Journal**

**For the Period From Nov 20, 2023 to Dec 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>
	BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE		ADAM DAHLGREN		1,171.75
11/24/23	380300 SUPERVISOR- ASSESS 100505 ACCOUNTS PAYABLE	1223	ASSESSING  ASSESSING SOLUTIONS	3,250.00	3,250.00
11/24/23	310500 HALL TELEPHONE 100505 ACCOUNTS PAYABLE	1223	PHONE  CHELSA GREATHOUSE	60.00	60.00
11/24/23	370100 TREASURER- WAGE 100505 ACCOUNTS PAYABLE	1223	TREAS OFFICE ASSIST  AMY JUROFF	550.00	550.00
11/24/23	322100 FIRE EQUIPMENT MAI 100505 ACCOUNTS PAYABLE	1223A	BATTERIES  PENN TOWNSHIP FIRE DEPART	127.09	127.09
11/24/23	380900 SUPERVISOR TAX ROL 100505 ACCOUNTS PAYABLE	2023-16	FOLDING SUMMER LATE  CASS COUNTY	4.06	4.06
11/24/23	380900 SUPERVISOR TAX ROL 100505 ACCOUNTS PAYABLE	2023-17	FOLDING WINTER  CASS COUNTY	45.18	45.18
11/24/23	322100 FIRE EQUIPMENT MAI 100505 ACCOUNTS PAYABLE	235861	FIRE CUTTERS  WB HAYDEN AND SONS	164.95	164.95
12/1/23	310900 HALL FUEL OIL 321700 FIRE FUEL OIL 100505 ACCOUNTS PAYABLE	1223	hall gas  fire gas  SEMCO ENERGY	200.00  800.00	1,000.00
12/1/23	380300 SUPERVISOR- ASSESS 100505 ACCOUNTS PAYABLE	324890	sketch software  APEX SOFTWARE	260.00	260.00
12/1/23	370300 TREASURER-SUPPLIE 100505 ACCOUNTS PAYABLE	34852	envelopes  PREFERRED PRINTING	97.06	97.06
12/1/23	322500 FIRE CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	pennt003	turnout= grant to reimb  MACQUEEN EQUIPMENT	19,170.00	19,170.00
				<b>37,263.02</b>	<b>37,263.02</b>