

**PENN TOWNSHIP**  
**Regular Meeting**  
**January 12, 2026**

Board Members Present: Supervisor Oli Olafsson, Clerk Rhonda Barnett, Trustee Roger Leach, Trustee Scott Peters, Deputy Clerk Rachele Bogue

Board Member Absent: Treasurer Paul Rutherford

I. Call to Order

The regularly scheduled meeting of the Penn Township Board of Directors was called to order by Oli Olafsson at 6:34 pm at the Penn Township Hall.

Trustee Leach opened with prayer and led the Pledge of Allegiance.

II. Welcome and Introductions

Sheriff Clint Roach was present and announced that the department was nearly fully staffed starting the new year.

Andy Hubbard, Heritage SW ISD Superintendent presented plans to the township about a proposed CTE building they are planning to build on Geneva Lane in Penn Township that would train area high school juniors and seniors in various trade programs. Superintendent Hubbard requested approval for the 16 acres currently owned by Midwest Energy to be zoned appropriately for this proposed project by the Penn Township board. Supervisor Olafsson and the board shared their support for the project.

III. Establishment of Agenda

IV. Consent Agenda

Board Minutes 12/8/2025

Treasurer's Report 12/8/2025

**A motion was made by Trustee Leach to approve the consent agenda, duly seconded by Trustee Peters. All were in favor, motion passed.**

V. Action Items

- A. Supervisor Olafsson presented a resolution to the Board to add Clerk Rhonda Barnett and Deputy Clerk Rachele Bogue on as signers on all Penn Township accounts at G.W. Jones Exchange Bank.  
**Trustee Leach made a motion to pass the resolution to add Clerk Barnett and Deputy Clerk Bogue as signers on all Penn Township accounts at G.W. Jones Exchange Bank. Supervisor Olafsson supported the motion. All were in favor, motion passed.**
  
- B. Supervisor Olafsson presented an update on the status of the new Fire Department plan. He met with Fire Chief Jim Bogue, Jason Hayden and an Engineering firm out of Oshtemo, Michigan, Schley Nelson Architects who specialize in designing fire departments. Supervisor Olafsson recommended contracting Schley Nelson Architects for the first part of the building process, pre-design programming (\$6,250) and schematic design (\$35,500) so that the information can be send out for bids.

Trustee Peters mentioned that there were some grants through the State that may help with funding for the department, however, believes the deadline for application is March 1<sup>st</sup>.

**Supervisor Olafsson made a motion to hire Schley Nelson to do the pre-design and schematic design for the new Fire Department. Trustee Leach supported the motion. Roll call vote for approval: Clerk Barnett-yes; Supervisor Olafsson-yes; Trustee Leach-yes; Trustee Peters-yes. Motion passed unanimously.**

VI. Informational Items

A. CLERK REPORT

No Report

B. FIRE DEPARTMENT REPORT

Chief Bogue reported that the department responded to 10 runs in December for a total of 185 runs for the 2025 year compared to 177 total runs for the previous year. 105 runs were in Penn Township and 80 runs in Calvin Township. Last month they participated in ice rescue training and were recertified in CPR.

C. CAUA REPORT

No Report

D. AMBULANCE REPORT

Scott Chris reported that he will be attending the SMCAS Board meeting on Thursday, January 15<sup>th</sup> as a non-voting member to represent the Cass District.

E. ASSESSOR REPORT

No Report

F. ZONING REPORT

Trustee Leach reported that on Lakeview Drive there will be a 580 square foot new garage being built as well as a 383 square foot living space connecting the garage and house.

G. PARKS DEPARTMENT REPORT

No Report

VII. Supervisor Comments

Supervisor Olafsson commented about his excitement toward Superintendent Hubbard's proposal for the development of the CTE program in Penn Township.

VIII. Board Comments

Trustee Peters reported that he watched EGLE's webinar on marijuana and came away with many questions that he shared with the Board.

IX. Public Comments

Public Comments were received.

X. Payment of the Bills

**Supervisor Olafsson moved, Trustee Leach supported that the bills be paid with check numbers 24202-24259 in the amount of \$84,785.97. Roll call vote was taken: Barnett-yes; Olafsson-yes; Leach-yes; Peters-yes. Motion unanimously passed.**

XI. Adjournment

**A motion was made by Supervisor Olafsson, duly seconded by Trustee Leach, and passed by unanimous vote, approving the adjournment of the meeting at 8:05 p.m.**

Respectfully submitted,

\_\_\_\_\_  
Rhonda Barnett, Penn Township Clerk/dc,rb

\_\_\_\_\_  
Date

\_\_\_\_\_  
Oli Olafsson, Penn Township Supervisor

\_\_\_\_\_  
Date

**January 13, 2026  
PENN TOWNSHIP  
GENERAL ACCOUNT**

<b>Checking Account balance: December 1, 2025</b>	<b>\$ 2,851,933.92</b>
<b>Total disbursements for December, 2025</b>	<b>97,278.53</b>
<b>Total revenues for December, 2025</b>	<b>83,696.49</b>

<u>Receipt #</u>	<u>Date</u>	<u>Received from</u>	<u>Amount</u>
5377	12/08	Adam Dahlgren (Building Permits)	3,010.00
5378	12/08	Next Step Inspections (Electrical Inspections)	1,705.00
5379	12/08	Dobberteen Inspections (Plumbing and Mechanical Permits)	3,196.00
5380	12/08	Penn Fire Dept. (Fire Grant)	10,000.00
5381	12/23	Lisa Fitzsimons (Vending Machine Monies)	251.45
5382	12/29	Penn Twp. Tax Account (1 <sup>ST</sup> Settlement W-25)	58,629.53

**December 31, 2025 G W Jones (Interest \$6,904.51 V#55383) Balance \$ 2,838,351.88**

Cash Breakdown

<b>Dec. 31, 2025 Restricted Funds Fire Dept.</b>	<b>\$ 2,400,000.00</b>
<b>Dec. 31, 2025 Cash Balance</b>	<b>\$ 438,351.88</b>

**General Checking Total \$ 2,838,351.88**

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

<b>Vandalia Sewer</b>	<b>\$ 50,075.96</b>
<b>Vandalia Water</b>	<b>\$ 72,170.07</b>
<b>Penn Water</b>	<b>\$ 292,823.99</b>

**Paul Rutherford**

**Penn Township Treasurer**

**Penn Township  
Payroll Journal**

**For the Period From Jan 1, 2026 to Jan 31, 2026**

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
1/5/26 JAMES E. BOGUE	320100 100507 350500 100507 350300 100005	24202	2,183.00    31.65	31.65 109.15 31.65  2,042.20
1/5/26 JEROMY J. BOGUE	320300 100507 350500 100507 350300 100005	24203	2,864.16    41.53	41.53 37.23 41.53  2,785.40
1/5/26 MICHAEL C. BRADLEY	320300 100507 350500 100507 350300 100005	24204	3,924.96    56.91	56.91 51.02 56.91  3,817.03
1/5/26 KEITH D. CARTER	320300 100507 350500 100507 350300 100005	24205	4,269.72    61.91	61.91 55.51 61.91  4,152.30
1/5/26 LISA J. FITZSIMONS	380600 100507 350500 100507 350300 100005	24206	1,554.17    22.54	22.54 77.71 22.54  1,453.92
1/5/26 JASON HAYDEN	320300 100507 350500 100507 350300 100005	24207	3,328.26    48.26	48.26 43.27 48.26  3,236.73
1/5/26 JOSHUA K. KRAGER	320300 100507 350500 100507 350300 100005	24208	2,201.16    31.92	31.92 28.62 31.92  2,140.62
1/5/26 ROGER W. LEACH	350100 410100 100507 350500 100507 350300 100005	24209	356.25 600.00   13.87	13.87 47.81 13.87  894.57
1/5/26 JASON A. POMPEY	320300 100507 350500 100507 350300 100005	24210	304.98    4.42	4.42 3.96 4.42  296.60
1/5/26	320300	24211	2,386.80	

**Penn Township  
Payroll Journal  
For the Period From Jan 1, 2026 to Jan 31, 2026**

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
ERIC S. RUTH	100507			34.61
	350500			31.03
	100507			34.61
	350300		34.61	
	100005			2,321.16
1/5/26 PAUL O. RUTHERFORD	370100	24212	2,183.00	
	100507			31.65
	350500			109.15
	100507			31.65
	350300		31.65	
	100005			2,042.20
1/5/26 SCOTT J. WELLMAN	320300	24213	3,739.32	
	100507			54.22
	350500			48.61
	100507			54.22
	350300		54.22	
	100005			3,636.49
1/5/26 ASHLEY N. WENCES	310000	24214	300.00	
	100507			4.35
	350500			15.00
	100507			4.35
	350300		4.35	
	100005			280.65
1/5/26 CHRIS BERGEN	320300	24215	4,428.84	
	100507			64.22
	350500			57.57
	100507			64.22
	350300		64.22	
	100005			4,307.05
1/5/26 LJ BROWN	320300	24216	2,705.04	
	100507			39.22
	350500			35.17
	100507			39.22
	350300		39.22	
	100005			2,630.65
1/5/26 SCOTT CHRIS	320300	24217	3,633.24	
	100507			52.68
	350500			47.23
	100507			52.68
	350300		52.68	
	100005			3,533.33
1/5/26 LAMAR GILLAM	320300	24218	967.98	
	100507			14.04
	350500			12.58
	100507			14.04
	350300		14.04	
	100005			941.36
1/5/26 JOSHUA DEUBNER	320300	24219	2,187.90	
	100507			31.72
	350500			28.44
	100507			31.72
	350300		31.72	
	100005			2,127.74
1/5/26 OLAFUR OLAFSSON	380100	24220	2,183.00	
	100507			31.65
	350500			109.15

## Penn Township Payroll Journal For the Period From Jan 1, 2026 to Jan 31, 2026

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
	100507			31.65
	350300		31.65	
	100005			2,042.20
1/5/26 SCOTT PETERS	350100	24221	356.25	
	100507			5.17
	350500			17.81
	100507			5.17
	350300		5.17	
	100005			333.27
1/5/26 DANIEL REIFF	320300	24222	1,989.00	
	100507			28.84
	350500			25.86
	100507			28.84
	350300		28.84	
	100005			1,934.30
1/5/26 JOSEPH REIFF	320300	24223	2,983.50	
	100507			43.26
	350500			38.79
	100507			43.26
	350300		43.26	
	100005			2,901.45
1/5/26 RHONDA J. BARNETT	360100	24224	2,183.00	
	100507			82.39
	100507			31.65
	350500			109.15
	100507			31.65
	350300		31.65	
	100005			1,959.81
1/5/26 SYDNE WELLMAN	320300	24225	2,652.00	
	100507			38.45
	350500			34.48
	100507			38.45
	350300		38.45	
	100005			2,579.07
1/5/26 JIMMIE VAIL	320300	24226	1,538.16	
	100507			22.30
	350500			20.00
	100507			22.30
	350300		22.30	
	100005			1,495.86
			<b>58,844.73</b>	<b>58,844.73</b>

**Penn Township  
Purchase Journal  
For the Period From Jan 1, 2026 to Jan 31, 2026**

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
1/5/26	351100 BOARD- Weed Control 100505 ACCOUNTS PAYABLE	00207201	DONNELL ADMIN  PROGRESSIVE A&E	1,750.00	1,750.00
1/5/26	320200 FIRE DEPT TRAVEL 100505 ACCOUNTS PAYABLE	0126	TRAVEL  JAMES BOGUE	150.00	150.00
1/5/26	360500 CLERK SUPPLIES/POS 100505 ACCOUNTS PAYABLE	0126	INTERNET  LISA FITZSIMONS	112.00	112.00
1/5/26	370300 TREASURER-SUPPLIE 100505 ACCOUNTS PAYABLE	0126	INTERNET  PAUL RUTHERFORD	112.00	112.00
1/5/26	320700 FIRE-OPERATING (GAS 100505 ACCOUNTS PAYABLE	0126	GAS ALLOWANCE  PENN TOWNSHIP FIRE DEPART	3,200.00	3,200.00
1/5/26	310900 HALL FUEL OIL 321700 FIRE FUEL OIL 100505 ACCOUNTS PAYABLE	0126	NAT GAS  NAT GAS  SEMCO ENERGY	120.00 480.00	600.00
1/5/26	310500 COMMUNICATIONS 100505 ACCOUNTS PAYABLE	0126	PHONE  OLAFUR OLAFSSON	60.00	60.00
1/5/26	380300 SUPERVISOR- ASSESS 100505 ACCOUNTS PAYABLE	0126	ASSESSING  ASSESSING SOLUTIONS	3,518.29	3,518.29
1/5/26	310500 COMMUNICATIONS 100505 ACCOUNTS PAYABLE	0126	PHONE  RHONDA BARNETT	60.00	60.00
1/5/26	360300 DEPUTY CLERK WAGE 100505 ACCOUNTS PAYABLE	0126	DEP CLERK  RACHELE BOGUE	125.00	125.00
1/5/26	340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	1208	ELECT INSPECT  NEXT STEP INSPECTIONS LLC	388.45	388.45
1/5/26	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	24550	QUARTERLY ALARM  HAAS SYSTEMS	96.00	96.00
1/5/26	360900 CLERK- ELECTIONS 100505	25-4928	MACHINE MAINT  MC & E/ELECTION SOURCE	285.00	285.00

**Penn Township  
Purchase Journal  
For the Period From Jan 1, 2026 to Jan 31, 2026**

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
	ACCOUNTS PAYABLE		SOURCE		
1/5/26	311500 HALL MISC. 100505 ACCOUNTS PAYABLE	6019	HOLIDAY DECOR  DUSSEL'S FARM MARKET	119.96	119.96
1/6/26	322500 FIRE CAPITAL OUTLAY 320600 FIRE TRAINING 320500 FIRE-OFFICE SUPPLIE 322100 FIRE EQUIPMENT MAI 100505 ACCOUNTS PAYABLE	011226	TOOLS/DETECTORS  TRAINING  OFFICE  SUPP  PENN TOWNSHIP FIRE DEPART	1,455.61  375.00  105.99  517.09	2,453.69
1/6/26	100507 FICA AND MEDICARE P 100505 ACCOUNTS PAYABLE	0126	2025 4TH ATR 941  UNITED STATES TREASURY	1,282.35	1,282.35
1/6/26	370100 TREASURER- WAGE 100505 ACCOUNTS PAYABLE	0126	TREAS ASSIST  AMY JUROFF	262.50	262.50
1/6/26	310500 COMMUNICATIONS 100505 ACCOUNTS PAYABLE	0126	PHONE  VERIZON WIRELESS	296.86	296.86
1/6/26	340100 BLDG INSPECT WAGE 340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	0126	BLDG INSPECT  OFFICE  ADAM DAHLGREN	1,941.40  140.00	2,081.40
1/6/26	351900 BOARD MISC 100505 ACCOUNTS PAYABLE	0126	DEC SEC  GREG PRICE	100.00	100.00
1/6/26	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	0126A	PLOWING  JAMES BOGUE	160.00	160.00
1/6/26	360500 CLERK SUPPLIES/POS 100505 ACCOUNTS PAYABLE	0126A	EFILING W2S AATRIX REIMB LISA FITZSIMONS	30.00	30.00
1/6/26	351300 BOARD INSURANCE/B 100505 ACCOUNTS PAYABLE	1002413310	AUDIT PREMIUM ADDITION  ACCIDENT FUND INS COMPANY OF AMERICA	1,995.00	1,995.00
1/6/26	340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	122325	PLUMB/MECH  DOBBERTEEN INSPECTIONS, INC.	1,498.55	1,498.55

**Penn Township  
Purchase Journal  
For the Period From Jan 1, 2026 to Jan 31, 2026**

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
1/6/26	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	150665439	PEST CONTROL  ROSE PEST SOLUTIONS	63.00	63.00
1/6/26	311200 FACILITY MAINT 100505 ACCOUNTS PAYABLE	150665885	PEST CONTROL  ROSE PEST SOLUTIONS	65.00	65.00
1/6/26	322100 FIRE EQUIPMENT MAI 100505 ACCOUNTS PAYABLE	1846	TRUCK REPAIE  BACK ROADS SERVICES	1,863.68	1,863.68
1/6/26	322100 FIRE EQUIPMENT MAI 100505 ACCOUNTS PAYABLE	20232	TRUCK REPAIR  SPENCER MANUFACTURING,INC	270.00	270.00
1/6/26	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	20250282	LAWN MAINT  KLIPPERS LAWN CARE SERVIC	540.00	540.00
1/6/26	380300 SUPERVISOR- ASSESS 310500 COMMUNICATIONS 100505 ACCOUNTS PAYABLE	202601646	ASSESSOR TEAMVIEWER  WEBSITE  KERRY COLLINS	335.00 362.00	697.00
1/6/26	360500 CLERK SUPPLIES/POS 100505 ACCOUNTS PAYABLE	261753	CONTRACT  US BUSINESS SYSTEMS	164.89	164.89
1/6/26	320700 FIRE-OPERATING (GAS 100505 ACCOUNTS PAYABLE	28740	FIRE GAS  SERVICE OIL CO.	51.85	51.85
1/6/26	320900 FIRE COMMUNICATION 100505 ACCOUNTS PAYABLE	29515	RADIO  SMR COMMUNICATIONS, INC.	2,485.64	2,485.64
1/6/26	322100 FIRE EQUIPMENT MAI 100505 ACCOUNTS PAYABLE	36282	FIRE SUPP  WL CONSTRUCTION	326.00	326.00
1/6/26	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	4253987381	MAT SERVICE  CINTAS	129.86	129.86
1/6/26	322100 FIRE EQUIPMENT MAI 321900 FIRE BLDG MAINT/REP 311500 HALL MISC. 322100 FIRE EQUIPMENT MAI	DEC	FIRE 28920  FIRE 27816  HALL 28046  FIRE 28409	9.72 18.99 13.99 15.84	

**Penn Township  
Purchase Journal  
For the Period From Jan 1, 2026 to Jan 31, 2026**

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
	100505 ACCOUNTS PAYABLE		WB HAYDEN AND SONS		58.54
1/6/26	322500 FIRE CAPITAL OUTLAY	P06898	FIRE CUTTERS	935.00	
	100505 ACCOUNTS PAYABLE		MACQUEEN EQUIPMENT		935.00
1/6/26	322100 FIRE EQUIPMENT MAI	P57989	FIRE SUPP	235.00	
	100505 ACCOUNTS PAYABLE		MACQUEEN EQUIPMENT		235.00
				<b>28,622.51</b>	<b>28,622.51</b>