

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 1st.

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 15th 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

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

Receipt #	Date	Received from	Amount
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 st 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

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

General Checking Total	\$ 2,838,351.88
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Debt Retirement Accounts plus (\$58.75 Membership each Account)

Vandalia Sewer	\$ 50,075.96
Vandalia Water	\$ 72,170.07
Penn Water	\$ 292,823.99

Paul Rutherford

Penn Township Treasurer