

**Penn Township
Regular Meeting
February 8, 2021**

Oli called the meeting to order at 6:30 p.m. The meeting was held via Zoom due to the current state of the pandemic. All board members were present.

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

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

The Board remembered Jim Laskowski.

The proposed cell tower rental agreement was received. Oli will review the contract and propose any changes. We can potentially sell the trees that need to be removed to accommodate the tower. The contract will initially run for 5 years at \$600 per month. Rutherford moved to authorize himself to sign the lease. Oli seconded and motion passed by unanimous roll call vote.

Jeffries St. is closed based on a ride around with the County Road Commission. The culvert was deemed to be too damaged for repair. We were denied disaster mitigation funds. The County has reached out to EGLE for temporary repair approval. We are waiting for the State's decision. The cost would be much less for a temporary fix and we will continue to pursue a permanent fix. We may be eligible for an emergency fix by using the same size culvert. The County did order new detour signs.

Mary Deneau is reviewing potential water and sewer funding to address potential issues with our water quality. There is no update on this project.

Leach moved to approve August Olafsson's appointment to the BOR. Leach seconded and motion passed.

Hall rentals are currently being prohibited due to the Covid-19 pandemic. The regular township meetings will be determined based on current Covid guidelines and status.

The BOR organizational meeting will be held on March 2nd at 5:30 p.m.

Leach moved to approve the following resolutions: poverty exemption income guidelines and asset test, allowance of local residents to protest to Board of Review in writing, and setting an alternate date for the March BOR meeting. Sparks seconded and motion passed. Leach moved to allow BOR to meet virtually due to COVID-19 pandemic. Oli seconded and motion passed. BOR will held on March 9 (3:00 pm.-9:00 p.m.) and March 12 (9:00 am- 3:00 pm).

Oli presented the proposed recreational marijuana ordinance for consideration. This will allow our farmers to grow, test and transport recreational marijuana subject to State rules and regulations. Indoor growing will be limited to 10 sites under the current proposal. Outdoor growing, testing and transportation will be unlimited. We currently don't accommodate micro growers (180 plant limit where the farmer can sell their product directly), but can add to our ordinance at a later date. We will rely on state guidance regarding greenhouses being considered indoor or outdoor. This ordinance can be adjusted at any time based on our experience. Leach moved to adopt the Recreational Marijuana Establishment ordinance number 2.8.2021. Oli seconded and motion passed.

Oli will publish the ordinance and it will be in effect upon publication. The Planning Commission will meet to adopt the permitted use.

Utility hearing information is available.

Various legislative updates and communication were discussed.

The Fire Department report was provided by Bogue.

Dianna provided a CAUA report.

No County Commissioner report was available.

Jason provided an ambulance report.

McGrew provided an assessing report.

Leach provided a zoning report.

Cass Road Commission advised us that signs installed without a traffic control order will be removed. The 25 mph signs on Diamond Shores, Donnell Lake St. and Howell Drive will be removed. The following non supported signs will also be removed: Hidden Drive on Paradise Cove Dr. and Penn Road and Children Playing signs on Diamond Shores, Howell Dr and Myrtle Dr.

Fitzsimons moved to approve the 2021 Fire Dept. Roster as recommended by Jim Bogue. Leach seconded and motion passed.

Wallace continues to pay off his balance due to the County. The foreclosure notice received is for our information only.

The budget meeting will be set for later in February.

The bills were presented for payment. Check numbers 21789-21827 (21792 voided) for a total of \$75,411.95 will be disbursed. Sparks moved to approve the bills for payment. Leach seconded and motion passed by unanimous roll call vote (~~Sparks absent~~).

The meeting was adjourned at 7:59 p.m.

Respectfully Submitted,

Lisa J. Fitzsimons
Penn Township Clerk

**Penn Township
Purchase Journal**

For the Period From Feb 1, 2021 to Feb 28, 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
2/8/21	320200 FIRE DEPT TRAVEL 100505 ACCOUNTS PAYABLE	0221	TRAVEL JAMES BOGUE	125.00	125.00
2/8/21	360500 CLERK SUPPLIES/POS 100505 ACCOUNTS PAYABLE	0221	INTERNET LISA FITZSIMONS	95.40	95.40
2/8/21	310700 HALL ELECT/STREET L 321500 FIRE ELECTRIC 100505 ACCOUNTS PAYABLE	0221	ELECTRIC ELECTRIC AEP	50.00 500.00	550.00
2/8/21	370300 TREASURER-SUPPLIE 100505 ACCOUNTS PAYABLE	0221	INTERNET PAUL RUTHERFORD	95.40	95.40
2/8/21	322300 FIRE MISC 320600 FIRE TRAINING 320500 FIRE-OFFICE SUPPLIE 320900 FIRE COMMUNICATION 100505 ACCOUNTS PAYABLE	0221	FIRE MISC TRAINING COMPUTER 911 SUBSCRIPTION PENN TOWNSHIP FIRE DEPART	169.77 51.42 1,000.78 221.00	1,442.97
2/8/21	310900 HALL FUEL OIL 321700 FIRE FUEL OIL 100505 ACCOUNTS PAYABLE	0221	NATURAL GAS NATURAL GAS SEMCO ENERGY	120.00 480.00	600.00
2/8/21	320900 FIRE COMMUNICATION 100505 ACCOUNTS PAYABLE	0221	TELEPHONE FRONTIER	133.37	133.37
2/8/21	310500 HALL TELEPHONE 100505 ACCOUNTS PAYABLE	0221	CELL PHONES VERIZON WIRELESS	386.42	386.42
2/8/21	340100 BLDG INSPECT WAGE 340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	0221	BLDG PERMITS OFFICE HOURS RICHARD DREWS	1,840.25 140.00	1,980.25
2/8/21	380300 SUPERVISOR- ASSESS 100505 ACCOUNTS PAYABLE	0221	ASSESSING MCGREW ASSESSING SERVICES LLC	2,410.00	2,410.00
2/8/21	380700	0221	PHONE DEC-FEB	180.00	

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	SUPERVISOR SUPP/P 100505 ACCOUNTS PAYABLE		OLI OLAFSSON		180.00
2/8/21	380700 SUPERVISOR SUPP/P 100505 ACCOUNTS PAYABLE	0221	ASSESSMENT MAILING MARANA GROUP	1,285.03	1,285.03
2/8/21	100507 FICA AND MEDICARE P 100505 ACCOUNTS PAYABLE	0221A	STATE INCOME TAX REFUND-11/20 LISA FITZSIMONS	24.39	24.39
2/8/21	322500 FIRE CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	104556	BOOTS APOLLO FIRE EQUIPMENT	408.50	408.50
2/8/21	322500 FIRE CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	104636	GLOVES APOLLO FIRE EQUIPMENT	1,363.58	1,363.58
2/8/21	322500 FIRE CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	104705	COATS APOLLO FIRE EQUIPMENT	4,501.00	4,501.00
2/8/21	322100 FIRE EQUIPMENT MAI 100505 ACCOUNTS PAYABLE	113317	FIRE SUPP CASS AUTO SUPPLY CO, INC.	20.18	20.18
2/8/21	322100 FIRE EQUIPMENT MAI 100505 ACCOUNTS PAYABLE	144182/87	FIRE SUPP CASS OUTDOOR POWER EQUIPM	159.12	159.12
2/8/21	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	150516592	PEST CONTROL ROSE PEST SOLUTIONS	41.00	41.00
2/8/21	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	157480	FLAGS ROCKET ENTERPRISE, INC.	394.04	394.04
2/8/21	322500 FIRE CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	17422662	HAXMAT WS DARLEY & CO	126.30	126.30
2/8/21	340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	1755	MECH PLUMB INSPECT DOBBERTEEN INSPECTIONS, INC.	2,498.15	2,498.15
2/8/21	351100 BOARD- Weed Control 100505 ACCOUNTS PAYABLE	180739	DONNELL ADMIN FEE PROGRESSIVE A&E	1,625.00	1,625.00

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Purchase Journal**

For the Period From Feb 1, 2021 to Feb 28, 2021

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
2/8/21	360900 CLERK- ELECTIONS 100505 ACCOUNTS PAYABLE	21-219	MODEM FEE MC & E/ELECTION SOURCE	100.00	100.00
2/8/21	340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	221	ELECT PERMITS RON BELLAIRE	1,139.85	1,139.85
2/8/21	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	221B	SNOW PLOW JAMES BOGUE	160.00	160.00
2/8/21	321900 FIRE BLDG MAINT/REP 311500 HALL MISC. 100505 ACCOUNTS PAYABLE	223942	FIRE SUPP FIRE OFFICE WB HAYDEN AND SONS	16.99 18.65	35.64
2/8/21	322500 FIRE CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	23747	FOAM PAIL WEST SHORE FIRE REPAIR	1,250.00	1,250.00
2/8/21	322500 FIRE CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	2590391	FIRE TRUCK PMT SANTANDER BANK N.A.	49,278.13	49,278.13
2/8/21	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	277080	MAT SERVICE UNIFIRST	49.93	49.93
2/8/21	350500 BOARD PENSION 100505 ACCOUNTS PAYABLE	3014379825	PENSION CHARGES JOHN HANCOCK	280.00	280.00
2/8/21	380300 SUPERVISOR- ASSESS 100505 ACCOUNTS PAYABLE	307659	SOFTWARE SUPPORT APEX SOFTWARE	595.00	595.00
2/8/21	320700 FIRE-OPERATING (GAS 100505 ACCOUNTS PAYABLE	4705	FIRE GAS SERVICE OIL CO.	48.30	48.30
2/8/21	351100 BOARD- Weed Control 100505 ACCOUNTS PAYABLE	7000054	DIAMOND DNR APP FEE PLM LAKE AND LAND MGMT CORP	930.00	930.00
2/8/21	351100 BOARD- Weed Control 100505 ACCOUNTS PAYABLE	7000055	DONNELL LAKE WEED PERMIT PLM LAKE AND LAND MGMT CORP	800.00	800.00

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2/8/21	352300 BOARD - ROAD COMM 100505 ACCOUNTS PAYABLE	803249	TRASH REMOVAL CASS ROAD COMMISSION	300.00	 300.00
				75,411.95	75,411.95
				75,411.95	75,411.95

**Penn Township
Payroll Journal
For the Period From Feb 1, 2021 to Feb 28, 2021**

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
2/8/21	JAMES E. BOGUE	320100	21789	1,394.00	
		100507			20.21
		350500			69.70
		100507			20.21
		350300		20.21	
		100005			1,304.09
2/8/21	LISA J. FITZSIMONS	360100	21790	1,394.00	
		100507			20.21
		350500			69.70
		100507			20.21
		350300		20.21	
		100005			1,304.09
2/8/21	ROGER W. LEACH	350100	21791	288.50	
		410100		200.00	
		100507			7.08
		350500			24.43
		100507			7.08
		350300		7.08	
		100005			456.99
2/8/21	RICHARD D. MICKEY	380100	21792	1,394.00	
		100507			189.76
		100507			20.21
		350500			69.70
		100507			20.21
		350300		20.21	
		100005			1,114.33
2/8/21	RICHARD D. MICKEY	380100	21792V	1,394.00	
		100507		189.76	
		100507		20.21	
		350500		69.70	
		100507		20.21	
		350300			20.21
		100005		1,114.33	
2/8/21	PAUL O. RUTHERFORD	370100	21793	1,394.00	
		100507			20.21
		350500			69.70
		100507			20.21
		350300		20.21	
		100005			1,304.09
2/8/21	LEE H. SPARKS	350100	21794	288.50	
		100507			4.18
		350500			14.43
		100507			4.18
		350300		4.18	
		100005			269.89
2/8/21	OLI OLAFFSON	380100	21795	1,394.00	
		100507			20.21
		350500			69.70
		100507			20.21
		350300		20.21	
		100005			1,304.09
2/8/21	KAREN YOUNG	310000	21796	166.67	
		100507			2.42
		350500			8.33
		100507			2.42

February 8, 2021
PENN TOWNSHIP
GENERAL ACCOUNT

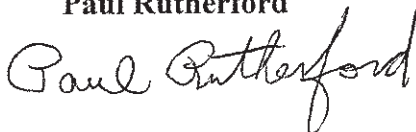
Checking Account Balance: January 1, 2021	\$ 281,202.21
Total disbursements for January, 2021	64,334.76
Total revenues for January, 2021	178,228.78

<u>Receipt #</u>	<u>Date</u>	<u>Received from</u>	<u>Amount</u>
4820	1/01	State of Michigan (Revenue Sharing Sales Tax)	24,753.00
4821	1/02	Israel Yoder (Two Variances)	600.00
4822	1/07	Penn Twp. Tax Acct. (1 st Settlement w-20 Tax)	77,701.32
4823	1/07	Rich Drews (Building Permits)	4,600.00
4824	1/07	Ron Bellaire (Electrical Permits)	744.00
4825	1/07	Dobberteen Inspections (Plumbing and Mechanical Permits)	749.00
4826	1/25	Jefferson Twp. (Election Reimbursement)	59.16
4827	1/25	Penn Township Tax Acct. (2 nd Settlement W-20))	68,825.69

January 31, 2021 Checking Balance GW Jones(Interest V#4828 \$17.34)	\$ 57,928.05
January 31, 2021 Circle FCU(Interest V4829 \$179.27)	\$337,117.68
January 31, 2021 Circle FCU Membership(\$50.50)	50.50
General Checking Total:	\$395,096.23

Debt Retirement Accounts (\$58.00 Membership each account)	
Vandalia Sewer	\$ 37,838.30
Vandalia Water	\$ 83,858.62
Penn Water	\$ 275,585.75

Paul Rutherford



Penn Township Treasurer