

PENN TOWNSHIP
Regular Meeting
December 8, 2025

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

Board Member Absent: None

I. Call to Order

The regularly scheduled meeting of the Penn Township Board of Directors was called to order by Oli Olafsson at 6:38 pm at the Penn Township Hall.

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

II. Welcome and Introductions

III. Establishment of Agenda

IV. Consent Agenda

Board Minutes 11/10/2025

Treasurer's Report 11/10/2025

A motion was made by Trustee Leach to approve the consent agenda, duly seconded by Treasurer Rutherford. Roll call vote was taken. Clerk Barnett-yes; Treasurer Rutherford-yes; Trustee Leach-yes; Trustee Peters-yes; Supervisor Olafsson-yes. Motion passed.

V. Action Items

A. Approval of Nick Dussel for appointment to the Zoning Board was presented.

A motion was made by Supervisor Olaffson to approve Nick Dussel for the appointment to the Zoning Board. Trustee Leach supported the motion. All were in favor, motion passed.

B. Clerk Barnett presented a franchise agreement that was received from Wolverine Power Cooperative. After discussion by the Board, it was determined to table action on the agreement until the next meeting so that further investigation could be done into the proposal.

A motion was made by Supervisor Olaffson to table action on this agreement until it went through the proper channels of being presented to the planning board for further investigation and approval and then returned to the Board for review. Clerk Barnett supported the motion. All were in favor, motion passed.

C. Clerk Barnett presented notices received from EGLE for projects that were in the works that had been approved by their organization on Diamond Lake, Donnell Lake & a private farm. They were reviewed and accepted by the Board.

VI. Informational Items

A. CLERK REPORT

Clerk Barnett brought to the Board's attention that she had received notification from the County Clerk's office of potential of needing to buy new voting equipment for the 2028 election that may cost around \$15,000.

B. FIRE DEPARTMENT REPORT

Chief Bogue reported that the department responded to 10 runs in November for a total of 177 runs for this year. Last year they responded to a total of 169 runs by this time and for the entire year last year they went on 177 runs. The members also received LP training at MEC and toured the Edward Lowe Foundation.

C. CAUA REPORT

No Report

D. AMBULANCE REPORT

Scott Chris reported that the contract with SMACS has been finalized for 3 years. They are still working on the building contract. He noted that security measures were built into the contract to avoid abrupt ending of the service contract prior to its conclusion.

E. ASSESSOR REPORT

No Report

F. ZONING REPORT

Trustee Leach reported that the COA day services wing is in the works and the cell tower on Allegheny Street is due to be updated.

Zoning Board of Appeals Meeting will be on December 9, 2025, at 6:30 p.m.

G. PARKS DEPARTMENT REPORT

No Report

VII. Supervisor Comments

Supervisor Olaffson commented that the state legislature is looking at limitations on retail, processing, and growing operations. There is a proposal being considered because of the economic nature of the business. They have realized it is a better business if it has limited access. New law going into effect on January 1st where wholesale tax on all marijuana sold at the wholesale level would be 24% - impact may drive out smaller businesses.

Land use – Two years ago the legislature passed a law basically taking away the power of all local governments to govern solar installations. Partly because there was a mishmash of laws governing adjacent townships and municipalities, so the state took over the power. There is movement to take back some of the power and put it back in the hands of local governments. Hopefully in a year, maybe two, townships will have a say in how that is installed.

VIII. Board Comments

*Trustee Peters shared that the MTA (Michigan Townships Association) would be hosting a webinar on 12/17/25 at 10 a.m. on the effects of marijuana on communities and encouraged everyone to check it out.

<https://www.michigan.gov/egle/outreach/upcoming-events/2025/12/17/marijuana-production-and-processing-operations-environmental-regulations-and-concerns>

*Trustee Peters also mentioned the work being done by Emily, the Cassopolis Village Manager, on proposed projects in the Village of Cassopolis and how they have been grant-driven. Trustee Peters

would like to research potential grants to help with funding to build the new fire department.

*Trustee Peters also mentioned that he would like to see if there is anything that can be done to curb the marijuana smells this summer considering the celebrations for America's 250 years of Independence.

IX. Public Comments

Public Comments were received.

X. Payment of the Bills

Trustee Leach moved, Supervisor Olafsson supported that the bills be paid with check numbers 24160-24201 in the amount of \$84,589.71.

Roll call vote was taken: Yes – Olafsson, Barnett, Rutherford, Leach, Peters. Motion 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 7:31 p.m.

Respectfully submitted,

Rhonda Barnett, Penn Township Clerk

Date

Oli Olafsson, Penn Township Supervisor

Date

DECEMBER 8, 2025
PENN TOWNSHIP
GENERAL ACCOUNT

Checking Account balance: November 1, 2025	\$ 2,863,615.35
Total disbursements for November, 2025	67,247.47
Total revenues for November, 2025	55,566.04

<u>Receipt #</u>	<u>Date</u>	<u>Received from</u>	<u>Amount</u>
5369	11/01	State of Michigan (Revenue Sharing)	28,310.00
5370	11/03	Ashley Wences (One Hall Rental)	250.00
5371	11/03	Comcast (Franchise Fee)	4,754.63
5372	11/10	Adam Dahlgren (Building Permits)	11,667.00
5373	11/10	Next Step Inspections (Electrical Permits)	1,730.00
5374	11/10	Dobberteen Inspections (Mechanical & Plumbing Permits)	1,545.00
5375	11/10	AF Group (Group Dividend)	983.55

November 30, 2025 G W Jones (Interest \$6,325.86 V#5376) Balance \$ 2,851,933.92
Cash Breakdown

Nov. 30, 2025 Restricted Funds Fire Dept.	\$ 2,400,000.00
Nov. 30, 2025 Cash Balance	\$ 451,933.92
 General Checking Total	 \$ 2,851,933.92

Plus \$ 58.75 Each Membership

Vandalia Sewer	\$ 48,327.62
Vandalia Water	\$ 69,373.23
Penn Water	\$ 470,917.15

Paul Rutherford

Penn Township Treasurer

Penn Township
Purchase Journal

For the Period From Dec 1, 2025 to Dec 31, 2025

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
12/1/25	311200 FACILITY MAINT 100505 ACCOUNTS PAYABLE	1018	FACILITY MAINT SPRAGUE FITZSIMONS	1,000.00	1,000.00
12/1/25	340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	112125	ELECT PLUMB INSPECT DOBBERTEEN INSPECTIONS, INC.	2,716.60	2,716.60
12/1/25	340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	1201	ELECT INSPECT NEXT STEP INSPECTIONS LLC	1,449.25	1,449.25
12/1/25	351900 BOARD MISC 100505 ACCOUNTS PAYABLE	1212025	BUG HUCKLEBERRY SWAMP DRAIN COMMISSIONER	550.00	550.00
12/1/25	380300 SUPERVISOR- ASSESS 100505 ACCOUNTS PAYABLE	122025	ASSESSING ASSESSING SOLUTIONS	3,518.29	3,518.29
12/1/25	310500 COMMUNICATIONS 100505 ACCOUNTS PAYABLE	1225	INTERNET THRU 3/26 MIDWEST ENERGY COOP	425.00	425.00
12/1/25	320200 FIRE DEPT TRAVEL 100505 ACCOUNTS PAYABLE	1225	TRAVEL JAMES BOGUE	150.00	150.00
12/1/25	360500 CLERK SUPPLIES/POS 100505 ACCOUNTS PAYABLE	1225	INTERNET LISA FITZSIMONS	112.00	112.00
12/1/25	350500 BOARD PENSION 100505 ACCOUNTS PAYABLE	1225	PENSION CONT JOHN HANCOCK	7,818.30	7,818.30
12/1/25	321500 FIRE ELECTRIC 310700 HALL ELECT/STREET L 310700 HALL ELECT/STREET L 100505 ACCOUNTS PAYABLE	1225	ELECTRIC ELECTRIC ELECTRIC AEP	500.00 200.00 200.00 900.00	
12/1/25	311200 FACILITY MAINT 100505 ACCOUNTS PAYABLE	1225	INTERNET PAUL RUTHERFORD	112.00	112.00
12/1/25	322300 FIRE MISC 320500 FIRE-OFFICE SUPPLIE 322100 FIRE EQUIPMENT MAI	1225	FIRE MISC FIRE OFFICE FIRE HEAD LAMPS, SAFETY STROBES, HOSE GASKETS	86.38 13.35 3,484.45	

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Purchase Journal**

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	100505 ACCOUNTS PAYABLE		GASKETS PENN TOWNSHIP FIRE DEPART		3,584.18
12/1/25	321900 FIRE BLDG MAINT/REP 311500 HALL MISC. 322100 FIRE EQUIPMENT MAI 100505 ACCOUNTS PAYABLE	1225	fire bldg hall supp fire	134.44 34.99 138.93	
			WB HAYDEN AND SONS		308.36
12/1/25	310900 HALL FUEL OIL 321700 FIRE FUEL OIL 100505 ACCOUNTS PAYABLE	1225	GAS GAS SEMCO ENERGY	120.00 480.00 600.00	
12/1/25	310500 COMMUNICATIONS 100505 ACCOUNTS PAYABLE	1225	PHONE VERIZON WIRELESS	296.86 296.86	
12/1/25	310500 COMMUNICATIONS 100505 ACCOUNTS PAYABLE	1225	PHONE OLAFUR OLAFSSON	112.00 112.00	
12/1/25	340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	1225	BLDG INSPECT ADAM DAHLGREN	3,374.24 3,374.24	
12/1/25	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	1225	TRASH/RECYCLE THRU MARCH HIMCO	675.00 675.00	
12/1/25	311500 HALL MISC. 100505 ACCOUNTS PAYABLE	1225	RECYCLING SIGNS SPRAGUE FITZSIMONS	19.69 19.69	
12/1/25	351900 BOARD MISC 100505 ACCOUNTS PAYABLE	1225	NOV SEC GREG PRICE	100.00 100.00	
12/1/25	310500 COMMUNICATIONS 100505 ACCOUNTS PAYABLE	1225	PHONE RHONDA BARNETT	60.00 60.00	
12/1/25	370700 TREASURER- MISC 360300 DEPUTY CLERK WAGE 100505 ACCOUNTS PAYABLE	1225	TREASURER ASSIST CLERK ASSIST RACHELE BOGUE	125.00 125.00 250.00	
12/1/25	311500 HALL MISC. 100505	1225	MATERIALS FOR GUTTER SCREENS JAMES HURLEY	468.98 468.98	

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Purchase Journal**

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ACCOUNTS PAYABLE					
12/1/25	380700 SUPERVISOR SUPP/P 100505 ACCOUNTS PAYABLE	1225A	OFFICE SUPP OLAFUR OLAFSSON	239.32	239.32
12/1/25	311500 HALL MISC. 100505 ACCOUNTS PAYABLE	1225A	GATE LOCKS SPRAGUE FITZSIMONS	74.10	74.10
12/1/25	360500 CLERK SUPPLIES/POS 310500 COMMUNICATIONS 310500 COMMUNICATIONS 100505 ACCOUNTS PAYABLE	1225A	PO BOX OFFICE SUPP OFFICE SUPP RHONDA BARNETT	114.00 153.69 28.61 296.30	
12/1/25	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	1225B	SNOW PLOW JAMES BOGUE	160.00	160.00
12/1/25	360500 CLERK SUPPLIES/POS 100505 ACCOUNTS PAYABLE	1225B	RECORDS STORAGE BINS LISA FITZSIMONS	58.83	58.83
12/1/25	350700 BOARD AMBULANCE 100505 ACCOUNTS PAYABLE	12425	1/26-3/26 CONTRACT PLUS 1621.50 DEC SHORT CENTRAL CASS COUNTY AMBULANCE	38,634.00	38,634.00
12/1/25	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	150663253	FIRE PEST CONTROL ROSE PEST SOLUTIONS	63.00	63.00
12/1/25	311200 FACILITY MAINT 100505 ACCOUNTS PAYABLE	150663717	HALL PEST ROSE PEST SOLUTIONS	65.00	65.00
12/1/25	322100 FIRE EQUIPMENT MAI 100505 ACCOUNTS PAYABLE	17572142	HOSE PLUG- FIRE WS DARLEY & CO	187.20	187.20
12/1/25	322500 FIRE CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	197820808	FIRE EQUIP ULINE	847.63	847.63
12/1/25	310500 COMMUNICATIONS 100505 ACCOUNTS PAYABLE	202501641	WEBSITE MAINT KERRY COLLINS	362.00	362.00
12/1/25	380900 SUPERVISOR TAX ROL 100505 ACCOUNTS PAYABLE	2026-01	SUMMER LATE NOTICE FOLDING CASS COUNTY	4.00	4.00

Penn Township
Purchase Journal

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
12/1/25	380900 SUPERVISOR TAX ROL 100505 ACCOUNTS PAYABLE	2026-06	FOLDING TAX BILLS CASS COUNTY	44.92	44.92
12/1/25	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	4250690278	MAT SERVCIE CINTAS	129.56	129.56
12/1/25	311200 FACILITY MAINT 100505 ACCOUNTS PAYABLE	4906682	FALL CLEANUP SCOTT CHRIS	120.00	120.00
12/1/25	360700 CLERK-PUBLISH/PRINT 380300 SUPERVISOR- ASSESS 380300 SUPERVISOR- ASSESS 351100 BOARD- Weed Control 410500 ZONING-PRINT/PUBLIS 100505 ACCOUNTS PAYABLE	71361729	IM ORDINANCE BOR PUB NOTICE BOR PUBLIC NOTICE DIMAOND WEED PUB BOARD OF APPEALS HERALD PALLADIUM	404.70 82.50 70.50 169.20 44.90 771.80	
12/1/25	322500 FIRE CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	P58138	HELMETS- 10K FUNDED BY GRANT MACQUEEN EQUIPMENT	13,588.73	13,588.73
12/1/25	322300 FIRE MISC 100505 ACCOUNTS PAYABLE	W25A	SEWER/WATER ASSESS PENN TOWNSHIP	135.70	135.70
12/1/25	311500 HALL MISC. 100505 ACCOUNTS PAYABLE	W25B	W25 TAX PENN TOWNSHIP	206.87	206.87
12/8/25	350900 BOARD-LEGAL 100505 ACCOUNTS PAYABLE	120825	legal LAW OFFICE OF SARA SENICA	1,640.00	1,640.00
				86,229.71	86,229.71
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**Penn Township
Payroll Journal**

For the Period From Dec 1, 2025 to Dec 31, 2025

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
12/1/25 JAMES E. BOGUE	320100 100507 350500 100507 350300 100005	24160	2,183.00 31.65 109.15 31.65 31.65 2,042.20	
12/1/25 LISA J. FITZSIMONS	380600 100507 350500 100507 350300 100005	24161	1,554.17 22.54 77.71 22.54 22.54 1,453.92	
12/1/25 ROGER W. LEACH	350100 410100 100507 350500 100507 350300 100005	24162	356.25 600.00 13.87 47.81 13.87 13.87 894.57	
12/1/25 PAUL O. RUTHERFORD	370100 100507 350500 100507 350300 100005	24163	2,183.00 31.65 109.15 31.65 31.65 2,042.20	
12/1/25 ASHLEY N. WENCES	310000 100507 350500 100507 350300 100005	24164	300.00 4.35 15.00 4.35 4.35 280.65	
12/1/25 OLAFUR OLAFSSON	380100 100507 350500 100507 350300 100005	24165	2,183.00 31.65 109.15 31.65 31.65 2,042.20	
12/1/25 SCOTT PETERS	350100 100507 350500 100507 350300 100005	24166	356.25 5.17 17.81 5.17 5.17 333.27	
12/1/25 RHONDA J. BARNETT	360100 100507 100507 350500 100507 350300 100005	24167	2,183.00 82.39 31.65 109.15 31.65 31.65 1,959.81	
			12,071.20	12,071.20