

PENN TOWNSHIP
Regular Meeting
May 12, 2025

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

I. Call to Order

The regularly scheduled meeting of the Penn Township Board of Directors was called to order by Supervisor Olafsson at 6:47 p.m. 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 4/10/2025

Treasurer's Report 4/10/2025

A motion was made by Supervisor Olafsson, duly seconded by Trustee Leach, and passed by unanimous vote, approving the consent agenda.

Clerk Barnett noted an error in the minutes on the spreadsheet that was presented at the last meeting. \$143,569.53 for total amount paid out, there was an error in the formulas, however all the rest of the information was correct. Error was under the expense column.

A motion was made by Supervisor Olafsson to amend the minutes of the April meeting to correct the error, duly seconded by Trustee Leach, and passed by unanimous vote, approving the correction to the minutes.

V. Action Items

- A. Fire Station Update was presented. A 5-acre plot of land on Calvin Center Rd just south of M-60 is the location being considered for the new Penn Township Fire Station. Negotiations with the landowner are ongoing.
- B. Budget Amendments-Add \$1500 for the Deputy Clerk and carry over \$34,000 of unspent Hall Capital Outlay funds from 3/31/2025. The capital outlay funds were not spent in the prior budget year due to delays with contractors. Chief Bogue questioned the status of \$900,000 that is allocated to the Fire Department for 2025. Supervisor Olafsson will discuss with Lisa Fitzsimons.

A motion was made by Supervisor Olafsson to approve the budget amendments, duly seconded by Trustee Leach. Motion carried 4-0 Yes, Barnett, Olafsson, Leach, Peters. No-zero.

C. Parks and Recreation Report

Wendy Grace presented the Parks and Recreation Report, submitted by Lisa Fitzsimons, Parks Director. (See attached)

D. The Domestic and Sexual Abuse Service (DASAS) contract tabled from April's meeting, was revisited. Contribution of \$0.25 per resident was requested by DASAS which equals \$359.25 for Penn Township.

A motion was made by Trustee Leach, duly seconded by Supervisor Olafsson. Motion carried 4-0 Yes, Barnett, Olafsson, Leach, Peters. No-zero.

VI. Informational Items

A. CLERK REPORT

Clerk Barnett reported that she went through her first election process. The township was selected by the state for a random audit.

B. FIRE DEPARTMENT REPORT

Chief Bogue reported that the department went on ten runs in April. The members toured the Paw Paw fire department again. They also participated in a very beneficial extrication exercise with Cass Central Fire Department at Wallace's Storage.

C. CAUA REPORT – no report

D. AMBULANCE REPORT – no report

E. ASSESSOR REPORT - no report

F. ZONING REPORT

Trustee Leach reported that the cell tower, mentioned last month, on Fox/Gards Prairie, was the only activity approved for the month.

VII. Supervisor Comments

Supervisor Olafsson presented the following Road Commission contacts: Quaker Rd from Gards Prairie to Penn; 100 yds of Penn Rd north of M-60; Shurte St leveling & filling; Paradise Lake Rd from Vandalia Village limit to Jeffries; Lakeview Dr; and Indian Lane. Estimated cost: \$211,066

A motion was made by Trustee Leach, duly seconded by Supervisor Olafsson. Motion carried 4-0 Yes, Barnett, Olafsson, Leach, Peters. No-zero.

VIII. Board Comments

Clerk Barnett questioned what was happening with the improvements taking place outside the Township Hall. Supervisor Olafsson commented that this was a budgeted item from last year that is now being done. Gutters are being replaced; building will be power washed and painted the color of the new outbuilding behind it. Trustee Leach questioned the roof's quality, Supervisor Olafsson said he will ask the current contractors on-site to double check it.

Trustee Peters requested being brought up to speed on how the marijuana grow works and requested a possible meeting with area growers. Supervisor Olafsson agreed to email him the stipulations.

Supervisor Olafsson will speak with Kevin Anderson to get a monthly CAUA report from him directly since we have not had a report for a few months.

IX. Public Comments

Public Comments were received.

X. Payment of the Bills

Supervisor Olafsson moved, Trustee Leach supported, that we pay the bills in the amount of \$88,302.41. There was no discussion. Motion carried 4-0 Yes-Barnett, Olafsson, Leach, Peters. No-zero.

A motion was made by Supervisor Olafsson, duly seconded by Trustee Leach, and passed by unanimous vote, approving the adjournment of the meeting at 7:46 p.m.

Respectfully submitted,

Rhonda Barnett, RB
Penn Township Clerk

**May 12, 2025
PENN TOWNSHIP
GENERAL ACCOUNT**

Checking Account balance: April 1, 2025			\$ 2,057,143.78
Total disbursements for April, 2025			143,569.53
Total revenues for April, 2025			283,164.86
<u>Receipt #</u>	<u>Date</u>	<u>Received from</u>	<u>Amount</u>
5299	04/09	RH Investments (Cannabis License)	5,000.00
5300	04/09	Dobberteen Inspections (Plumbing and Mechanical Inspection)	1,970.00
5301	04/09	Next Step Inspections (Personal Property Tax Reimb)	2,259.60
5302	04/09	Adam Dahlgren (Building Permits)	4,420.00
5303	04/14	Wagner Funeral Homes (Penn Cemetery)	100.00
5304	04/14	Dragonfly Kitchen (Cannabis License Fees)	151,000.00
5305	04/19	VOID	
5306	04/19	MPM-C Marshall LLC (Cannabis License)	5,000.00
5308	04/30	Penn Township (W24 Tax Settlement)	107,663.79
April 30, 2025 Balance GW Jones(Interest V#5307 \$5,751.47)			\$ 2,196,739.11
<u>Cash Breakdown</u>			
April 30, 2025 Restricted Funds Fire Dept.			\$ 1,500,000.00
April 30, 2025 Cash Balance			\$ 696,739.11
General Checking Total			\$ 2,196,739.11

Debt Retirement Accounts (\$58.75 Membership each account)

Vandalia Sewer	\$ 38,566.47
Vandalia Water	\$ 70,246.79
Penn Water	\$ 422,356.37

Paul Rutherford, Penn Township Treasurer

Penn Township Purchase Journal

For the Period From May 5, 2025 to May 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
5/7/25	351100 BOARD- Weed Control 100505 ACCOUNTS PAYABLE	00202594	DONNELL WEED ADMIN PROGRESSIVE A&E	1,750.00	 1,750.00
5/7/25	311300 HALL CAPITAL OUTLAY 100505 ACCOUNTS PAYABLE	041325	PARTIAL ROOF REPAIR JAMES HURLEY	3,000.00	 3,000.00
5/7/25	340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	042225	mech plumb inspect DOBBERTEEN INSPECTIONS, INC.	2,480.30	 2,480.30
5/7/25	380300 SUPERVISOR- ASSESS 100505 ACCOUNTS PAYABLE	052025	ASSESSING ASSESSING SOLUTIONS	3,518.29	 3,518.29
5/7/25	310700 HALL ELECT/STREET L 321500 FIRE ELECTRIC 100505 ACCOUNTS PAYABLE	0525	SEWER SEWER CAUA	300.00 500.00	 800.00
5/7/25	351900 BOARD MISC 100505 ACCOUNTS PAYABLE	0525	ANNUAL SERVICES DOMESTIC ASSAULT SHELTER	359.25	 359.25
5/7/25	310500 COMMUNICATIONS 100505 ACCOUNTS PAYABLE	0525	HALL INTERNET MIDWEST ENERGY COOP	400.00	 400.00
5/7/25	320200 FIRE DEPT TRAVEL 100505 ACCOUNTS PAYABLE	0525	TRAVEL JAMES BOGUE	150.00	 150.00
5/7/25	360500 CLERK SUPPLIES/POS 100505 ACCOUNTS PAYABLE	0525	INTERNET LISA FITZSIMONS	112.00	 112.00
5/7/25	310700 HALL ELECT/STREET L 100505 ACCOUNTS PAYABLE	0525	ELECTRIC AEP	240.00	 240.00
5/7/25	370300 TREASURER-SUPPLIE 100505 ACCOUNTS PAYABLE	0525	INTERNET PAUL RUTHERFORD	112.00	 112.00
5/7/25	322500 FIRE CAPITAL OUTLAY 322100 FIRE EQUIPMENT MAI 322300 FIRE MISC 320600 FIRE TRAINING	0525	RADIO 800 MG SPECIAL PURCHASE FIRE NOZZLES FIRE MISC FIRE TRAINING	18,220.00 349.16 142.18 196.93	

**Penn Township
Purchase Journal
For the Period From May 5, 2025 to May 31, 2025**

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	321900 FIRE BLDG MAINT/REP		FIRE BLDG SUPP	11.93	
	100505 ACCOUNTS PAYABLE		PENN TOWNSHIP FIRE DEPART		18,920.20
5/7/25	310900 HALL FUEL OIL	0525	GAS	140.00	
	321700 FIRE FUEL OIL		GAS	560.00	
	100505 ACCOUNTS PAYABLE		SEMCO ENERGY		700.00
5/7/25	310500 COMMUNICATIONS	0525	PHONE	336.16	
	100505 ACCOUNTS PAYABLE		VERIZON WIRELESS		336.16
5/7/25	310500 COMMUNICATIONS	0525	PHONE	60.00	
	100505 ACCOUNTS PAYABLE		OLAFUR OLAFSSON		60.00
5/7/25	340100 BLDG INSPECT WAGE	0525	BLDG INSPECT	6,472.75	
	340100 BLDG INSPECT WAGE		OFFICE	140.00	
	100505 ACCOUNTS PAYABLE		ADAM DAHLGREN		6,612.75
5/7/25	360900 CLERK- ELECTIONS	0525	SCHOOL ELECT	225.00	
	100505 ACCOUNTS PAYABLE		ALEXIS MILLIRANS		225.00
5/7/25	360900 CLERK- ELECTIONS	0525	SCHOOL ELECT CHAIR	275.00	
	100505 ACCOUNTS PAYABLE		LINDSAY GORHAM		275.00
5/7/25	351900 BOARD MISC	0525	SEC	175.00	
	100505 ACCOUNTS PAYABLE		GREG PRICE		175.00
5/7/25	360900 CLERK- ELECTIONS	0525	SCHOOL ELECT	225.00	
	100505 ACCOUNTS PAYABLE		MACKENZIE BOYER		225.00
5/7/25	360900 CLERK- ELECTIONS	0525	SCHOOL ELECTION	225.00	
	100505 ACCOUNTS PAYABLE		NOLA HAWKINS		225.00
5/7/25	310500 COMMUNICATIONS	0525	PHONE	60.00	
	100505 ACCOUNTS PAYABLE		RHONDA BARNETT		60.00
5/7/25	360900 CLERK- ELECTIONS	0525	SCHOOL ELECT	225.00	
	100505 ACCOUNTS PAYABLE		RACHELE BOGUE		225.00
5/7/25	360500	0525A	COPY PAPER	50.87	

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	CLERK SUPPLIES/POS 100505 ACCOUNTS PAYABLE		LISA FITZSIMONS		50.87
5/7/25	311500 HALL MISC. 100505 ACCOUNTS PAYABLE	0525A	HALL SUPP	95.34	
			SPRAGUE FITZSIMONS		95.34
5/7/25	360900 CLERK- ELECTIONS 360300 DEPUTY CLERK WAGE 100505 ACCOUNTS PAYABLE	0525A	ELECTION TRAIN	50.00	
			CLERK ASSIS	150.00	
			RACHELE BOGUE		200.00
5/7/25	311400 PARKS PROGRAMMIN 100505 ACCOUNTS PAYABLE	0525B	PARKS SUPP	90.44	
			LISA FITZSIMONS		90.44
5/7/25	311200 FACILITY MAINT 100505 ACCOUNTS PAYABLE	1011	MAINT	1,000.00	
			SPRAGUE FITZSIMONS		1,000.00
5/7/25	320600 FIRE TRAINING 100505 ACCOUNTS PAYABLE	113410	FIRE TRAINING	2,972.14	
			TARGET SOLUTIONS LEARNING LLC		2,972.14
5/7/25	340100 BLDG INSPECT WAGE 100505 ACCOUNTS PAYABLE	1143	elect inspect	1,152.60	
			NEXT STEP INSPECTIONS LLC		1,152.60
5/7/25	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	11609347T181	TRASH SERVICE	501.00	
			HIMCO		501.00
5/7/25	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	12928	STONE	731.25	
			CRIPPS EXCAVATING, INC.		731.25
5/7/25	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	150644566	FIRE PEST	63.00	
			ROSE PEST SOLUTIONS		63.00
5/7/25	311200 FACILITY MAINT 100505 ACCOUNTS PAYABLE	150645097	HALL PEST	65.00	
			ROSE PEST SOLUTIONS		65.00
5/7/25	370300 TREASURER-SUPPLIE 100505 ACCOUNTS PAYABLE	160601	TAX SYSTEM	1,040.00	
			BS&A SOFTWARE		1,040.00
5/7/25	310100 HALL MISC. SERVICES 100505 ACCOUNTS PAYABLE	20098	SUPPLIES	135.00	
			BENDER ELECTRIC		135.00

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5/7/25	400100 CEMETERY CONTRAC 321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	20250022	LAWNCARE	774.40	
			LAWNCARE	292.20	
			KLIPPERS LAWN CARE SERVIC		1,066.60
5/7/25	400100 CEMETERY CONTRAC 100505 ACCOUNTS PAYABLE	20250031	CEM SPRING CLEANUP	990.00	
			KLIPPERS LAWN CARE SERVIC		990.00
5/7/25	310500 COMMUNICATIONS 100505 ACCOUNTS PAYABLE	202501586	WEBSITE MAINT	362.00	
			KERRY COLLINS		362.00
5/7/25	360900 CLERK- ELECTIONS 100505 ACCOUNTS PAYABLE	202501590	QVF PRINTER	187.50	
			KERRY COLLINS		187.50
5/7/25	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	23057	ALARM SERVICE MAINT	105.00	
			HAAS SYSTEMS		105.00
5/7/25	320700 FIRE-OPERATING (GAS 100505 ACCOUNTS PAYABLE	24589	FIRE GAS	165.85	
			SERVICE OIL CO.		165.85
5/7/25	400100 CEMETERY CONTRAC 100505 ACCOUNTS PAYABLE	25.015	CEMETERY TREE CLEANUP XIV RANCH	3,600.00	
					3,600.00
5/7/25	352300 BOARD - ROAD COMM 100505 ACCOUNTS PAYABLE	25.016	FILLEY DR	17,000.00	
			XIV RANCH		17,000.00
5/7/25	311200 FACILITY MAINT 100505 ACCOUNTS PAYABLE	25108472	PORTABLE TOILET	124.00	
			VRT ENTERPRISES, INC.		124.00
5/7/25	321900 FIRE BLDG MAINT/REP 100505 ACCOUNTS PAYABLE	4227171768	MAT SERVICE	98.17	
			CINTAS		98.17
5/7/25	380700 SUPERVISOR SUPP/P 100505 ACCOUNTS PAYABLE	519261	BAL DUE ON ASSESS MAIL- 325 AP MARANA GROUP	90.85	
					90.85
5/7/25	360500 CLERK SUPPLIES/POS 100505 ACCOUNTS PAYABLE	525B	RECORDER	62.52	
			RACHELE BOGUE		62.52
5/7/25	322100 FIRE EQUIPMENT MAI	8033/8455/9185	FIRE SUPP	261.98	

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Purchase Journal****For the Period From May 5, 2025 to May 31, 2025**

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Date	Account ID Account Description	Invoice/CM #	Line Description	Debit Amount	Credit Amount
	100505 ACCOUNTS PAYABLE		WB HAYDEN AND SONS		261.98
5/7/25	322300 FIRE MISC	908752	FIRE UNIFORM SUPP	266.43	
	100505 ACCOUNTS PAYABLE		NYE UNIFORM		266.43
5/7/25	322100 FIRE EQUIPMENT MAI	P47014	FIRE SUPP	405.00	
	100505 ACCOUNTS PAYABLE		MACQUEEN EQUIPMENT		405.00
5/7/25	322100 FIRE EQUIPMENT MAI	P48303	FIRE SUPP	610.95	
	100505 ACCOUNTS PAYABLE		MACQUEEN EQUIPMENT		610.95
				74,454.44	74,454.44

Penn Township Payroll Journal

For the Period From May 4, 2025 to Jun 30, 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
5/7/25 JAMES E. BOGUE	320100 100507 350500 100507 350300 100005	23824	2,183.00 31.65	 31.65 109.15 31.65 2,042.20
5/7/25 LISA J. FITZSIMONS	380600 100507 350500 100507 350300 100005	23825	1,554.17 22.54	 22.54 77.71 22.54 1,453.92
5/7/25 ROGER W. LEACH	350100 410100 100507 350500 100507 350300 100005	23826	356.25 600.00 13.87	 13.87 47.81 13.87 894.57
5/7/25 PAUL O. RUTHERFORD	370100 100507 350500 100507 350300 100005	23827	2,183.00 31.65	 31.65 109.15 31.65 2,042.20
5/7/25 ASHLEY N. WENCES	310000 100507 350500 100507 350300 100005	23828	300.00 4.35	 4.35 15.00 4.35 280.65
5/7/25 OLAFUR OLAFSSON	380100 100507 350500 100507 350300 100005	23829	2,183.00 31.65	 31.65 109.15 31.65 2,042.20
5/7/25 SCOTT PETERS	350100 100507 350500 100507 350300 100005	23830	356.25 5.17	 5.17 17.81 5.17 333.27
5/7/25 RHONDA J. BARNETT	360100 100507 100507 350500 100507 350300 100005	23831	2,183.00 31.65	 82.39 31.65 109.15 31.65 1,959.81
			12,071.20	12,071.20