



# PENINSULA TOWNSHIP

13235 Center Road, Traverse City MI 49686

[www.peninsulatownship.com](http://www.peninsulatownship.com)

**Township Board Special Meeting**

**Township Conference Room**

**Tuesday, January 28, 3:00 p.m.**

**Agenda**

1. **Call to Order**
2. **Pledge**
3. **Roll Call**
4. **Brief Citizen Comments (for agenda items only)**
5. **Approve Agenda**
6. **Conflict of Interest**
7. **Consent Agenda:** any member of the board, staff, or the public may ask that any item on the consent agenda be removed and placed elsewhere on the agenda for full discussion
  1. Invoices (recommend approval)
  2. Permission for Old Mission Peninsula United Methodist Church to post signs on the peninsula for upcoming public events in 2020
  3. Approve purchase of automated external defibrillator (AED) to be placed at Mission Point Lighthouse
  4. Approve purchase of air conditioner for Mission Point Lighthouse
  5. Approve line item budget amendment for the Peninsula Township Fire Department
8. **Business: None**
9. **Citizen Comments**
10. **Board Comments**
11. **Adjournment**

Peninsula Township has several portable hearing devices available for audience members. If you would like to use one, please ask the clerk.

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Rebecca Chown, Clerk

Posted: Thursday, January 23, 2020

5:00 p.m.

**Special Meeting  
Consent Agenda  
01-28-2020**

## Zoning

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**From:** Treasurer <ompumc.treasurer@gmail.com>  
**Sent:** Friday, January 17, 2020 10:20 AM  
**To:** zoning@peninsulatownship.com  
**Subject:** Old Mission Peninsula United Methodist Church - Signage 2020

Hi Christina,

We would like to get permissions to post signs on the peninsula for our upcoming public events in 2020. Last year we talked about submitting them all at once for approval to the township board. We had our board meeting last night and these are the dates for this year:

**1. Treasure Sale (Week of Saturday May 16)**

4 18"x24" corrugated plastic yard signs with metal stakes

2 2-3'x4-5' vinyl banner signs with grommets (one to hang between poles at the south fire department and other at the church)

**2. Chicken Barbecue (Week of Saturday, June 27)**

4 18"x24" corrugated plastic yard signs with metal stakes

2 2-3'x4-5' vinyl banner signs with grommets (one to hang between poles at the south fire department and other at the church)

**3. Harvest Dinner (Week of Saturday Oct. 3)**

4 18"x24" corrugated plastic yard signs with metal stakes

2 2-3'x4-5' vinyl banner signs with grommets (one to hang between poles at the south fire department and other at the church)

**4. Christmas Bazaar (Week of Saturday, Nov. 14)**

4 18"x24" corrugated plastic yard signs with metal stakes

2 2-3'x4-5' vinyl banner signs with grommets (one to hang between poles at the south fire department and other at the church)

For Twp / LIGHTHOUSE?

## PENINSULA TOWNSHIP FIRE DEPARTMENT COMMUNITY AED PROGRAM



Cardiac Science G5  
\$1,349  
G5 Semi Auto dual language  
English/Spanish AED, G5  
IntelliSense Battery, Set G5  
Intellisense adult defibrillation  
pads, Slim Carry Case



Peninsula Township Fire Department has created a program to increase the number of AEDs in the community with the goal of increasing the SCA (sudden cardiac arrest) survival rate. PTFD will provide discounted pricing on AEDs, wall cabinets, and training on the AEDs. Optional service plans will also be available on request.

### Cabinet Options



Price: \$66  
This metal AED wall mounted storage sleeve is an economical and attractive AED storage device, which keeps your AED in an easily accessible location



Price: \$170  
FULLY ENCLOSED.  
Constructed with a red ABS plastic chassis with a clear anti-UV polycarbonate cover, AIVIA cabinets are extremely lightweight and durable. The clear cover allows for easy inspection of the AED

**For more information please contact Kyle Sarber at (231)  
360-1830 or [ksarber2@gmail.com](mailto:ksarber2@gmail.com)**



Jan 10, 2020

Peninsula Township  
13235 Center Road  
Traverse City, MI 49686  
Phone: 223-7322 Fax: 223-7117

Ref: Old Mission Light House 30500 Center Rd, Traverse City, MI 49686

Attn: Ginger Schultz 231-645-0759

The following is our proposal for the above-mentioned project.

**Add Air Conditioning:**

- (1) Carrier ACB030 13 SEER 2.5-ton air conditioning condenser (10-year parts and compressor warranty) to sit on east side of house
- (1) Carrier matching 2.5-ton AC coil with factory TXV metering device
- Custom transition from coil to existing plenum
- Condensate to existing pump
- Honeywell programable Wifi thermostat
- New copper refrigerant lines from indoor coil to outdoor condenser
- 3" condenser pad
- Start up, check and test system

**Total.....\$3,485**

**Options:**

- Add \$500 for same as above except 16 SEER (Seasonal Energy Efficiency Ratio) condenser instead of 13 SEER

**Clarifications**

- Electrical to condenser not included in proposal, D&W can coordinate if desired

Respectfully,  
D&W Mechanical

Mike Litwiller



Peninsula Township Fire Department  
14247 Center Rd.  
Traverse City, Michigan 49686  
PH: 231-223-4443  
*firechief@peninsulatownship.com*



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Re: Budget Amendment

January 21, 2020

Dear Township Board,

I am writing to request a budget amendment for fire department budget line item Capital outlay 206-000-970 in the amount of \$18,105.00 which is grant money from the Tribe that we will receive on January 30<sup>th</sup>, 2020. This money will be used to purchase turnout gear and a turbo draft device. An \$5000.00 grant was received early in 2019 to buy a Lucas device which performs chest compressions. The fire department is extremely grateful to the Tribe for this grant. The total amendment for line item 206-000-970 from Tribe grants will be \$23,105.00.

Additionally, other items were purchased with permission from the supervisor to enhance the department's ability to provide a high level of service. These items include fire hose (\$9100.00 broken into multiple invoices) and fire hose adaptors (\$1765.23 for ISO compliance), rope rescue equipment (\$1087.91), a RIT pack (which is used to rescue a downed firefighter \$975.00), flash lights (\$601.32), snow tires for utility truck (\$938.24), salt spreader (\$754.72), hand tools (\$121.57), ground ladder (\$1061.99), and fire boots (\$1069.86) Total for all equipment was \$17,475.84. Please amend capital outlay 206-000-970 by \$17,475.84. All items were purchased using competitive pricing. The fire hose price came through group pricing based off cost given to Traverse City fire department who had just bid out the price of fire hose. None of the singular invoices exceeded \$3500.00 dollars.

Please approve this request so the capital outlay line item does not show in the negative.

Sincerely,

Fire Chief Fred Gilstorff

**PENINSULA TOWNSHIP  
INVOICE REGISTER**

**For Invoices Scheduled for Payment on: 1/28/2020 12:**

VENDOR INFORMATION	INVOICE INFORMATION	
<b>AIRGAS USA</b>	<b>Amount of Invoice Paid:</b>	<b>\$30.61</b>
	<b>OXYGEN RENTAL</b>	
	<i>Distribution:</i>	
	<i>206-000-932.000</i>	<i>Ambulance Supplies</i> 30.61
<b>ARTS AUTO &amp; TRUCK PARTS, INC.</b>	<b>Amount of Invoice Paid:</b>	<b>\$41.23</b>
	<b>VEHICLE MAINTENANCE</b>	
	<i>Distribution:</i>	
	<i>206-000-939.000</i>	<i>Vehicle Maintenance</i> 41.23
<b>BLUE CROSS BLUE SHIELD OF MICH</b>	<b>Amount of Invoice Paid:</b>	<b>\$6,908.09</b>
	<b>HEALTH INSURANCE</b>	
	<i>Distribution:</i>	
	<i>704-000-227.020</i>	<i>Medical Insurance Withholding</i> 6,908.09
<b>BOUND TREE MEDICAL</b>	<b>Amount of Invoice Paid:</b>	<b>\$65.25</b>
	<b>MED SUPPLIES</b>	
	<i>Distribution:</i>	
	<i>206-000-932.000</i>	<i>Ambulance Supplies</i> 65.25
<b>BOUND TREE MEDICAL</b>	<b>Amount of Invoice Paid:</b>	<b>\$93.53</b>
	<b>MED SUPPLIES</b>	
	<i>Distribution:</i>	
	<i>206-000-932.000</i>	<i>Ambulance Supplies</i> 93.53
<b>BOUND TREE MEDICAL</b>	<b>Amount of Invoice Paid:</b>	<b>\$95.40</b>
	<b>MED SUPPLIES</b>	
	<i>Distribution:</i>	
	<i>206-000-932.000</i>	<i>Ambulance Supplies</i> 95.40
<b>CARDMEMBER SERVICE</b>	<b>Amount of Invoice Paid:</b>	<b>\$1,616.18</b>
	<b>SUPPLIES</b>	
	<i>Distribution:</i>	
	<i>206-000-726.000</i>	<i>Supplies</i> 226.28
	<i>206-000-880.000</i>	<i>Community Promotions</i> 252.00
	<i>206-000-970.000</i>	<i>Capital Outlay</i> 1,087.91
	<i>206-000-850.CHC</i>	<i>Charter Communications</i> 49.99
<b>CONSUMERS ENERGY</b>	<b>Amount of Invoice Paid:</b>	<b>\$726.47</b>
	<b>LIGHTS/ELECTRICITY</b>	
	<i>Distribution:</i>	
	<i>206-000-921.000</i>	<i>Electricity</i> 726.47

**PENINSULA TOWNSHIP  
INVOICE REGISTER**

**For Invoices Scheduled for Payment on: 1/28/2020 12:**

<b>VENDOR INFORMATION</b>	<b>INVOICE INFORMATION</b>	
<b>CONSUMERS ENERGY</b>	<b>Amount of Invoice Paid:</b>	<b>\$2.15</b>
	<b>LED STREET LIGHTS</b>	
	<i>Distribution:</i>	
	206-000-926.000 Street Lighting	2.15
<b>CONSUMERS ENERGY</b>	<b>Amount of Invoice Paid:</b>	<b>\$23.41</b>
	<b>STREET LIGHTS</b>	
	<i>Distribution:</i>	
	206-000-926.000 Street Lighting	23.41
<b>CRYSTAL FLASH PETROLEUM</b>	<b>Amount of Invoice Paid:</b>	<b>\$287.73</b>
	<b>FUEL</b>	
	<i>Distribution:</i>	
	206-000-751.000 Gas & Oil	287.73
<b>DUNDEE FIRE SAFETY</b>	<b>Amount of Invoice Paid:</b>	<b>\$161.00</b>
	<b>FIRE INSTRUCTOR BOOKS</b>	
	<i>Distribution:</i>	
	206-000-957.000 Newspapers/Books/ Magazines	161.00
<b>FIRE EQUIPMENT ASSOCIATES</b>	<b>Amount of Invoice Paid:</b>	<b>\$2,660.00</b>
	<b>FIRE HOSE</b>	
	<i>Distribution:</i>	
	206-000-970.000 Capital Outlay	2,660.00
<b>FIRE RECOVERY EMS</b>	<b>Amount of Invoice Paid:</b>	<b>\$368.91</b>
	<b>EMS BILLING</b>	
	<i>Distribution:</i>	
	206-000-818.000 Contractual Services	368.91
<b>FIRST DUE FIRE SUPPLY</b>	<b>Amount of Invoice Paid:</b>	<b>\$121.57</b>
	<b>HAND TOOL</b>	
	<i>Distribution:</i>	
	206-000-970.000 Capital Outlay	121.57
<b>GOURDIE-FRASER, INC</b>	<b>Amount of Invoice Paid:</b>	<b>\$5,625.00</b>
	<b>STN 3 - CONSTRUCTION</b>	
	<i>Distribution:</i>	
	206-000-970.FH3 Capital Outlay Station #3	5,625.00



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**PENINSULA TOWNSHIP  
INVOICE REGISTER**

**For Invoices Scheduled for Payment on: 1/28/2020 12:**

**VENDOR INFORMATION****INVOICE INFORMATION**

GRAND TRAVERSE COUNTY

**Amount of Invoice Paid: \$665.00**  
**DEVICES TO IMPROVE NOTIFICATION**

*Distribution:*

206-000-851.000	Radio Maintenance	665.00
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KOPY SALES, INC.

**Amount of Invoice Paid: \$97.07**  
**COPY CHARGES**

*Distribution:*

206-000-818.COP	Copier & Copier Supplies	97.07
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MUNSON MEDICAL CENTER

**Amount of Invoice Paid: \$150.00**  
**MEDICAL SUPPLIES**

*Distribution:*

206-000-932.000	Ambulance Supplies	150.00
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MUTUAL OF OMAHA

**Amount of Invoice Paid: \$145.50**  
**GROUP LIFE INSURANCE**

*Distribution:*

206-000-712.000	Hospitalization/Life Insuranc	145.50
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NYE UNIFORM

**Amount of Invoice Paid: \$64.50**  
**UNIFORM SHOES**

*Distribution:*

206-000-935.000	Uniforms	64.50
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NYE UNIFORM

**Amount of Invoice Paid: \$137.00**  
**PANTS - LIPKE**

*Distribution:*

206-000-935.000	Uniforms	137.00
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OVERHEAD DOOR

**Amount of Invoice Paid: \$265.18**  
**GARAGE DOOR REPAIR STN 1**

*Distribution:*

206-000-930.000	Stations Repairs and Maintenance	265.18
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PHOENIX SAFETY OUTFITTERS

**Amount of Invoice Paid: \$1,069.86**  
**FIRE BOOTS**

*Distribution:*

206-000-970.000	Capital Outlay	1,069.86
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**PENINSULA TOWNSHIP  
INVOICE REGISTER**

**For Invoices Scheduled for Payment on: 1/28/2020 12:**

**VENDOR INFORMATION**

**KYLE SARBER**

**INVOICE INFORMATION**

**Amount of Invoice Paid: \$80.00  
MEDIC LICENSE REIMBURSEMENT**

*Distribution:*

*206-000-960.000*

*Education & Training*

*80.00*

**Total Amount Disbursed: \$21,500.64**

C

**PENINSULA TOWNSHIP  
INVOICE REGISTER**

**For Invoices Scheduled for Payment on: 1/28/2020 12:**

**VENDOR INFORMATION****INVOICE INFORMATION**

<b>AFLAC</b>	<b>Amount of Invoice Paid:</b>	<b>\$978.86</b>
	<b>SUPPLEMENTAL INSURANCE</b>	

*Distribution:*

750-000-227.050	Supplemental Insurance	115.20
750-000-227.050	Supplemental Insurance	68.12
750-000-227.050	Supplemental Insurance	32.98
750-000-227.050	Supplemental Insurance	73.80
750-000-227.050	Supplemental Insurance	50.90
750-000-227.050	Supplemental Insurance	32.04
750-000-227.050	Supplemental Insurance	78.36
750-000-227.050	Supplemental Insurance	95.64
750-000-227.050	Supplemental Insurance	130.28
750-000-227.050	Supplemental Insurance	114.68
750-000-227.050	Supplemental Insurance	111.96
750-000-227.050	Supplemental Insurance	19.92
750-000-227.050	Supplemental Insurance	55.08

**BLUE CROSS BLUE SHIELD OF MICH**

	<b>Amount of Invoice Paid:</b>	<b>\$7,715.88</b>
	<b>HEALTH INSURANCE</b>	

*Distribution:*

101-209-712.000	Medical/Life Insurance	972.58
101-253-712.000	Hospitalization/Life Insurance	1,249.92
101-420-712.000	Hospitalization/Life Insurance	416.47
101-400-712.000	Hospitalization/Life Insurance	767.53
101-400-712.000	Hospitalization/Life Insurance	1,478.72
101-215-712.000	Hospitalization/Life Insurance	637.06
704-000-227.020	MEDICAL INSURANCE WITHHOLDING - TWP	974.53
704-000-227.020	MEDICAL INSURANCE WITHHOLDING - FIRE	1,219.07

**CAPITAL ONE COMMERCIAL**

	<b>Amount of Invoice Paid:</b>	<b>\$245.60</b>
	<b>REPAIR &amp; CLEANING SUPPLIES</b>	

*Distribution:*

101-173-726.000	Supplies	99.99
101-101-726.000	Supplies	11.48
101-265-726.000	Supplies	126.98
508-000-726.000	Supplies	7.15

**CARDMEMBER SERVICE**

	<b>Amount of Invoice Paid:</b>	<b>\$929.81</b>
	<b>SUPPLIES</b>	

*Distribution:*

508-000-818.BGC	Background Checks	16.95
508-000-818.SEC	Security	24.99
101-209-814.000	Software License & Support	19.95
101-215-814.200	Publishing Software	31.78
101-215-960.000	EDUCATION & TRAINING - DEPOSIT	440.44
101-253-726.000	Supplies	40.45
101-253-724.000	Postage	333.00
101-400-814.000	Software License & Support	22.25

C

**PENINSULA TOWNSHIP  
INVOICE REGISTER**

**For Invoices Scheduled for Payment on: 1/28/2020 12:**

**VENDOR INFORMATION****INVOICE INFORMATION****CONSUMERS ENERGY**

**Amount of Invoice Paid: \$1,050.39**  
**STREET LIGHTS**

*Distribution:*

101-265-921.000	Electricity	504.48
101-265-926.000	Street Lighting	16.16
209-000-921.000	Electricity	25.36
101-265-921.BJN	ELECTRICITY-BIG JOHNS	97.19
208-751-926.000	Street Lighting	18.81
208-751-921.000	Electricity	78.69
212-000-921.000	Electricity	27.41
215-000-921.000	Electricity	221.46
508-000-921.000	Electricity	60.83

**CONSUMERS ENERGY**

**Amount of Invoice Paid: \$31.14**  
**ST. LIGHTS - LED UPGRADES**

*Distribution:*

101-000-226.010	Franklin Wds., St.light	1.07
596-000-926.000	STREET LIGHTING--COMPACTOR	1.07
101-265-926.000	Street Lighting	4.31
101-000-226.000	Pen.Hills Townhouses,St.light	1.07
101-000-226.075	Underwood Farms Street Light	1.07
208-751-926.000	Street Lighting	4.30
101-000-226.030	OMPS, Street Lighting	1.07
101-000-226.040	Cherrywood Commons, St. Light	1.07
101-000-226.060	Mission Hills, Street Light	15.04
101-000-226.070	Congregational Church Lightin	1.07

**CONSUMERS ENERGY**

**Amount of Invoice Paid: \$335.40**  
**STREET LIGHTS**

*Distribution:*

101-000-226.010	Franklin Wds., St.light	10.87
596-000-926.000	STREET LIGHTING--COMPACTOR	18.03
101-265-926.000	Street Lighting	52.84
101-000-226.000	Pen.Hills Townhouses,St.light	14.71
101-000-226.075	Underwood Farms Street Light	19.28
208-751-926.000	LIGHTS	41.84
101-000-226.030	OMPS, Street Lighting	10.46
101-000-226.040	Cherrywood Commons, St. Light	10.46
101-000-226.060	Mission Hills, Street Light	146.45
101-000-226.070	Congregational Church Lightin	10.46

**CRAIN SYSTEMS GROUP LLC**

**Amount of Invoice Paid: \$260.00**  
**UPGRADE LAPTOP**

*Distribution:*

101-215-818.000	Contractual Services	260.00
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C

**PENINSULA TOWNSHIP  
INVOICE REGISTER**

**For Invoices Scheduled for Payment on: 1/28/2020 12:**

**VENDOR INFORMATION****INVOICE INFORMATION****CRAIN SYSTEMS GROUP LLC**

**Amount of Invoice Paid: \$175.00**  
**ONSITE SVC LAPTOP**

*Distribution:*

101-215-818.000	Contractual Services	175.00
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**FOLEY & MANSFIELD**

**Amount of Invoice Paid: \$3,541.66**  
**CONTRACT SVS**

*Distribution:*

101-101-818.000	Contractual Services	3,541.66
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**GOURDIE-FRASER, INC**

**Amount of Invoice Paid: \$425.00**  
**HASEROT - ARMY CORP PERMIT**

*Distribution:*

208-751-930.000	Repairs and Maintenance	425.00
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**JOHN HANCOCK LIFE INSURANCE CO**

**Amount of Invoice Paid: \$11,957.21**  
**PENSION**

*Distribution:*

704-000-227.070	PENSION - DUE TO JOHN HANCOCK	11,283.86
704-000-227.FPN	3% Fire Employee Pension Contribution	673.35

**KWIK PRINT**

**Amount of Invoice Paid: \$6,622.46**  
**WINTER NEWSLETTER PRINTING**

*Distribution:*

101-215-900.000	Publishing	6,622.46
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**LOLA JACKSON**

**Amount of Invoice Paid: \$66.00**  
**A/V BALLOT POSTAGE**

*Distribution:*

101-191-724.000	Postage	66.00
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**LOLA JACKSON**

**Amount of Invoice Paid: \$21.28**  
**MILEAGE - PREPARE/MAIL A/V BALLOT AP**

*Distribution:*

101-191-870.000	Mileage	21.28
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**ROBERT K MANIGOLD**

**Amount of Invoice Paid: \$14.05**  
**MTA LUNCH**

*Distribution:*

101-171-965.000	Meetings	14.05
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**PENINSULA TOWNSHIP  
INVOICE REGISTER**

**For Invoices Scheduled for Payment on: 1/28/2020 12:**

**VENDOR INFORMATION****INVOICE INFORMATION****ROBERT K MANIGOLD**

**Amount of Invoice Paid: \$9.85**  
**SUPERVISORS LUNCH**

*Distribution:*

101-171-965.000	Meetings	9.85
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**MICHIGAN RESEARCHERS ASSOC., INC**

**Amount of Invoice Paid: \$450.00**  
**RESEARCH/CONTRACT SERVICES**

*Distribution:*

101-400-818.000	Contractual Services	450.00
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**MISSION AWARDS**

**Amount of Invoice Paid: \$30.00**  
**NAME BADGES; KEY FOB**

*Distribution:*

508-000-726.KPR	Keper Quarter Supplies	30.00
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**MUTUAL OF OMAHA**

**Amount of Invoice Paid: \$123.68**  
**GROUP LIFE INSURANCE**

*Distribution:*

101-253-712.000	Hospitalization/Life Insurance	21.83
101-209-712.000	Medical/Life Insurance	14.55
101-215-712.000	Hospitalization/Life Insurance	29.10
101-420-712.000	Hospitalization/Life Insurance	14.55
101-171-712.000	Hospitalization/Life Insurance	14.55
101-400-712.000	Hospitalization/Life Insurance	14.55
101-173-712.000	Hospitalization/Life Insurance	14.55

**OLIVER & CO. PROP SOLUTIONS**

**Amount of Invoice Paid: \$4,850.00**  
**REMOVE OLD FENCE; BUILD NEW ONE**

*Distribution:*

508-000-970.000	Capital Outlay/MiscExpenditures	4,850.00
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**GINGER SCHULTZ**

**Amount of Invoice Paid: \$62.99**  
**MILEAGE**

*Distribution:*

508-000-870.000	Mileage	62.99
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**STAPLES CREDIT PLAN**

**Amount of Invoice Paid: \$248.48**  
**OFFICE SUPPLIES**

*Distribution:*

101-173-726.000	Supplies	39.52
101-191-726.000	Supplies	13.98
101-253-726.000	Supplies	194.98

**PENINSULA TOWNSHIP  
INVOICE REGISTER**

**For Invoices Scheduled for Payment on: 1/28/2020 12:**

**VENDOR INFORMATION**

**INVOICE INFORMATION**

**USPS**

**Amount of Invoice Paid: \$1,321.57  
POSTAGE FOR WINTER NEWSLETTER**

*Distribution:*

101-215-724.000	POSTAGE - NEWSLETTER	1,321.57
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**ROBERT WILKINSON**

**Amount of Invoice Paid: \$3,000.00  
CONTRACT: PARKS & TWP MAINTENANCE**

*Distribution:*

101-265-818.000	CONTRACTUAL SERVICES - BULDG & GROUND	150.00
208-751-818.000	CONTRACTUAL SERVICES - PARKS	1,710.00
508-000-818.000	Contractual Services	450.00
209-000-818.000	Contractual Services	540.00
596-000-818.000	Contractual Services	90.00
212-000-818.000	Contractual Services	60.00

**ROBERT WILKINSON**

**Amount of Invoice Paid: \$1,316.00  
TWP HALL & OFFICE CLEANING**

*Distribution:*

101-265-818.000	Contractual Services	1,316.00
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**Total Amount Disbursed: \$45,782.31**