

**Penn Township Trustee**  
**Board Meeting Agenda**  
**January 5<sup>th</sup>, 2016**  
**Penn Township Trustee's Office**

1. Call to Order – Kent Hizer
2. Pledge of Allegiance
3. Approval of Minutes-December Minutes
4. New Business
  - Swear in Firefighter Matthew Hamilton to the rank of Lieutenant
  - Election of President & Secretary
  - Adoption of Resolution 2016-1 Policy on Materiality & Process for Reporting Material Items
  - Signing of new Nepotism in Employment & Contracting Policy
  - Complete Official Bond & Oath for Kent Hizer & Lynda Kay Smith
  - Schedule March & April Board Meetings
5. Old Business
  - Agreement w/Mishawaka Food Pantry
  - Fraud Lawsuit
  - Jeff Dean/Sarah Sharp
6. Fire Chief's Report
7. Monthly Review of Budget & TA-7
8. Trustee Report
9. Adjourn

**Next Board Meetings:**

**February 8th, 2016 @6:30pm**  
**Penn Township Fire Station McKinley Highway**