

PENN TOWNSHIP ADVISORY BOARD

BOARD MEETING MINUTES

Date: 5 January 2016

Time: 6:30 pm

Location: Penn Township Office

I. CALL TO ORDER & PLEDGE OF ALLEGIANCE

- Doris Portolese called the meeting to order
- Chief VanBrauene led the Pledge of Allegiance

II. ROLL CALL

In Attendance:

Kent Hizer, Matthew Lentsch, Dave Schmidt, Doris J. Portolese

Chief VanBrauene, Lynda Kay Smith

Guests:

Matthew Hamilton, Joe Branaff, Joe Caldrone, John Snyder, Brian Kazmierzak

ELECTION OF OFFICERS FOR 2016

Nomination of Kent Hizer for Board President

Dave Schmidt, seconded by Matt Lentsch

Nomination of Dave Schmidt for Board Secretary

Matt Lentsch, seconded by Kent Hizer

III. APPROVAL OF MINUTES

Motion: Matt Lentsch

Second: Dave Schmidt

Approved: 3-0

IV. NEW BUSINESS

Swearing in of Matthew Hamilton to rank of Lieutenant.

Resolution 2016-01, *Policy on Materiality and Process for Reporting Material*

Items Language in this policy was recommended by the Indiana Township

Association

Moved—Matt

Seconded—Kent

Approved 3-0

Board signed the statement on *Nepotism in Employment and Contracting*

Completion of Official Bond and Oath for Kent Hizer and Lynda Smith. Bond carried by Western Surety Company.

V. MONTHLY REVIEW OF BUDGET & TOWNSHIP ASSISTANCE REPORTS

Everything looks to be on track.

VI. OLD BUSINESS

Update on the agreement between the Township, Salvation Army, and the

Mishawaka Food Pantry.

VII. TRUSTEE REPORT

Trustee Portolese informed the Board that a detective is seeking to interview the party involved.

The Jeff Dean and Sarah Sharp matters are awaiting a ruling from Judge Gotch.

VIII. FIRE CHIEF REPORT

Chief reported on the Department's activities in December.

Chief also reported that the payments from Fire Recovery are beginning to come

in. To date the Township has received \$11,544.88.

IX. PUBLIC COMMENT

-None

X. ADJOURNMENT

Future meetings:

8 February at Penn South (Jackson Road) Fire Station

14 March at Penn Township Office

Meeting adjourned at 7:21 PM