

**Penn Township Advisory Board
Minutes, February 9th 2015**

Attendees: Trustee Doris Portolese, Staff Linda; Board Members: Matt Lentsch, Dave Schmidt; Chief VanBrauene

David Schmidt called the meeting together at 6:40

Chief VanBrauene led the Pledge of Allegiance

Minutes February 9th: Dave Schmidt called for the approval of the minutes of the January 6th meeting. Matt Lentsch made the motion to approve the minutes as written and Dave Schmidt seconded the motion. The minutes were approved as written

New Business

Annual Report-County Auditor's Office within 10 days & Publish
Trustee Portolese and Linda have reviewed the annual report and Umbaugh and Associates have also reviewed and compiled the annual report. The report was not completed and delivered until 4:00 on 2/9/15. After much discussion, Matt made the motion to give provisional approval of the annual report upon further review and without objections of the Trustee, staff and board members and details by February 11, without any further changes. The motion was seconded by Dave Schmidt and the motion passed.

R100 report completed and submitted by the Trustee's office on
01/15/2015

OPEB Report completed and submitted by the Trustees office on
02/09/2015

1782 Notice, received, reviewed, changes made & returned (budget has
been reviewed and appropriate changes were made 2/06/2015

**2015 Eligibility Standards & Guidelines Resolution & Adoption
(Resolution 2015-1)**

Was distributed electronically and in hard copy before the February meeting and will be on the agenda for official approval at the March 19th board meeting. Trustee Portolese used what was previously in the Penn Township Standards and Guidelines and augmented it with the information that she was presented with at the Indiana State Township school.

Cender & Company new accounting firm

Trustee Portolese recommended that we change our Township accounting firm from Umbaugh and Associates to Cender & Company. Matt made the motion to accept the new accounting firm as recommended by Trustee Portolese. Dave seconded the motion and the motion was approved.

Liz Stoll-Designation of Trustee

Trustee Portolese recommended that we approve Liz Stoll as the emergency/transitional Trustee. Matt Lentsch made the motion for approval of Liz Stoll as emergency/transitional trustee as recommended by the Trustee. Dave Schmidt seconded the motion and was approved

Board member Matt Lentsch recommendations for ongoing discussion:

***Metrics – dashboard indicators for:**

Emergency services – Chief VanBrouaene presented the Penn Fire Department 2014 annual report and gave an overview. He gave high accolades to his department and staff.

Poor relief (January attached) – Trustee Portolese provided the public assistance report for January.

Food pantry (Year-end attached & Director to provide quarterly) Trustee Portolese provided the year-end report provided by Mike Hayes. Matt Lentsch asked what the in-kind value of what the Penn Township provides for the Food Pantry.

* Status of the transition in the Trustee office; Cost savings you have made through efficiency, efficiency in operations, employee retention, turnover and hiring; just would like an overview. Trustee Portolese gave a verbal report of the changes the efficiencies that were made in her tenure which is valued at \$5,800 in savings. Trustee Portolese also informed us that a one staff at the Trustee was terminated and that a new employee has been hired.

* Scheduling meetings for the remainder of the year and then posting all meeting on the web site. It was suggested that we should meet monthly. We will always have business to attend to, even during the summer.

March and April meetings have been set and posted. The remainder of the monthly meetings will be set at the March meeting. Matt will review the schedule of the Mishawaka Common Council meetings and will bring that information to the next Penn Township Board meeting in March.

* Informing Mike Hayes from the Mishawaka Food Pantry knows that he is invited to all meetings, but the expectation is that he attend quarterly board meeting and we should give him those dates in advance.

Trustee Portolese informed the board that she will bringing her staff to visit the board Food Pantry.

*Possible audit for the last business year – discuss and potentially get quotes.

After discussion it was determined that an audit will not be necessary with the annual report and then a final review of the Annual Report by Cender and Associates.

* All insurance Board and directors insurance – do have it or are we going to get it. Are we going to bid our insurance out?

It was reported by Trustee Portolese that we do have Board and Directors insurance.

* The Indiana Township Association upcoming legislative conference – March 1-3; Trustee Portolese informed the Board to attend, is that in our budget to be funded by the Penn Twp. Budget.

~~* Emergency funding~~ ADVANCE FUNDING/TAX ANTID LOAN
is there a way to eventually stop borrowing for operations, looking past this year and into the future.

Trustee Portolese informed the Board that the interest rate for the emergency funding is .085. The board discussed the possibility of in the future of not borrowing the emergency in the future. With Penn Township bonds that will be paid off in two years there may be an opportunity to stop borrowing these funds.

0.652

* The potential of eventually getting all services under one roof and planning to do that in the future and then selling one the current facilities – long term goal.

The Township Board discussed this as a future possibility and potential long term goal.

Old Business

All necessary paperwork was received by the Indiana Bond Bank

Update on Slatile @ Mishawaka Food Pantry restoration:

The final number was not known, but approximated to be \$120,000 by Slatile. Trustee Portolese reported that there is still work to be done.

Insurance Claim

The insurance claim by Trustee Portolese for the Mishawaka Food pantry has been denied. She communicated that the next step would be an appeal of the decision.

Monthly Review of Budget

Linda reviewed the disbursement and receipts for January. She reported that all accounts balance and that the Township is well in compliance with all financial records required by law. Until 2014 is closed, the Month of January financials cannot be reconciled and closed. Linda also reported that COIT has increased about \$10,000. Dave stated that his and the board's appreciation for her work.

Trustee Report

Saved over \$5,800.00 in trash service over this year-should be complete for next month

Fire Chief VanBrouaene gave a report of the Penn Township Fire Department. Included in the report were:

- Potential cost recovery for fires, etc. that the Penn Township Fire Department responds to. He is investigating the possibilities.
- The Chief reviewed the PFD monthly report
- The Chief also reported on the rigorous hours of training for the PFD and the low number of annual overtime hours.
- Chief suggested that we keep on the radar the possibility of constructing a new fire station. The property has been already been purchased on Mckinley east of Bittersweet. Initial cost estimates are between 2 to 3 million.

- The Chief invited the Board to meet at the Jackson Road Fire Station and he indicated that dinner would be provided at March 9th at 5:30 and that ~~Charlie Hayes~~ would be invited.

GRM

The meeting was adjourned at 8:35

Submitted by Board Member Matt Lentsch