

**PENN TOWNSHIP ADVISORY BOARD  
BOARD MEETING MINUTES**

**Date:** 6 February 2017  
**Time:** 6:30 pm  
**Location:** Penn Township Fire Station – Jackson Road

**I. CALL TO ORDER & PLEDGE OF ALLEGIANCE**

--Kent Hizer called the meeting to order at 6:30.  
--Chief VanBrauene led the Pledge of Allegiance.

In Attendance:

Kent Hizer  
Matthew Lentsch  
Dave Schmidt  
Doris J. Portolese: Penn Township Trustee  
Lynda Kay Smith, Township Office Manager  
PTFD Chief John VanBrauene

**II. APPROVAL OF MINUTES**

Motion: Matt  
Second: Kent  
Resolved: Approved without modifications  
Vote: Ayes: 3 Nays: 0

**III. NEW BUSINESS**

--Review and approve 2016 Annual Financial Report (final will be updated for the February meeting).

Motion: Kent  
Second: Matt  
Resolved: Approved  
Vote: Ayes: 3 Nays: 0

--Review and approved 2017 Standards and Guidelines for Assistance.

Motion: Kent  
Second: Matt  
Resolved: Approved  
Vote: Ayes: 3 Nays: 0

--Review of updated 4<sup>th</sup> Quarter and Final 2016 Food Pantry numbers

--Countywide Insurance-Discussion of Penn TWP employee plan. Trustee will continue to push for best rates and coverage.

--Other insurance matters-Discussion of our business, liability, and property insurance coverage.

--Township will seek restitution from the individual who made fraudulent claims. Some discussion if this case should be brought to the attention of the media with the expectation that this would deter others from making similar fraudulent claims.

#### **IV. OLD BUSINESS**

--Jeff Dean-We will ask the bond company to pay approximately \$53,000.

--Osceola-Trustee met with OC Board President Deborah Davis, Steve Dalton, Kent Hizer, Chief VanBrouaene, and Jaime Woods. Confirmation of our intent to have Osceola reimburse Penn Township for the cost of Fire and EMS calls to their jurisdiction.

#### **V. FIRE CHIEF'S REPORT**

--Chief VanBrouaene discussed with the Board an informative report on FD runs and response times.

#### **VI. MONTHLY REVIEW OF BUDGET & TOWNSHIP ASSISTANCE REPORTS**

--Everything looks to be on track.

#### **VII. TRUSTEE'S REPORT**

--Trustee reported that the Ad Hoc Fire Station Advisory Committee will be visiting Liberty Fire Department to see their new station.

--The Trustee reported on other items earlier in the meeting.

#### **VIII. PUBLIC COMMENT**

--None

#### **IX. ADJOURNMENT**

--Meeting adjourned at 8:34 PM

--Next meeting scheduled for 6:30 on 6 March 2017 at the Penn Township Trustee's office.