

**PENN TOWNSHIP**  
210 East Russ Street  
Mishawaka, Indiana 46545  
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**PENN TOWNSHIP ADVISORY BOARD**  
BOARD MEETING MINUTES

**Date:**            March , 21, 2018  
**Time:**            6:30 pm  
**Location:**      210 East Russ Street

**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 Smith  
Steve Dalton, Principal Cender & Company LLC, Municipal Finance Advisors  
Victoria Wolf, Attorney  
PTFD Chief John VanBrauene

**II. APPROVAL OF MINUTES**

The January and February minutes were approved as written.

**III. NEW BUSINESS**

- Kent Hizer called the 3<sup>rd</sup> public hearing of the Penn Township/ Osceola Fire Territory to order. Kent asked for public comment. Seeing that there was no public comment, the 3<sup>rd</sup> public hearing was closed.
- Kent Hizer made a motion to Approve and Sign the 2018 Penn Township and the Town of Osceola Inter-local agreement for Fire Services. The motion was seconded by Matt Lentsch. The motion was unanimously approved by the Penn Township Board

## RESOLUTION NO. 2018 -0 1

### A RESOLUTION OF THE GOVERNING BOARD OF PENN TOWNSHIP, ST. JOSEPH COUNTY, INDIANA ESTABLISHING THE PENN FIRE PROTECTION TERRITORY AND CREATING THE PENN FIRE PROTECTION TERRITORY GENERAL FUND AND PENN FIRE PROTECTION TERRITORY EQUIPMENT REPLACEMENT FUND

Board Chairman Kent Hizer moved that we approve Resolution NO. 2018-01 and the motion was seconded by Dave Schmidt.

- Discussion of resolution 2018- 01 an Procedure (Fire Territory) –
  - There was dialogue regarding some of the specifics of the Penn Fire Territory. While there was some reservation shared by the board, all agreed that this was the right thing to do at eh right time for the citizens of the Town of Osceola and the unincorporated areas of Penn Township as well.

*Chairman Kent called for the vote and Resolution 2018-01 was passes unanimously by the board*

## RESOLUTION NO. 2018 - 03

### A RESOLUTION OF THE GOVERNING BOARD OF PENN TOWNSHIP, ST. JOSEPH COUNTY, INDIANA ESTABLISHING PENN FIRE PROTECTION TERRITORY EQUIPMENT REPLACEMENT FUND

Board Chair Kent Hizer moved that we approve Resolution NO. 2018-01 and the motion was seconded by Matt Lentsch.

*Chairman Kent called for the vote and Resolution 2018-01 was passes unanimously by the board*

- Chairman Kent Hizer called to order the public hearing on Resolution No. 2018-04 regarding the issuance of \$3,000,000 of a bond for a new Penn Township Fire Station. There being no public comment the hearing was closed.
- Catherine Fanello & Steve Dalton presented the Penn Township New Fire Station Bond Issuance Documentation which specified the amount of \$3,000,000 that was to be bonded for the cost of the project.
  - After a lengthy explanation by Katherine Fanello and Steve Dalton and a substantive discussion by the Board, **Dave Schmidt made a motion to approve the issuance of a \$3,000,000 bond for a new Penn Twp. Fire Station. The motion was seconded by Kent Hizer and was unanimously approved by the Board.**

#### IV. OLD BUSINESS

- **New Fire Station**
  - The Trustee, Fire Chief and board discussed issues related to potential property for the new fire station.

#### V. FIRE CHIEF'S REPORT

**The report was sent by email and there was some discussion by the Chief and the Board.**

Chief VanBruaene discussed an issue with part time fire fighters. He explained that the department will be losing 2 part time fire fighters; however, he explained that they have 4 quality prospects.

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

--Everything looks to be on track.

## VII. TRUSTEE'S REPORT

- The Trustee and Linda informed the board regarding the TA - 7 and the monthly financial reports. The board expressed their appreciation for the professionalism and hard work. They were accepted as presented.
- Trustee Doris informed the Board that 6 citizens attended a Bridges out of Poverty series of classes that were held at the Penn Twp. Trustee's office. The Board shared their appreciation for this proactive initiative.
- Trustee Doris informed the Board that there is a possibility that the City of Mishawaka Public Utilities may shut off water and power to the Village Green Mobile Home Park. The City of Mishawaka Public Utilities alleges that the Village Green Mobile Home Park is several hundreds of thousands of dollars in the rear and has given the Village Green Mobile Home Park until the middle of April to come current with all that is owed for utilities service or service will be suspended which will affect 411 units and hundreds of families that will be in need of shelter/placement. The Trustee shared that she and the Chief have discussed some contingencies in the event that utility service would be suspended. Her concern is that hundreds of families may be needing assistance and thus subsequently coming to the Trustees office for assistance. The Trustee and the Board are hoping for a positive resolution to this issue, but the Trustee is working on a contingency effort if Utilities are shut off.

## VIII. PUBLIC COMMENT

--None

## IX. ADJOURNMENT

--Meeting adjourned at 8:05 PM

### Next Board Meeting(s)/Hearings

April 9th, 2018@ 6:30pm Penn  
Fire Station-Jackson Road