

Penn Township Advisory Board
MINUTES
5 May 2015
(Township Office)

PRELIMINARIES

Penn Advisory Board President Kent Hizer called the meeting to order at 6:30

Fire Chief John VanBrouaene led in the Pledge of Allegiance

The Minutes of 13 April 2015 were approved.

Motion: Matt Lentsch. Seconded: Kent Hizer.

NEW BUSINESS

Trustee Doris Portolese reported on updates to the Township website. The information is up-to-date and the appearance is improved.

Dates and locations were confirmed for the next Board meetings

8 June 6.30 PM at Jackson Road Fire Station

13 July 6.30 PM at Township Office

The leasing documentation for the new firetruck has been completed. Delivery is expected by the end of May 2015.

Trustee Portolese reported on the new County-wide Health Insurance program. She met with the PTFD personnel to discuss changes to their health insurance plan. The cost increase will be around \$50, but will include better coverage. Fire Chief John VanBrouaene commended the Trustee for meeting with the staff face-to-face. Her efforts were appreciated by the staff.

Trustee Portolese will be securing the services of Matthew Parmelee to do home visits to recipients of Township Assistance.

OLD BUSINESS

Trustee Portolese gave an update on the Dean/Sharpe financial restitution. She spoke with Jeff Dean about securing restitution from him. He indicated that he believed that he was not required to do so. The Board encouraged the Trustee to pursue the recovery of Township funds.

Trustee Portolese reported that Slatile has received the final payment for the work done on the Lincolnway property.

Trustee reported that the City of Mishawaka will cover the cost to landscape and install a community garden adjacent to the Mishawaka Food Pantry location at 315 Lincolnway West. The City of Mishawaka will cover all the legal costs of transferring the property to Penn Township once the gardens are complete, however, they will maintain an easement to a sculpture.

Trustee also reported that the Township will have a “remote office” at the Mishawaka Food Pantry on May 12.

Trustee reported that the meeting regarding fire protection and emergency medical service with the Osceola Fire Chief and Town Clerk is still pending.

TRUSTEE REPORT

The Trustee reported that the Township office staff will attend the Real Services luncheon meeting on May 14.

The Trustee will be attending training in preparation for creating the 2016 Budget.

MONTHLY REVIEW OF THE BUDGET

Everything seems to be in order.

FIRE CHIEF REPORT

The Chief participated in a webinar with Fire Recovery USA. FR USA has a program to collect fees covering certain services provided by the PTFD. Estimates are that this should bring in approximately \$44,500 to the PTFD it would not have otherwise collected.

The Chief announced that Ashley Kikly will become the Department’s newest Firefighter Paramedic.

The Chief gave an update on the broken water line at the Jackson Road Fire Station.

The Chief indicated that the driveway at the Jackson Road Fire Station will need repair in the very near future.

Meeting was adjourned at 7:59

Submitted for Board approval by Dave Schmidt, Board Secretary