

**PENN TOWNSHIP ADVISORY BOARD
BOARD MEETING MINUTES**

Penn Twp. Trustees Office, Russ Street

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Date: September 17, 2018

Time: 6:30 pm

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
PTFD Chief John VanBrauene
Lynda Smith

II. APPROVAL OF MINUTES

The August minutes were approved as presented.

III. NEW BUSINESS

- a. President Kent Hizer opened the Public Hearing on the 2019 Penn Township budget. Doris Portolese handed out the budget estimates. There was no public comment. The Board and staff had a lengthy discussion regarding the new fire Territory and how that will/may impact the 2019 budget. At 7:00pm Kent Hizer closed the public hearing. The Board then unanimously approved the 2019 Penn Twp. Budget as presented.
- b. Resolution 2018-11, Rainy day fund to move \$25,000 from 3A to 3 B
 - a. A public hearing was held and at its conclusion the Penn Twp. Board approved and signed the additional appropriation for Rainy Day Fund Resolution 2018-11
- c. Additional appropriation/resolution 2018-12 for Cum Fire fund resolution 2018-09
 - a. A public hearing was held and at its conclusion the Penn Twp. Board approved and signed the additional appropriation for Cum Fire Resolution 2018—12.
- d. Void old checks and return the dollars to the appropriate fund
 - a. The Penn Twp. Board approved the voiding of checks 24 months from December 31, 2015.

IV. OLD BUSINESS

a. New Fire Station

- The Trustee, Fire Chief and the Penn Board discussed many, significant issues related to the building of a new fire station. Doris hopes to make an offer on the Kaiser property after all appraisals are in. This is part of the property needed for the new PFD Station and the other property is coming from PHM. There needs to be a Phase one environmental study on the property. There was a good deal of discussion regarding the whole project development, associate expenses and whether or not we can count on the St. Joe County Government to help with these the project development expenses which are estimated to be between \$200,000 and \$250,000. Doris has been working with the St. Joe County, Redevelopment staff and they have stated their intent to share in the project development costs. There is a plan to develop an industrial park in adjacent property to where the new fire station will be development. The Penn Twp. Board is looking forward to hearing more in depth from the St. Joe County Redevelopment staff at the Penn Twp. October Board meeting on October 1, 2018 meeting about how we can work together and share expenses on the project development costs.
- The board communicated that they would like to see a detailed timeline that shows the date a task or step in the process is going to be completed by whom and updated regularly.

V. FIRE CHIEF'S REPORT

The detailed report was sent by email and there was some discussion by the Chief and the Board. Additionally, the Chief reported on the number big training classes that are being held by the PFD. The Chief also reported that a new engine should be coming on line in January – February of 2019 as well as the Tactical Support Unit (TSU) coming on line soon. The Chief also reported that a PFD Battalion Chief was moving to Chicago. He mentioned that things are very busy at the PFD and that overtime was being mandated as a result. Finally, the Chief reported that there continue to be issues with the 911 Center CAD system.

VI. MONTHLY REVIEW OF BUDGET & TOWNSHIP ASSISTANCE REPORTS

--Everything looks to be on track.

VII. TRUSTEE'S REPORT

- b. The Trustee and Lynda discussed the TA - 7 with the Board and the monthly financial reports. The board expressed their appreciation for the professionalism and hard work. They were accepted as presented.
- c. Doris communicated that Penn Twp. Financial Assistance is up over 30%. Doris and Lynda also reported that they are sending signed birthday cards to all PFD staff on their birthdays and are having cake once a quarter to celebrate PFD birthdays during that respective time of year at the PFD stations.

VIII. PUBLIC COMMENT

--None

IX. ADJOURNMENT

--Meeting adjourned at 8:42 PM

Next Board Meeting(s)

October 1st, 2018@ 6:30pm, Penn Township office on Russ Street