

# **PENN TOWNSHIP**

210 East Russ Street

Mishawaka, Indiana 46545

Telephone: 574-256-6213

Facsimile: 574-256-6234

---

## **PENN TOWNSHIP ADVISORY BOARD BOARD MEETING MINUTES**

**Date:** 3 January 2017

**Time:** 6:30 pm

**Location:** Penn Township Trustee's Office

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

--Trustee Doris Portolese called the meeting to order 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. Election of officers (2017)**

Trustee Portolese presided over the nomination and election of 2017 Board Officers.

Kent Hizer, Board Chair

Dave Schmidt, Board Secretary

Vote: Ayes: 3 Nays: 0

### **III. APPROVAL OF MINUTES**

Motion: Kent

Second: Dave

Resolved: Approved without modifications

Vote: Ayes: 3 Nays: 0

#### **IV. NEW BUSINESS**

##### **--2017 Nepotism Policy**

Signed by Board Members Hizer, Letsch, and Schmidt

--Chief John VanBrauene and Trustee Portolese described the current state of the conversation with the Town of Osceola. They reported on the current obstacles blocking progress. At the moment, we are awaiting a response from the Town of Osceola's officials.

#### **V. OLD BUSINESS**

##### **--Mishawaka Food Pantry**

--Reviewed 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> quarter reports.

--Board members expressed appreciation for the service the MFP provides to the community. There was a desire for more details in the final report and a wish that Mike Hayes would be available to answer questions.

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

Chief VanBrauene discussed with the Board a report on FD runs and response times.

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

--Everything looks to be on track.

#### **VIII. TRUSTEE'S REPORT**

--Trustee reported that more clients appear to be getting jobs.

#### **IX. PUBLIC COMMENT**

--None

#### **X. ADJOURNMENT**

--Meeting adjourned at 8:00 PM

--Next meeting scheduled for 6:30 on 6 February 2017 at the Penn South Fire Station (Jackson Road).