

PENN TOWNSHIP

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PENN TOWNSHIP ADVISORY BOARD BOARD MEETING MINUTES

Date: 2 October 2017
Time: 6:30 pm
Location: Penn Township Trustee's Office

I. CALL TO ORDER & PLEDGE OF ALLEGIANCE

--Dave Schmidt called the meeting to order at 6:30
--Chief VanBroueaene led the Pledge of Allegiance.

In attendance:

Matthew Lentsch
Dave Schmidt
Doris J. Portolese: Penn Township Trustee
Lynda Kay Smith, Township Office Manager
Catherine Fanello, Bond attorney (Krieg/Devault)

II. APPROVAL OF MINUTES

Motion: Matt
Second: Dave
Resolved: Approved without modifications
--Approved: Yes: 2, No: 0

III. NEW BUSINESS

--Bond Resolution for new fire station 2017-09. A vote will be taken when project budget and design are complete. Ms. Fanello advises that we wait until 2018 when rules covering decisions like ours will change and we when have firmer cost estimates.
--2018 Budget Adoption—Budget Resolution 2017-11. Approved Yes 2, No 0.
--Salary Resolution 2017-12. Approved Yes 2, No 0.
--2018 Holiday Schedule. Approved by Mrs. Portolese and distributed to Board.
--Resolution 2017-13 For an Additional Appropriation (\$50,000) for Non-Reverting Fund. Approved Yes 2, No 0.

--Union Contract with Fire Department personnel signed. Expires December 31, 2018.
--Mishawaka Food Pantry. Mrs. Portolese reports that the MFP is being sued. Claim that a door fell on a patron. Mrs. Portolese will make sure that the MFP has adequate insurance coverage (an addendum to the agreement with MFP, if necessary). Mrs. Portolese reported that the MFP lease with the Salvation Army will be extended. She also reported that the MFP Board will be conducting a search for a replacement for Mike Hayes in anticipation of his 2020 retirement.

IV. OLD BUSINESS

--Proposed new fire station. There will be a meeting with an architect on October 3. Chief VanBruaene has been visiting various fire stations to gather information about potential designs that would meet our wants and needs.

--Nothing to report on potential sites.

--We should expect Steve Dalton to lay out a plan for a fire territory after the first of the year.

V. FIRE CHIEF'S REPORT

--We heard the Chief's report on the PTFD response to the heat-related event during the band festival at Penn High School. PTFD made a timely and effective response, insuring the health and welfare of participants.

--We reviewed the statistics regarding runs and other FD activities. Everything looks good.

--The Chief reported that the PTFD will be distributing smoke detectors to Osceola residents this fall.

--The Chief reported that PTFD receive an "active shooter" grant from the State of Indiana. The FD is preparing for a third "active shooter" scenario at Penn High School.

--The PTFD recently receive a grant of \$46,000 for personal protection gear.

--Their emergency call center is still operating sub-optimally.

VI. MONTHLY REVIEW OF BUDGET & TOWNSHIP ASSISTANCE REPORTS

--Everything looks to be on track.

VII. TRUSTEE'S REPORT

--Mrs. Portolese informed the Board that the Trustee's Office will be closed September

25-27 so that the staff can attend the annual Indiana Township Association education conference. Office staff will also be attending a class at Real Services on September 28.
--The Township has received a request for assistance for thistle abatement. The Trustee will get more details.

VIII. PUBLIC COMMENT

-- none

IX. ADJOURNMENT

--Meeting adjourned at 8:28 PM

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

--4 December 2017 meeting is scheduled for 6:30pm at Penn Township Trustee's Office.

--Organizing meeting is scheduled for 2 January 2018.