

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

Date: 6 November 2017
Time: 6:30 pm
Location: PTFD Jackson Road Station

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 Kay Smith, Township Office Manager
Chief VanBrauene
Nicholas Hanlon

II. APPROVAL OF MINUTES

Motion: Kent
Second: Dave
Resolved: Approved without modifications Yes: 3, No: 0

III. NEW BUSINESS

--Update from Joe Grabill. Joe was unable to attend Board Meeting. Mrs. Portolese reported that an appraisal has been done on the property adjoining the property on McKinley near the Buckeye intersection.

--Resolution and additional Appropriation (\$50,000) for General Fund 2017-09. To cover legal and other services, as well as some additional charges.

Motion: Matt
Second: Kent
Approved: Yes: 3, No: 0

--Osceola-Fire Territory discussion. Update: Osceola Board to meet November 5. We are getting close to the deadline for an agreement on the timeline for the creation fo a fire

territory. We need from them a signed "letter of engagement."

--Discussion of whether to post or not to post a policy on guns in the workplace. Mrs. Portolese will investigate options.

--Cemetery update. There was damage to one cemetery as a result of a vehicle accident. Mrs. Portolese reports that all the headstones have been put back into place. Vendor will give an estimate for repairs at the rest of the cemeteries.

--Mishawaka Food Pantry insurance update. Mrs. Portolese will see that the use agreement will include provisions that the Township be covered by liability insurance. Salvation Army will have similar coverage.

IV. OLD BUSINESS

--New Fire Station. Mrs. Portolese, Chief VanBrouaene, and Al Kirsits met with representatives of Heberd and Heberd to discuss fire station design. Chief VanBrouaene reported that he has visited various fire stations to look at their design and function.

V. FIRE CHIEF'S REPORT

--Board asked Chief VanBrouaene pass on to members of the FD our appreciation for their efforts on the Smoke Detector Campaign, with a focus on Osceola.

--We had an early conversation about the next fire truck.

VI. MONTHLY REVIEW OF BUDGET & TOWNSHIP ASSISTANCE REPORTS

--Everything looks to be on track.

VII. TRUSTEE'S REPORT

--Due to low traffic, Mrs. Portolese would like to close the Township Office Friday afternoons and remain open over the noon hour Monday through Thursday.

Motion: Matt

Second: Kent

Approved: Yes: 3, No: 0

VIII. PUBLIC COMMENT

-- none

IX. ADJOURNMENT

--Meeting adjourned at 8:15 PM

--Organizing meeting is scheduled for 2 January 2018.