

**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:** 5 December 2016

**Time:** 6:30 pm

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

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

- Board President Ken Hizer called the meeting to order at 6:30.
- Chief VanBrauene led the Pledge of Allegiance.

**II. ROLL CALL**

In Attendance:

Kent Hizer, Board Chair  
Matthew Lentsch, Board Member  
Dave Schmidt, Board Secretary  
Doris J. Portolese: Penn Township Trustee  
Lynda Kay Smith, Township Office Manager  
PTFD Chief John VanBrauene

**III. APPROVAL OF MINUTES**

Motion: Kent

Second: Dave

Resolved: Approved without modifications

Vote: Ayes: 2 Nays: 0

**IV. NEW BUSINESS**

-Certification of Nepotism Policy

Signed by Board Members Hizer, Letsch, and Schmidt

-Board approved the 2017 Holiday Schedule

-Resolution 2016-10: Transfer of \$1500 from Cemetery Care to Cemetery Caretaker

Motion: Kent; Second: Matt, Vote 3-0

-Resolution 2016-11: Rainy Day Fund

Motion: Matt, Second Kent, Voter 3-0

Resolution 2016-12: Firefighting Fund

Motion: Kent; Second: Matt, Vote 3-0

-Meeting with representatives of the Town of Osceola

Trustee Doris Portolese and Chief John VanBrouaene met with Denise Thornberg (Clerk), Deborah Cruz, Jennie Cline, Deborah Davis, and Jaime Wood (legal counsel) on November 22. The Trustee and the Chief presented an estimated cost of Penn Township providing fire, EMS, and transport services to Osceola. The estimated cost was based upon a formula based upon current costs to property covered by the PTFD and the assessed valuation of property in Osceola.

Doris will get a draft contract prepared.

Chief VanBrouaene will consult with ISO to see if an agreement with Osceola would affect our ISO Rating.

Doris will write a letter to the Osceola Town Council to accompany the proposed contract and remind them that they could also benefit from a cost recovery program.

## **V. OLD BUSINESS**

-Jeff Dean update.

We did not get a summary judgement. But we did get a ruling that there was probable cause and thus pursue repayment.

-Mishawaka Food Pantry

Third Quarter report was not made available.

-Thanksgiving dinners

The Township will be giving Thanksgiving dinners to 4 families.

-Community Garden adjacent to the Lincolnway Property

Doris reports great progress. City of Mishawaka is paying for the west window on the structure. Kent recommended that the Mishawaka Food Pantry invite someone from the Purdue Extension to teach classes on canning and food preparation.

-Board, Trustee and Fire Chief continued discussion on possible relocation of North Fire Station.

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

Chief VanBrouaene 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.
- Trustee reported that the old carpet in the reception area and staff offices has been  
eplaced.

### **IX. PUBLIC COMMENT**

- None

### **X. ADJOURNMENT**

- Meeting adjourned at 8:00 PM
- Next meeting scheduled for 6:30 on 3 January 2017 at the Penn Township Trustee's Office.