

# **PENN TOWNSHIP**

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

**Date:** 13 June 2016

**Time:** 6:30 pm

**Location:** Penn Township facility at 315 Lincolnway, Mishawaka

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

-Board President Ken Hizer called the meeting to order at 6:30.

-Chief VanBrouaene led the Pledge of Allegiance.

### **II. ROLL CALL**

In Attendance:

Kent Hizer

Matthew Lentsch

Dave Schmidt

Doris J. Portolese: Penn Township Trustee

Lynda Kay Smith

John VanBrouaene: Chief, PTFD

Mike Hayes: Director, Mishawaka Food Pantry

Phil Faccenda: Barnes and Thornburg, LLP

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

Motion: Kent Hizer

Second: Matt Lentsch

Resolved: Approved without modifications

Vote: Ayes: 3 Nays: 0

### **IV. OLD BUSINESS**

(See Trustee's Report)

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

-Everything looks to be on track.

## **VI. NEW BUSINESS**

-Phil Faccenda discussed with the Board his firm's work with the previous Trustee as bond counsel on the 2014 discussion on the construction of a new fire station. His expectation was that the bill for the legal work would be included into the paperwork for the bond. Because the project did not proceed, he contacted the current Trustee and submitted an invoice for \$7,500. He indicated that fees for a project like this, when completed, would typically total \$25,000. He also indicated that if we restart the project, then the earlier funds could be deducted from the final fee. He also suggested that payment could be split between 2016 and 2017.

-Mike Hayes reported that the Mishawaka Food Pantry hosted a graduation ceremony for the 16 people who completed the Bridges Out of Poverty financial literacy program. Originally 22 people had enrolled. He was very encouraged by the percentage of people who completed the entire course.

-Mike also reported that the Salvation Army media event was a success. The SA will focus on assisting with funeral costs and utility expenses. They will have a presence at the MFP on Thursdays.

## **VII. TRUSTEE'S REPORT**

-Dean/Sharp Update: Paperwork was filed to force Jeff Dean's hand. Steve Wilson believes that the insurance will pay if there is a summary judgement.

-The Prosecutor's Office has not taken up the fraud case. Doris will bring the matter up for conversation and see if they will move forward on this matter.

-We are still awaiting action from Ken Prince and the City of Mishawaka on completing the installation of the community garden adjoining the 3151 Lincolnway property. We are also waiting for their response to the City sharing the cost of replacing the windows next to the garden.

-Doris spoke with Jaime Woods about the overdue and unpaid costs for PTFD runs to Osceola.

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

-Chief VanBrouaene reported that the PTFD will be converting a pickup truck into a hose wagon. This will enhance tactical options, especially for fires off the main roads. The Chief also reported that the engine on the Battalion Chief's vehicle, which currently has 100K miles) was repaired much more economically than expected.

-Chief VanBrouaene also asked about the use of Recovery Funds. There was a brief discussion. Doris will review the governing resolution and report back.

-The Chief reported that Lieutenant/Fire Investigator John Gemmer will be completing his service with the PTFD. The Board expressed its appreciation for his service. Kent will draft a resolution of recognition for Lt. Gemmer.

### **IX. PUBLIC COMMENT**

-None

### **X. ADJOURNMENT**

Future Board Meetings and Locations

11 July	Jackson Road Fire Station
8 August	Trustee Office

Meeting adjourned at 8:38 PM