

## **PENN TOWNSHIP**

210 East Russ Street

Mishawaka, Indiana 46545

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

**Date:** 26 September 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 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  
Steve Dalton: Cender and Company

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

Motion: Matt Lentsch  
Second: Kent Hizer  
Resolved: Approved without modifications  
Vote: Ayes: 3 Nays: 0

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

--After extensive discussion and with input from Steve Dalton, the Board approved the Budget Estimate as presented by the Trustee.

Motion: Matt Lentsch

Second: Kent Hizer

Vote: Ayes: 3 Nays: 0

--The Budget Adoption Meeting will be held at 6:30 PM at the Penn Township Trustee's Office, 210 East Russ Street, Mishawaka, Indiana.

--Adoption of new Employee Handbook.

Motion to table until next meeting: Dave Schmidt

Second: Matt Lentsch

Vote: Ayes: 3 Nays: 0

--Resolution 2016-07: Sale of fire truck

Motion: Kent Hizer

Second: Matt Lentsch

Vote: Ayes: 3 Nays: 0

--Report on survey of Township Assistance clients use of transportation.

32 drove themselves

2 walked

7 got a ride

0 rode public transportation

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

-Everything looks to be on track.

#### **VI. OLD BUSINESS**

--Update and discussion of Fire Station Advisory Committee. Their next meeting is September 27.

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

--Mrs. Portolese reported that the hearing for Jeff Dean will be Wednesday, September 28. She is expecting the Court to issue a summary judgement.

--The Township will be providing 6 of our clients with Thanksgiving dinners.

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

-Chief VanBruaene gave an update on recent training activities. He reported on the advanced fire rescue training and the active shooter training the Department is participating in.

**IX. PUBLIC COMMENT**

-None

**X. ADJOURNMENT**

Meeting adjourned at 8:00 PM