

PENN TOWNSHIP

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PENN TOWNSHIP ADVISORY BOARD BOARD MEETING MINUTES

Date: 6 May 2019

Time: 5:30 pm

Location: Penn Township Fire Station, 13960 Jackson Rd, Mishawaka, IN

I. CALL TO ORDER & PLEDGE OF ALLEGIANCE

--Board Secretary Dave Schmidt called the meeting to order. 5:30 PM

--Chief VanBrouaene led the recital of the Pledge of Allegiance.

In attendance:

Lacy Hahn-Normandin

Dave Schmidt

Doris J. Portolese: Penn Township Trustee

Lynda Kay Smith, Township Office Manager

Chief John VanBrouaene

Gary Deardurff

II. APPROVAL OF MINUTES

--April 2019 Board Meeting Minutes approved

Motion: Hahn-Normandin

Second: Schmidt

Approved: 2-0

III. NEW BUSINESS

--Swearing in of Anthony Alwine (Battalion Chief) and Adam Murray (full-time Firefighter). Chief VanBrouaene officiating.

IV. OLD BUSINESS

--New Fire Station.

--Doris reported on latest conversations with Core Construction and the architectural firm.

--We are not likely to get TIF funds.

--Current estimate of project costs: \$4.3 million.

--Steve Dalton recommends that we reserve \$300,000 for "closing costs."

--The Trustee and the Chief will seek the opportunity to be on the PHM Board agenda.

--Doris shared with the Board a notice of an information meeting for the City of Mishawaka Consolidated TIF District on May 20.

V. FIRE CHIEF'S REPORT

--Chief VanBrouaene reminded the Board of the importance of the Fire Equipment Fund.

VI. TRUSTEE'S REPORT, INCLUDING MONTHLY REVIEW OF BUDGET & TOWNSHIP ASSISTANCE REPORTS

--All financial reports appear to be on track.

--Doris reported that the discussion of a succession plan for the Mishawaka Food Pantry has not yet taken place. We still have not received a copy of the MFP's contract with the Salvation Army. Lynda suggested that the Township staff could assist the MFP by conducting a review of records.

VII. PUBLIC COMMENT

--Gary Deardurff expressed his appreciation for the work of the Township, especially the Fire Department's smoke detector installation program.

VII. ADJOURNMENT

--Motion to adjourn carried 2-0.

Kent Hizer, President



David Schmidt, Secretary



Lacy Hahn, Board Member