

PENN TOWNSHIP

210 East Russ Street

Mishawaka, Indiana 46545

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**PENN TOWNSHIP ADVISORY BOARD
BOARD MEETING MINUTES**

Date: 4 February 2019
Time: 5:30 pm
Location: Penn Township Trustee's Office

I. CALL TO ORDER & PLEDGE OF ALLEGIANCE

--Board member Lacy Hahn-Normandin
--Chief VanBrauene led 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 VanBrauene

[Schmidt noted for the record that the practice of the past 8 years had been for the Board Secretary to preside in the absence of the Board President.]

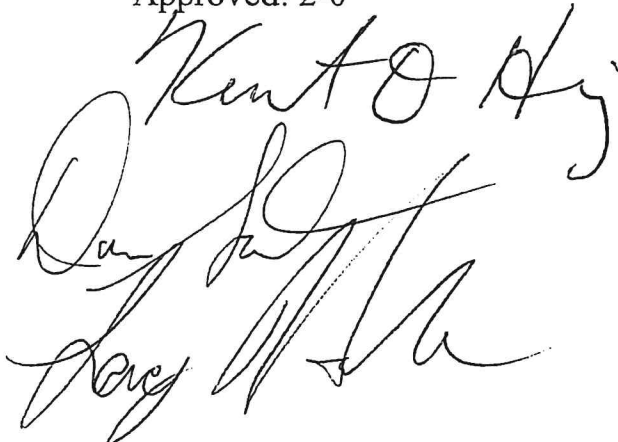
II. APPROVAL OF MINUTES

--December 2018 Board Meeting Minutes

Motion: Hahn-Normandin
Second: Schmidt
Approved: 2-0

--January 2019 Board Meeting Minutes

Motion: Hahn-Normandin
Second: Schmidt
Approved: 2-0



III. NEW BUSINESS

--2019 Standards & Guidelines -- Resolution 2019-03

Motion: Hahn-Normandin

Second: Schmidt

Approved: 2-0

--Approval of 2018 Annual Financial Report -- Resolution 2019-04

Motion: Hahn-Normandin

Second: Schmidt

Approved: 2-0

IV. OLD BUSINESS

--Trustee Portolese reported on progress of efforts to secure H.U.D. grants administered by the Office of Community and Rural Affairs. No results to report at this time.

--No progress on relations with the Mishawaka Food Pantry. The approaching end of the agreement (12/2019) with MFP continues to be a concern.

V. FIRE CHIEF'S REPORT

--Chief VanBrouaene reported on the Department's new procedures to mitigate bed bugs.

--New truck arrived January 28.

--There was some freeze damage to an apparatus and a medic rig.

--There was an increased number of calls and three on-site deaths.

--Jackson Road station had some frozen pipes.

VI. MONTHLY REVIEW OF BUDGET & TOWNSHIP ASSISTANCE REPORTS

--Everything looks to be on track.

VII. PUBLIC COMMENT

--none

VII. ADJOURNMENT

--Meeting adjourned at 6:19 PM

Motion: Hahn-Normandin

Second: Schmidt

Approved: 2-0

Next meeting is scheduled for 5:30 on 04 March 2019 at the Penn Township Trustee's Office. [NOTE: This meeting was postponed due a death in the Trustee's family.]