

PENN TOWNSHIP ADVISORY BOARD

BOARD MEETING MINUTES

Penn Fire Station #14

13960 Jackson Rd. Mishawaka, IN 46544

Telephone: 574-256-6213

Facsimile: 574-256-6234

Date: June 4th, 2018

Time: 6:30 pm

I. CALL TO ORDER & PLEDGE OF ALLEGIANCE

--Kent Hizer called the meeting to order at 6:30.

--Chief VanBrauene led the Pledge of Allegiance.

In Attendance:

Kent Hizer

Matthew Lentsch

Dave Schmidt

Doris J. Portolese: Penn Township Trustee

PTFD Chief John VanBrauene

Lynda Smith

Guests: Patrick Portolese, Gary from OC Hardware

II. APPROVAL OF MINUTES

The April minutes were approved as presented.

III. NEW BUSINESS

a. Additional appropriation for non-reverting fund resolution 2018-06

1. Tabled until the July 9th meeting

IV. OLD BUSINESS

a. New Fire Station

- o The Trustee, Fire Chief and the Penn Board discussed many, significant issues related to the building of a new fire station. Doris reported that the appraisal for the Kaiser property was completed and it came back at \$200, 000. She hopes to get a commitment Kaiser to sell the land and Penn Township to purchase by the end of July. The current appraisal has gone up \$64,000 since it was last appraised less than approximately 9 months ago. Doris is in the process of getting the new Penn Township fire station on the Penn School Board agenda for approval of leasing the property (near the corner Bittersweet and McKinley) of to Penn Township for \$1 a year for 30 or more years.
- o Catherine Fanello, CPA, Esq has advised us not to go forward with the bonding of the new fire station until more definitive plans and costs are defined. After much discussion, the board agreed that while we need to keep assertively pressing forward on the new fire station on all fronts, but it's probably in our best interest to delay bonding plans until the new fire station plans and costs are better defined.

- The board communicated that they would like to see a detailed timeline that shows the date a task or step in the process is going to be completed by whom and updated regularly. Doris agreed that she would take care of putting together a timeline as soon as possible and would distribute it to the Board.
- Chief communicated that he is working diligently with CORE to further design the new fire station.

V. FIRE CHIEF'S REPORT

The detailed report was sent by email and there was some discussion by the Chief and the Board. Additionally, the Chief reported that the Town of Osceola has been very receptive and appreciative of Penn Fire and EMS. He also communicated that there continues to be issues with the CAD system at the 911 center and gave an example of being dispatched to the wrong address and how that can cause a delay in response time. Chief communicated that there were many more runs in May and that there was a fatality of a motorcyclist. The Board affirmed the Chief's judgment of not agreeing to do code enforcements on burn violations in Osceola.

VI. MONTHLY REVIEW OF BUDGET & TOWNSHIP ASSISTANCE REPORTS

--Everything looks to be on track.

VII. TRUSTEE'S REPORT

- a. The Trustee and Lynda discussed the TA - 7 with the Board and the monthly financial reports. The board expressed their appreciation for the professionalism and hard work. They were accepted as presented.
- b. Doris reported that they are giving bus passes to clients that need transportation to work.
- c. The Trustee also communicated that they are in the process of going paperless the paycheck/paystub.
- d. The Trustee reported that there was a Bridges out of Poverty graduation at the Penn Township office.
- e. She conveyed that there are now new windows on the MFP and that their Trivia night fundraiser went well. MFP is also purportedly going to be working on a succession plan.

VIII. PUBLIC COMMENT

--None

IX. ADJOURNMENT

--Meeting adjourned at 8:20 PM

Next Board Meeting(s)/Hearings

July 9th 2018@ 6:30pm

Penn Township office on Russ
Street