

PENN TOWNSHIP
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Mishawaka, Indiana 46545
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**PENN TOWNSHIP ADVISORY BOARD
BOARD MEETING MINUTES**

Date: 4 December 2017
Time: 6:30 pm
Location: Penn Township Office

I. CALL TO ORDER & PLEDGE OF ALLEGIANCE

--Dave Schmidt called the meeting to order at 6:30
--Chief VanBrouaene led the Pledge of Allegiance.

In attendance:

Matthew Lentsch
Dave Schmidt
Doris J. Portolese: Penn Township Trustee
Lynda Kay Smith, Township Office Manager
Chief VanBrouaene

II. APPROVAL OF MINUTES

Motion: Matt
Second: Dave
Resolved: Approved without modifications Yes: 2, No: 0

III. NEW BUSINESS

--Resolution 2017-14 and Salary Amendment.
Motion: Matt; Second: Dave. Approved 2-0.
--Cemetery restoration update. Byrkit Cemetery (Cedar and Riverview) repairs after the accident complete. Stones reset and cleaned.
--Mishawaka Food Pantry numbers and insurance update. Board reviews 2nd and 3rd quarter reports. Numbers appear to be slightly down. Still waiting for a certificate of insurance from MFP. Still waiting for lease agreement between Salvation Army and MFP showing Penn Township covered by insurance.
--New Fire Truck. Our order will be bundled with Mishawaka FD's November order. Delivery will be November 2018. First payment due January 2019. This purchase is according to our 25 year replacement schedule.

--Employee Manual. Minor revisions made to the manual. Matt and Mrs. Portolese will review changes.

IV. OLD BUSINESS

--New Fire Station. Mrs. Portolese reports that the Realtor has had problems contacting owners of the properties adjoining the McKinley property. She will attempt to make contact herself. Tomorrow Mrs. Portolese and Chief VanBrauene will meet with representatives of Heberd and Heberd to discuss fire station design. The anticipated timeline projects a February start.

V. FIRE CHIEF'S REPORT

--We did a brief review of the Monthly Report. Everything appears to be matching expectations.

VI. MONTHLY REVIEW OF BUDGET & TOWNSHIP ASSISTANCE REPORTS

--Everything looks to be on track.

VII. TRUSTEE'S REPORT (Monthly Review of Budget and TA-7)

--There has been a slight uptick in public assistance. As expected there is an accompanying increase in disbursements. The increase totals \$6,259.

VIII. PUBLIC COMMENT

--None.

IX. ADJOURNMENT

--Meeting adjourned at 8:15 PM

--Organizing meeting is scheduled for 2 January 2018.