

PENN TOWNSHIP

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PENN TOWNSHIP ADVISORY BOARD BOARD MEETING MINUTES

Date: 1 April 2019
Time: 5:30 pm
Location: Penn Township Trustee's Office

I. CALL TO ORDER & PLEDGE OF ALLEGIANCE

--Board President Kent Hizer called the meeting to order. 5:30 PM
--Chief VanBrauene led the Pledge of Allegiance.

In attendance:

Kent Hizer
Lacy Hahn-Normandin
Dave Schmidt
Doris J. Portolese: Penn Township Trustee
Lynda Kay Smith, Township Office Manager
Chief John VanBrauene

II. APPROVAL OF MINUTES

--February 2019 Board Meeting Minutes approved
Motion: Schmidt
Second: Hahn-Normandin
Approved: 3-0
Members signed copy of the minutes

III. NEW BUSINESS

--Bill Schalliol, St Joseph County Redevelopment
--Presented a site development plan for property surrounding the new fire station.
--Reported that TIF funds are adequate to move project forward.
--Cost estimates are pending.
--Board approves the purchase of the Kayser property
Motion: Schmidt
Second: Hahn-Normandin
Approved: 2-1
Yes: Schmidt, Hahn-Normandin
No: Hizer

IV. OLD BUSINESS

--All topics covered under other headings.

V. FIRE CHIEF'S REPORT

--Chief VanBrouaene reported that the purchase of EMS equipment totaled \$59,400.42. This came from the Non-reverting Fire Fund.

--Anthony Alwine was selected a new C-Shift Battalion Chief. He previously served as A-Shift captain at Station 13. He is attending Illinois Fire Institute.

--Interviewing soon for a new captain.

--Department is looking for a firefighter/medic.

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

--All financial reports appear to be on track.

--Doris Portolese and the Board discussed the pending renewal of the agreement with the Mishawaka Food Pantry. Of particular concern was the lack of a clear succession plan.

--Penn Township staff will be getting training on community resources.

--Recommendation that Board members office email instead of personal email.

VII. PUBLIC COMMENT

--none

VII. ADJOURNMENT

--Meeting adjourned at 7:05 PM