

Doris Portolese

From: Schmidt, David <dave.schmidt@betheluniversity.edu>
Sent: Saturday, March 2, 2024 8:45 PM
To: Doris Portolese
Cc: Kent Hizer; Kris Verash
Subject: February Minutes

Penn Township Advisory Board Meeting Minutes

5 February 2024
Trustee's Office
210 East Russ Ave
Mishawaka, Indiana 46545

In Attendance

Kent Hizer, Board President
Dave Schmidt
Kris Verash
Doris Portolese, Trustee
Chief Witt, Penn Township Fire Department
Steve Dalton
George Bashura



1. Pledge of Allegiance led by Chief Witt
2. Call to Order – Kent Hizer (5.30 PM)
3. New Business
 - A. Approval of the January 2nd Board Meeting Minutes
 - Krish moved
 - Dave seconded
 - Approved 3-0
 - B. Presentation and Annual Board of Finance Report/Policy Update
 - Steve Dalton gave an overview and answered questions.
 - C. Review and Approval of the Annual Financial Report for 2023
 - Kent moved
 - Krish seconded
 - Approved 3-0
 - D. Review and Approval of the 2024 Standards and Guidelines
 - Dave moved
 - Kris Seconded
 - Approved 3-0
 - E. Resolution 2024-05 Allocation of Unbudgeted Receipts
 - Baby Box Grant-\$10,000
 - COVID Grant-\$21, 774.82 + \$7,691.21
 - Coverage at ND games-\$4,436.52

Insurance Proceeds-\$25,730.57

Kent moved

Dave seconded

Approved 3-0

4. Old Business

A. Baby Box Dedication on March 7

5. Fire Chief's Report.

A. Chief Witt reported on the progress of the active shooter training and response program

-A county-wide SOP is due this spring.

-Chief will attend advanced training March 11-13.

B. Chief Witt reported that the Fire Department has made two new hires and that staffing is now at 100%.

C. Chief Witt reported that the County 911 Call Center is still short of staff.

6. Trustee's Report

A. The TA-7 and Financials will come in the near future.

B. The "77" pension program is slated to go online July 1.

C. The Trustee will be hiring a consulting firm who will use ground penetrating radar of help locate gravesites in the Township cemeteries.

7. The meeting was adjourned at 7:05

The next Board Meeting

4 March 2024

5:30 PM

Fire Station

13960 Jackson Road

Mishawaka, Indiana 46544