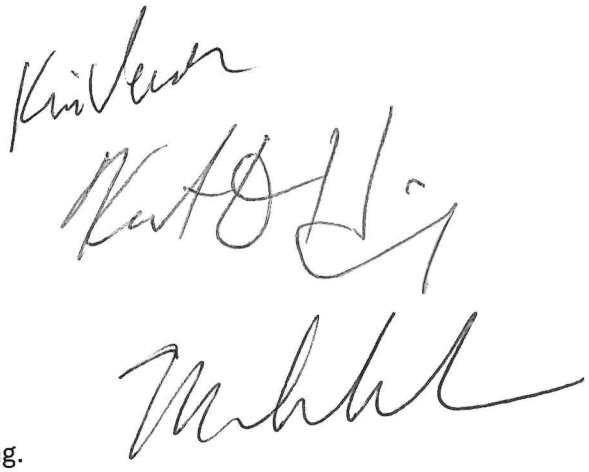
Minutes PENN TOWNSHIP
BUDGET ADOPTION
Advisory Board Meeting & Fire Territory Board Meeting
St. Joseph County Indiana
Penn Township Trustee's Office
210 E Russ Ave, Mishawaka, IN 46545

October 5, 2026

In attendance:
Kent Hizer – Board President
Mark Voelker-Board Member
Kris Verash – Board Member
Doris Portolese- Trustee
Chief Gerndt – Fire Chief



Members of the public in attendance:
Nancy Duncan
Andrew Frie -joined around 5:45PM

5:30 pm- Pledge of Allegiance

Call to Order: Kent Hizer opened the Board Meeting.

New Business for Penn Township Board:

- Approval of September 14, 2026 minutes of both Board Meeting minutes and Fire Territory Meeting minutes. Kent motioned for approval. Mark Voelker second it. Minutes approved.

Resolution 2026-07 Budget Adoption for Township & Fire Territory. Kent asked if there are any changes from public hearing. Kent made motion to adopt budget. Kris Verash seconded – no further comments. All voted approval of Resolution 2026 -07 – budget adopted. Copy of budget will be uploaded on line tomorrow.

Nancy Duncan questioned if this is that public hearing regarding budget. Kent informed her that public hearing was last month. This is the same information which was handed out last month.

Resolution 2026-05 Salary of Township. Doris explained that this reflects what was discussed during budget hearing. This shows each position and the proposed range of pay for 2027. There is a 3% pay increase. Doris explained that with job splits there are two full time employees which spilt time between two jobs but need to be shown as 4 part-time positions.

Resolution 2026-06 Salary of Fire Department. This also is shown by position with proposed pay range for 2027. This also reflects 3% pay increase.

Nancy Duncan asked for copies of these resolutions. Doris explained they will be available on line tomorrow. Nancy questioned how a public meeting could happen without this information being made available to the public. Kent advised Nancy that the numbers were made available at last months public hearing. Nancy claimed that since she arrived late to last month's meeting, (due to September meeting advertised as being at fire station 13) she did not receive the budget handout. Doris then provided copy to Nancy. Nancy continued to question the public nature of how the budget was handled. Kent once again said information was provided. Doris also stated that this budget information has been on line.
Mark asked how does Penn Fire department pay compares to Clay. According to Chief Gerndt they are basically at the same pay scale.
Kent made motion to approve Resolution 2026-05. Mark seconded it. All voted for approval. Resolution passed.
Kent made motion to approve Resolution 2026-06. Mark seconded it. All voted for approval. Resolution passed.

Old Business:

- Doris – no old business.

Chief Gerndt Report:

- Chief handed out fire department run results for September (237 runs). This is staying within a typical month of activity.
- The fatal fire on Valley Trail - the state fire marshal has ruled the cause of fire as undetermined.
- Penn had 5 individuals including Chief Gerndt completed the fire investigator course. Previously Penn only had 3 members that had this training.
- Mark asked how Penn determines what to charge for an ambulance run. Chief reported that they do an annual review along with other departments in area to determine proper rates. This is being done now for 2027.Medicare also provides a payment range which influences what we charge. We typically are in the middle of the payment range.
- Mark also asked about the legality burning leaves. The fire department has no enforcement powers. Ok to have fire as long as it's 5 feet in diameter or smaller and properly attended.

Trustee's Report:

- TA-7 and financials have already been sent to board members.
- Doris will be submitting request for additional appropriation for ambulance. Last year it was decided that we would pay for ambulance instead of lease program. Doris will be advertising this appropriation 10 days in advance of meeting.

Nancy Duncan was wondering why the Penn's website stated that there was no meeting today, and why the office will be closed October 7th, 8th, and 9th for training. Doris stated that they had technical issues with the site, and the meeting notice was in office hours and should have been fixed around 4PM. The office staff will be going to ITA for training. They will be checking daily for any messages left on phone. This is special classes/training for township workers which is required by the state. Mark commented that Mishawaka sends people to go to a similar training program (AIM) for city personnel.

Nancy Duncan felt that she did not get enough information during public Budget meeting. Doris and Mark both stated that we waited for Nancy to arrive and that there were copies of the budget which Steve Dalton presented on the table for everyone to take. Doris also reminded the group that this information was available on Gateway after the meeting.

Call for adjournment: 6:06 PM Kent Hizer made a motion to adjourn. Voelker second. Unanimous vote to adjourn.

Next Meeting: Monday November 2th at Fire Station 14.