

# **PENN TOWNSHIP**

210 East Russ Street  
Mishawaka, Indiana 46545  
Telephone: 574-256-6213 Facsimile: 574-256-6234

## **PENN TOWNSHIP ADVISORY BOARD BOARD MEETING MINUTES**

**Date:** 4 November 2019

**Time:** 5:30 pm

**Location:** Penn Fire Station 14. 13960 Jackson Rd, Mishawaka, IN

### **I. CALL TO ORDER & PLEDGE OF ALLEGIANCE**

--Board President Kent Hizer called the meeting to order. 5:30 PM

-- Battalion Chief Al Kirsits led the recital of the Pledge of Allegiance.

In attendance:

Kent Hizer

Dave Schmidt

Lacy Hahn-Normandin

Doris J. Portolese: Penn Township Trustee

Lynda Kay Smith, Township Office Manager

Battalion Chief Al Kirsits

Lacy Lawrence

Members of Penn Township FD

### **II. APPROVAL OF MINUTES**

--October 2019 Board Meeting Minutes

Motion-Lacy

Second-Dave

Approved: 3-0

### **III. NEW BUSINESS**

--Swearing in of Lacy Lawrence, Al Kirsits officiating

--2020 Holiday schedule presented by Doris.

--Review of the State Board of Accounts review of Township finances.

--New Mishawaka Food Pantry agreement approved.

--Resolution 2019-14—Transfer of funds to Rainy Day account.

\$10,000 from General Fund

\$20,000 from Welfare Administration Fund

\$35,000 from Direct Assistance Fund

Motion-Kent

Second-Dave

Approved: 3-0

--Resolution 2019-15—Transfer of funds

--Move \$5,000 from #4 Capital Outlays to #3 Other Services & Charges

--Move \$7,000 From #4 Capital Outlays to #1 Personal Services, #2 Supplies,  
and #3 Other Services & Charges.

Motion-Kent

Second-Dave

Approved: 3-0

#### **IV. OLD BUSINESS**

--Continued update and discussion of new Fire Station

#### **V. FIRE CHIEF'S REPORT**

-- Chief VanBrouaene was on vacation.

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

--All financial reports appear to be on track.

#### **VII. PUBLIC COMMENT**

--None

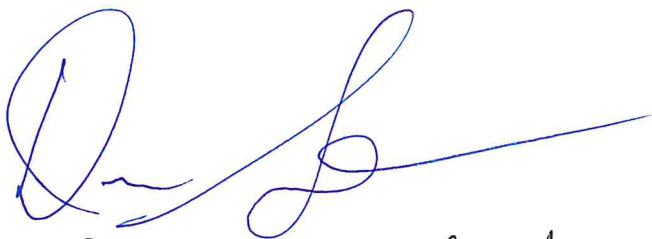
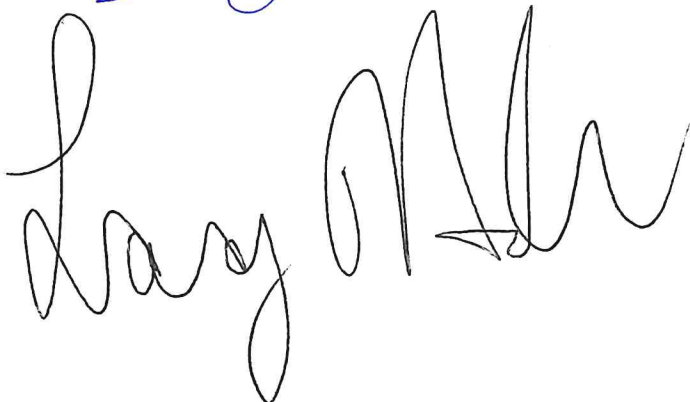
#### **VII. ADJOURNMENT**

--6:18

Motion—Kent

Second—Lacy

Approved—3-0

A handwritten signature in blue ink, appearing to be "D. L.", written in a cursive style.A handwritten signature in black ink, appearing to be "Lacy", written in a cursive style.