



**Meeting Minutes**  
**Township Board of Portage Township, St. Joseph County, Indiana**  
August 20, 2024  
Office of Portage Township Trustee  
340 Columbia Ave., South Bend, IN 46601

- I. Call Meeting to Order  
The meeting was called to order 5:05 by Board Chair Muhammad Shabazz
- II. Roll Call  
Present: Jason Critchlow, Board Chair Muhammad Shabazz, Board Members Ryan Hill and Cheryl Ashe, and Deputy Trustee Lana Cleary.
- III. Approval of Agenda  
Mr. Cleary motioned to approve the agenda, Mr. Hill seconded, passed unanimously  
Approval of Minutes – July 16, 2024, Regular Meeting
- IV. Public Comment  
None
- V. Trustee's Report
  - a. Budget/Assistance  
Deputy Trustee presented the current budget and assistance for August. Ms. Cleary also noted that August was the busiest month thus far for 2024, with the greatest needs being rental assistance and electricity.
  - b. Facilities  
None
  - c. St. Joseph County Fire Territory  
Ms. Cleary introduced Samantha Stackowicz, the SJCFPT Operations Support Manager and discussed Ms. Stackowicz' role with the new fire territory.
    - i. 2025 Financing  
Discussed and approved resolution 19-2024
  - d. Southwest Central Fire Territory  
Mr. Hill inquired about the status of the SWCFT and noted that their last meeting was cancelled. No tangible status updates are known yet.
  - e. Cedar Glen  
Mr. Cleary discussed the media coverage regarding the restitution amount awarded for January 2024. Mr. Hill noted the need to add information pertaining to statutes regarding landlord responsibilities. Ms. Ashe noted that HUD considers a temperature of 67 or 68 as adequate. The Board discussed the need



to identify statutes at the City, County, and State level statues for addition to the Trustee Website.

f. Health First Grant

Ms. Cleary noted that funds were established for the Health First Grant covering part of the Program Coordinator salary and marketing expenses, which include Ad buys on WSBT, Fox, and radio spots on station WUBU. Ms. Ashe noted that they should consider Ad buys with the local Spanish radio station, Sabatino Radio. Mr. Hill inquired if it would be possible to measure the impact or reach of those Ads. Ms. Cleary further discussed preparation for an LOI due at the beginning of September in preparation for next year's Health First Grant.

g. Community

VI. New Business

a. 19-2024 Resolution for Temporary Loan to Fire Territory Fund

- i. Trustee Critchlow discussed the need to transfer money from the Township cash reserves to the newly created Fire Territory Fund which will not receive funds until July 2025. The amount transferred will be considered a loan and will be paid back to the Township when Fire levies are received. Trustee explained this is the easiest way to track for the sake of transparency. Mr. Shabazz motioned to approve, Ms Ashe seconded, and passed unanimously.

b. 20-2024 Resolution Expressing Interesting Michigan Street Parcels

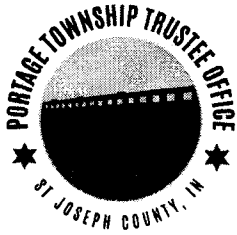
- i. Trustee Critchlow explained these parcels are adjacent to parcels owned by REAL Services and the Township interest is possible development and collaboration in the future. The Board would have to approve any purchase. Mr. Shabazz motioned to approve, Mr. Hill seconded, and passed unanimously.

c. Appointment to St. Joseph County Fire Territory

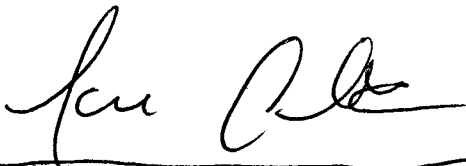
i. 2 Appointments.



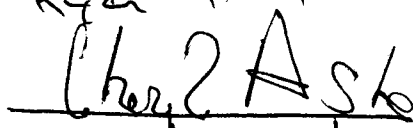
1. Mr. Shabazz nominated Mr. Hill to be the Township Board representative on the SJCFB board, Ms. Ashe seconded, and passed unanimously. MO nominated ryan. Ryan nominated
2. Ms. Ashe nominated Al Krisits to be the Township's second appointment to the SJCFB board, Mr. Shabazz seconded, and passed unanimously.

d. Community Services Agreement – Youth Services Bureau



- i. Trustee presented a CSA between the Township and the Youth Services Bureau to provide a \$10,000 contribution to the at-risk housing section of their new facility. Board discussed the alignment of YSB mission with Portage Township and benefit to the community. Mr. Shabazz motioned to approve, Ms. Ashe seconded, and passed unanimously.
- e. 2025 Budget Hearing
  - i. Trustee Critchlow completed a presentation of the proposed 2025 budget. Mr. Shabazz opened the hearing for the 2025 budget. Seeing no comments from the public, the hearing was closed.
- VII. Old Business  
There was no new business.
- VIII. Other Discussion Items  
There was no other discussion items.
- IX. Adjournment  
The meetings was adjourned at 5:55 pm.

  
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Jason Critchlow  
9-8-24

  
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Mohamed Shabazz  
  
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Ryan Hill  
  
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Cheryl Ashe