

Meeting Minutes
Township Board of Portage Township, St. Joseph County, Indiana
July 16, 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 pm by Board Chair Muhammad Shabazz.
- II. Roll Call
Present: Trustee Jason Critchlow, Board Chair Muhammad Shabazz, Board Members Ryan Hill and Cheryl Ashe, and Deputy Trustee Lana Cleary.
- III. Approval of Agenda
Ms. Ashe motioned to approve the agenda, Mr. Shabazz seconded, passed unanimously.
Approval of Minutes – June 18, 2024 Regular Meeting
Mr. Hill motioned to approve the minutes, Mr. Shabazz seconded, and passed unanimously.
- IV. Public Comment
None
- V. New Business
None
- VI. Old Business
None
- VII. Trustee's Report
 - a. Budget/Assistance
Trustee presented the current budget and assistance numbers. Ms. Ashe noted the increase in burial assistance and discussed the availability of HIP to residents. Ms. Cleary discussed recent situations with applicants requested prescription assistance. Ms. Ashe recommended staff remind applicants of the services provided by Oaklawn and the free St. Joe Clinic.
Mr. Critchlow noted the difference between shelter assistance and emergency shelter and the need to separate those in future assistance reports. Board agreed with this strategy.
 - b. Facilities
Mr. Critchlow noted that the 340 Columbia building is now under contract. The Township has approximately 60-90 days for due diligence, after which a decision would need to be made on moving forward with closing. If the Township were to move forward, the design face would immediately follow the inspection phase. The Board discussed plans for a future bond to fund renovations.



The board discussed the future of the 133 N. William building. Mr. Critchlow believes all options are on the table which include selling, leasing, or utilizing the building for other purposes. Mr. Hill discussed the need for a grocery store in the area. Ms. Ashe noted that the location could be used as a small-scale Senior Center. Mr. Critchlow committed to following up with REAL Services.

c. St. Joseph County Fire Territory

Mr. Critchlow noted that final approval is expected from the state sometime very soon. When that occurs, the Township board will need to take action to establish the fund and pursue a mechanism to loan the Territory money. Ms. Ashe asked about the status of recruitment and Mr. Critchlow stated that around half of the positions were filled with transfers from Warren and SWCFT.

d. Southwest Central Fire Territory

No update.

e. Cedar Glen

No update.

f. Health First Grant

g. Community

Mr. Critchlow noted several upcoming community events including a Back to school night, Kroc center School Uniform Give away, and clothing drive. He committed to circulating dates as a reminder to the board.

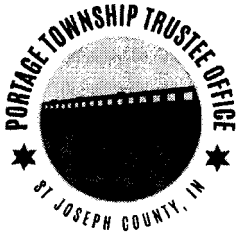
VIII. Other Discussion Items

Ms. Ashe requested information on when the County Health First Grant ends, to which Mr. Critchlow replied that its an annual award that is completed this year. The Township intends to submit a grant application for 2025 as well.

The upcoming budget was discussed. Mr. Critchlow briefly discussed the process and inclusion of Board requested items in the 2025 budget. Ms. Ashe noted that she would like a SS payee/designee program included. Mr. Shabazz noted he would like a property inspection program implemented. Mr. Critchlow noted that these would be included and stated that he would circulate information to the board to review a proposed budget ahead of the next meeting.

IX. Adjournment

With no further business, Mr. Shabazz made a motion to adjourn, seconded by Ms. Ashe, and passed unanimously.



A BRIDGE TO STRONGER FUTURES

Trustee Jason Critchlow

A handwritten signature in cursive script, appearing to read "Muhammad Shabazz II".

Muhammad Shabazz II, Board Chair

A handwritten signature in cursive script, appearing to read "Cheryl Ashe".

Cheryl Ashe, Member

A handwritten signature in cursive script, appearing to read "Ryan Hill".

Ryan Hill, Member

Attested to:

A handwritten signature in cursive script, appearing to read "Jason Critchlow".

Jason Critchlow

Portage Township Trustee