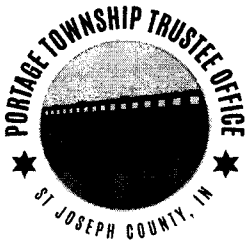


Meeting Minutes
Township Board of Portage Township, St. Joseph County, Indiana
June 18, 2024
Office of Portage Township Trustee
340 Columbia Ave., South Bend, IN 46601

- I. Call Meeting to Order
The meeting was called to order at 5:05 pm by Board Chair Muhammad Shabazz
- II. Roll Call
Present were Trustee Jason Critchlow, Deputy Trustee Lana Cleary, Board Chair Muhammad Shabazz, Board Member Ryan Hill, Board Member Cheryl Ashe, PTT Counsel Alex Bowman, PTT Project Coordinator Connor Piper, and PTT Office Administrator Jamie Snook.
- III. Approval of Agenda
Mr. Hill motioned to approve the agenda, seconded by Ms. Ashe, and passed unanimously.
- IV. Approval of Minutes - May 20, 2024 Regular Meeting
Mr. Hill motioned to approve the minutes, seconded by Ms. Ashe, and passed unanimously.
- V. Public Comment
There was no public comment.
- VI. New Business
 - a. 16-2024 Resolution Regarding Township Small Purchase Policies
Counsel Alex Bowman described the purpose of the resolution and its applicability to purchases that are less than \$50,000. This is a restatement of current Indiana Statute but provides additional transparency. Trustee Critchlow committed to the board the purchases of this size will be discussed with the board regardless of legal requirements. Mr. Hill motioned to approve, seconded by Mr. Shabazz, and passed unanimously.
 - b. 17-2024 Resolution Approving Purchase of 340 Columbia St
Trustee Critchlow stated that this is the purchase agreement for 340 Columbia and, upon final signatures, would kick off the due diligence process for purchase of the building. The owner does not have the ability to sell to someone else and this gives the Township the right to move forward or, with cause, choose to not purchase the building. Ms. Ashe motioned to approve, seconded by Mr. Hill, and passed unanimously.
 - c. 18-2024 Resolution Approving Execution of Installment Purchase of Pumper Fire Truck
Trustee Critchlow explained that this resolution contains all the same information as the previous resolutions for the Pumper Fire Truck, and that this is the final lease agreement with specific terms on repayment.
Ms. Ashe motioned to approve, seconded by Mr. Hill, and pass unanimously.
- VII. Old Business
There was no new business.
- VIII. Trustee's Report



a. Budget/Assistance

Trustee Critchlow reviewed the current budget and assistance numbers, noting that the applications for assistance are increasing each month compared to the same month last year.

b. Facilities – No update

c. St. Joseph County Fire Territory – No update

d. Southwest Central Fire Territory - No update

e. Cedar Glen – No update

f. Health First Grant

Mr. Piper and Ms. Snook reviewed the current projects being undertaken and discussed future ideas with the board.

g. Board Retreat Summary

h. Community

i. P.A.L. Sponsorship

Trustee Critchlow would like to support the Police Athletic League with the purchase of \$1,000 worth of track equipment that they are currently lacking. He solicited the Board opinion and the board unanimously agreed.

ii. Kingdom's Closet

Trustee Critchlow reviewed current plans to host a clothing drive in support of the local nonprofit Kingdom Closet. A date and more information will be shared in the future.

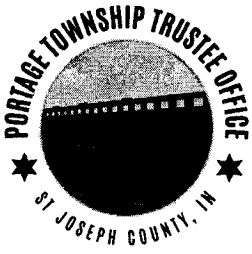
IX. Other Discussion Items

a. Regina Preston Williams, Justice Education Program Director

Ms. Preston-Williams reviewed her role and program and discussed potential ways Portage Township could partner.

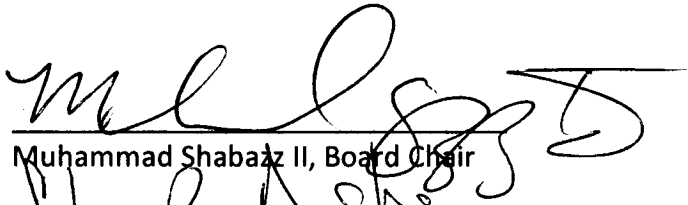
X. Adjournment

With no further business, Mr. Shabazz motion to adjourn the meeting, seconded by Mr. Hill, and passed unanimously.



A BRIDGE TO STRONGER FUTURES

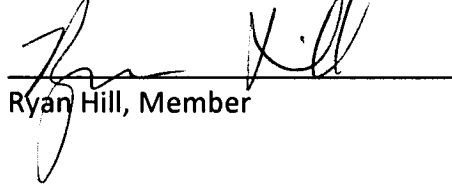
Trustee Jason Critchlow



Muhammad Shabaaz II, Board Chair



Cheryl Ashe, Member



Ryan Hill, Member

Attested to:



Jason Critchlow

Portage Township Trustee