

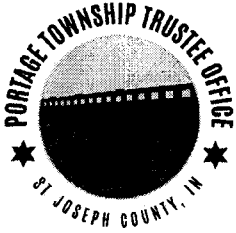


**Meeting of the Township Board of Portage Township, St. Joseph County, Indiana**

February 12, 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 5:04 pm.
- II. Roll Call  
Present were Trustee Jason Critchlow, Deputy Trustee Lana Cleary, Board Chair Muhammad Shabazz, and Board Members Ryan Hill and Cheryl Ashe.
- III. Approval of Agenda  
Ms. Ashe motioned to approve the agenda, seconded by Mr. Shabazz, and passed unanimously.
- IV. Approval of Minutes from January 16<sup>th</sup>, 2024 Meeting  
Ms. Ashe motion to approve the minutes, seconded by Mr. Shabazz, and unanimously approved.
- V. Public Comment  
There was no one wishing to make public comments.
- VI. New Business
  - a. 2023 Annual Report  
Trustee Jason Critchlow presented the 2023 annual report. Ms. Ashe motion to approve the minutes, seconded by Mr. Shabazz, and unanimously approved.
  - b. 04-2024 Appropriation of Health First Grant  
Trustee Jason Critchlow discussed the award of a portion of the St. Joseph County Health First grant to Portage Township to be used for a "Eating Healthy on a Budget" program. There is a \$65,000 budget approved by the County and will be monitored through the County. This will be a reimbursable grant with no money provided up front. A separate fund will be created for accounting for expenses related to the fund.  
  
Mr. Hill discussed the addition of the wording of the program name to the Resolution, however does not want to delay the passage of the resolution. Trustee Jason Critchlow stated that the board will be provided with fund expenses to be monitored.



Ms. Ashe discussed the possibility of giving way crock pots or other household appliance items as part of the grant. Trustee Jason Critchlow will review that option with County officials.

Mr. Shabazz motion to approve, Mr. Hill seconded, and it was passed unanimously.

VII. Old Business

There was no old business.

VIII. Trustee's Report

a. Budget/Assistance Update

The budget and assistance numbers to date were reviewed and Trustee Critchlow noted that minor updates were made to the wording of fund sub-account names.

b. Facilities Update

Trustee Critchlow stated that the project timeline is on track and bidding is expected to be done this spring.

c. SWCFT Update

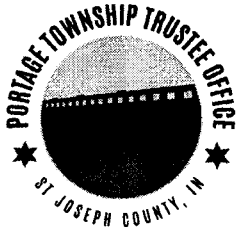
Trustee Critchlow and Mr. Hill discussed the new St. Joseph County Fire Territory formation and reminded the board members of the public hearing dates. The new Territory will take effect on January 1, 2025.

d. Cedar Glen Update

Trustee Critchlow discussed the current status of legal action against Cedar Glen. The owners have indicated willingness to discuss and find an agreeable solution. He noted that the South Bend Tenants associated, led by Judith Fox, will have a large role to play moving forward.

Ms. Ashe noted that she believed South Bend Code Enforcement should be more involved in properties such as this. Trustee Critchlow is to work with the City as best he can to determine cause and effect of these situations and see if there are lessons learned that can be applied for the future. He will circle back with the board with more information.

Mr. Hill discussed the possibility of the Township maintaining records on problematic properties to help push other enforcement agencies into action. Trustee Critchlow to gather more information and provide an update.



e. Health First Grant

There was no further discussion.

f. March Staff Training

Trustee discussed the need to close the office for three days in the beginning of March for staff training. This training will be an all day event at a local conference center followed by team building activities intended to create stronger and more efficient staff along with a more positive working culture environment. This will then be followed by two days of the staff visiting other Townships in Indiana to review the practices with the intention of applying lesson's learned in Portage Township. Trustee plans to make such training retreats an annual occurrence as staffing and training budget allows.

IX. Other Discussion Items

There was no additional discussion items.

X. Adjournment

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