



**Agenda for the Meeting of the
Township Board of Portage Township, St. Joseph County, Indiana
January 16, 2024
5:00 pm
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 by acting Board Chair, Ryan Hill. Mr. Shabazz presided over the meeting after his arrival.
- II. **Roll Call**

Present: Township Counsel Alex Bowman, Trustee Jason Critchlow, Deputy Trustee Lana Cleary, and Board Members Cheryl Ashe and Ryan Hill. Board Chair Muhammad Shabazz arrived at 5:10 pm.
- III. **Approval of Agenda**

Ms. Ashe motion to approve the agenda, Mr. Hill seconded, and passed unanimously.
- IV. **Approval of Minutes from January 2nd, 2024 Meeting**

Ms. Ashe motion to approve, Mr. Hill seconded and passed unanimously.
- V. **Public Comment**

No one present in person or online requested public comment.
- VI. **New Business**
 - a. **Board of Finance Meeting**
 - **Elect President and Secretary**

Ms. Ashe nominated Mr. Shabazz for president and Mr. Hill for Secretary. Muhammad seconded the motion and it was passed unanimously.
 - **Investment Report**

Trustee reviewed the township investments for 2023 which included one investment account at Indiana Trust.
 - b. **Board Meeting Public Comment Policy**

The board discussed the public comment policy and noted that they would allow public comment on any agenda items requiring a vote before the vote is taken in addition to the public comment portion of the meeting. Mr. Shabazz motion to adopt the policy, Ms. Ashe seconded, and unanimously approved.
 - c. **Resolution 02-2024 Township Board Remote Attendance Policy**

Mr. Bowman explained that this policy mimics the guidance that was issued by the state for all public boards post-COVID. The most notable requirement is quorum requires 2 of the 3 Board Members to be physically present at the



A BRIDGE TO STRONGER FUTURES

Trustee Jason Critchlow

consist of Warren and Portage Township for 2025, with future growth into other entities being the goal in future years.

d. 2024 Office Holiday Schedule

Trustee Critchlow distributed and reviewed the 2024 Holiday Schedule.

IX. Other Discussion Items

a. Next Township Board Meeting

The next Township Board meeting will be scheduled to pass the annual report.

This is due by February 20th

b. SWCFT Annual Meeting

This meeting will be January 30th at 5 pm at Station 41. All Township Board Members are required to attend.

X. Adjournment

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

Muhammad Shabazz II, Board Chair

Cheryl Ashe, Member

Ryan Hill, Member

Attested to:

Jason Critchlow
Portage Township Trustee