



**Meeting Minutes**  
**Township Board of Portage Township, St. Joseph County, Indiana**  
May 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 at 5:01 pm by Board Chair Muhammad Shabazz.
- II. Roll Call – Present were Board Chair Muhammad Shabazz, Board Member Ryan Hill, Board Member Cheryl Ashe, Trustee Jason Critchlow, and Deputy Trustee Lana Cleary.
- III. Approval of Agenda – Ms. Ashe motioned to approve the agenda, seconded by Mr. Hill, and passed unanimously.
- IV. Approval of Minutes
  - a. March 19, 2024 Regular Meeting – Ms. Ashe motioned to approve, seconded by Mr. Hill, and passed unanimously.
  - b. April 23, 2024 Executive Session - Ms. Ashe motioned to approve, seconded by Mr. Hill, and passed unanimously.
- V. Public Comment - None
- VI. New Business
  - a. 12-2024 Amended Township 2024 Employee Salaries  
Trustee Critchlow described the new positions included in the updated salary resolution. These changes are necessitated by the formation of the Fire Territory which will result in new hires to the Township as the provider unit, the award of the County Health First Grant, and a reorganization of the overall structure of the township staffing. Positions of Comptroller, Fire Administrative Assistant, Operations Support Manager, Project Coordinator, and Part Time Clerks I and II have been created. Part -Time Administrative Assistant position has been removed. Trustee noted that there will be additional positions to approve for the 2025 year, but those will be considered during the 2025 budget process.  
  
The board discussed the hiring process and timing for new hires including Fire Chief. Mr. Hill noted an error needing corrected in the Project Coordinator Salary. Ms. Ashe motioned to approve, seconded by Mr. Hill, and passed unanimously.
  - b. 13-2024 Expressing Interest in Property for Fire Station  
Trustee Critchlow discussed the reasoning behind the interest in this property in that there will be a need to make a decision with Station 41 at some point in the future. It will be in need of major renovations to make it fit the modern, safer model for Fire Stations or will need to be rebuilt. If it were to be rebuilt, the Township may want to



explore other potential locations such as this one. Jason explained reasoning behind interest in this property.

Ms. Ashe noted that she believes mutual aid agreements should be in writing and there was discussion on that topic. Mr. Hill requested anticipated costs for the appraisals which Trustee Critchlow anticipates to be between \$1,000 and \$2,000. Mr. Shabazz motioned to approve, seconded by Mr. Hill, and passed unanimously.

- c. 14-2024 Amended Resolution for Special Purchase of Pumper Truck  
Trustee Critchlow noted that this amendment is to correct an error in numbers in the previous resolution. Mr. Shabazz motioned to approve, seconded by Mr. Hill, and passed unanimously.

- d. 15-2024 Special Purchase of 2 Fire Trucks (Squad and Tanker)  
Trustee Critchlow discussed the need for both of these pieces of equipment due to the current SWCFT equipment being old or being transferred to Centre Township. Although we would be placing this order now, it is not anticipated that these pieces will be ready for up to three years.

Ms. Ashe asked how will the new Fire Territory work without these trucks in the meantime, which Trustee Critchlow explained would be covered by the current Warren Township equipment. Motion to approved made by Mr. Shabazz, seconded by Ms. Ashe, and passed unanimously.

VII. Old Business - None

VIII. Trustee's Report

- a. Budget/Assistance – Numbers reviewed through April.
  - i. Revised Budget Sub-category names – Trustee noted that the sub-category names have been updated to reflect current position titles.
- b. Facilities – No update.
- c. St. Joseph County Fire Territory – Board to be created soon. Application process to begin in June for internal transfers, in July for external.
- d. Cedar Glen – No update
- e. Health First Grant – Project Coordinator has been hired and has begun working on content creation and collaboration between partners.
- f. Revised Employee Manual – Presented to the board digitally before the meeting. Mr. Hill and Ms. Ashe made suggestions for language changes.

IX. Other Discussion Items

- a. Events – Jason to send Board an email summary of upcoming events
  - i. June 5 Staff Appreciation – Four Winds Field



ii. Juneteenth

1. No info yet aside from date -June 22

iii. Kroc Fest – June 15

iv. Pride Fest – June 15

v. Tenant Empowerment Event – June 15

vi. Miami Village Summer Kick Off – June 1

b. Meeting Schedule

- i. 3<sup>rd</sup> Tuesday of the month at 5 pm – Board reinstates monthly meetings.  
Trustee to provide proper notice.

X. Adjournment – Meeting adjourned at 5:45 with a motion by Mr. Shabazz, seconded by Ms. Ashe, and passed unanimously.

Muhammad Shabazz II, Board Chair

Cheryl Ashe, Member

Ryan Hill, Member

Attested to:

Jason Critchlow

Portage Township Trustee