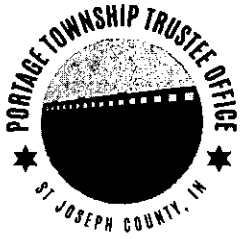


Meeting Minutes
Township Board of Portage Township, St. Joseph County, Indiana
December 16, 2025
Office of Portage Township Trustee
340 Columbia Ave., South Bend, IN 46601
[Online Link](#)

- I. Call Meeting to Order- Meeting called to order at 5:04 p.m.
- II. Roll Call- Ryan Hill, Muhammad Shabazz, Cheryl Ashe, Jason Critchlow, Lana Cleary
- III. Approval of Agenda-Cheryl Ashe motioned to approved, Muhammad Shabazz seconded, approved unanimously.
- IV. Approval of Minutes– November 18, 2025- Muhammad Shabazz motioned to approved, Cheryl Ashe seconded, approved unanimously.
- V. Public Comment-None.
- VI. New Business
 - a. 23-2025 Additional Appropriations to Various Funds-Jason Critchlow states that this is needed in order to level out the budget in 2026 after consultation with the townships accountant. He went on to state that these are either capital expenditures or fire territory related expenses due to start up costs. Jason Critchlow added that it will be necessary to dip into cash reserves in order to finish out the year and ensure that the budget for 2026 is sound. Ryan Hill inquired if this in regard to moving funds. Jason Critchlow stated that isn't exactly the case. He went on to state that this is a reappropriation of funds based on the timing of expenditures related to the general fund. He added that for the fire territory it involves the actual cash reserves. Muhammad Shabazz motioned to approve, Cheryl Ashe seconded. Approved Unanimously.
 - b. 2026 Township Board Meeting Schedule- Jason Critchlow stated that upon board approval, this schedule will be provided to local media outlets. Muhamad Shabazz motioned to approved, Cheryl Ashe seconded. Approved unanimously.
 - c. SJCFT Appointments
 - i. Township Appointment-Jason Critchlow stated that technically this is the third (3) year regarding appointments for the fire territory board. He went on to state that he spoke with board member Al 'Buddy' Kirsits about continuing his role and added that Al stated that he would be more than happy to continue in his role on the fire territory board. Additionally, Ryan Hill agreed to his appointment as the Portage Township Board member to serve on the St. Joseph Fire Territory Board. In addition, Ryan Hill nominated Al 'Buddy' Kirsits as the fifth (5) board member. Muhammad Shabazz motioned to approved, Cheryl Ashe seconded. Approved unanimously.



VII. Old Business-None

VIII. Trustee's Report

a. Budget/Assistance Review- Jason Critchlow stated that Portage Township still does not have approval from the state for the 2026 budget. He went on to state that currently nothing is known about the excess levy appeal as well. He added that Portage Township came in under budget on several items for 2025. He went on to explain that assistance has not been very busy this time of year. Ryan Hill inquired about 'professional services' noted on the report. Jason Critchlow added that an additional report can be run in order to provide more detail. He added that any consultancy throughout the year in terms of financial professionals, etc likely fall under this line item. Ryan Hill inquired about the Office Administrator line item. Jason Critchlow stated that they left that line item but did not fill that position so that item will not be reported to the state. Ryan Hill inquired about the line item relating to legal services. Jason Critchlow stated that it's related to legal services in addition to Portage Townships' regular counsel in addition to the action against the City of South Bend. Ryan Hill inquired about a recent comment on one of Jason Critchlow's social media posts regarding the situation at Karl King Township stating that politicians are not following through and added that he thinks it would be a good time to remind people that Portage Township has started an inspection program to hold local landlords accountable among other programs.

b. Facilities

i. 2026 Township Office Holiday Schedule

c. St. Joseph County Fire Territory

d. Community-Jason Critchlow mentioned the food drive that occurred on Sunday 12/14. Ryan Hill mentioned that if there is a discussion planned to debrief that event in order to go through what worked well and what didn't, that he would like to attend that discussion. Cheryl Ashe stated that she thinks utilizing tickets for those that come to receive food would be a great idea. All agreed. Ryan Hill stated that there should be a process for those who decide to attend an event like the food drive late and therefore don't have a ticket. He added that the event should still be made available. Jason Critchlow stated that it warrants further discussion.

e. Staff

f. Other-Cheryl Ashe stated that she would like to know under 'food' or 'prescriptions' that she would like Portage Township to send something to the people who run a local 'shake' program that assists people who undergo gastric surgery. She added that Medicaid will pay for the surgery but not the drinks required following gastric bypass surgery. She added that it's ridiculous because people cannot get approved for the surgery if they cannot have access to the mandatory drinks that must follow.

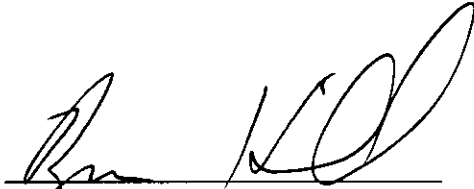
gastric bypass surgery

IX. Adjournment- motioned to adjourn, seconded, approved unanimously.

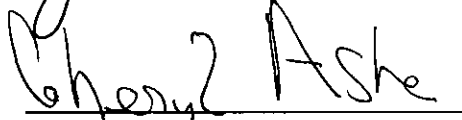


A BRIDGE TO STRONGER FUTURES


Trustee Jason Critchlow



Ryan Hill, Board Chair



Cheryl Ashe, Member



Muhammad Shabazz, Member

Attested to:



Jason Critchlow
Portage Township Trustee