

Portage Township Board Meeting Minutes

Tuesday, February 21, 2023

The February 21, 2023 meeting of the Portage Township Board was called to order at 5:05 pm. Present was Trustee Jason Critchlow, Board Members Cheryl Ashe & Ryan Hill, Board Chair Muhammad Shabazz, Deputy Trustee Charlotte Barrier, Deputy Trustee Lana Cleary, and Case Worker Kim Niezgodski.

Minutes from the January 17, 2023 Township Board meeting were unanimously approved with Cheryl Ashe making the motion and seconded by Ryan Hill.

Trustee Jason Critchlow reviewed the 2023 Budget, highlighting the fact that the current projected cash balance by December 2023 is expected to be \$230,339 in the Assistance Fund and \$454,834 in the General Administration fund. Trustee Critchlow noted that, due to the timing of property tax disbursements, these monies will be needed to last the township 6 months as first disbursement is not expected until June 2024.

Review of 2023 Township Assistance Guidelines as moved to the end of the agenda.

Resolution 07-2023 amending township COVID policy was unanimously adopted after a motion from Cheryl Ashe and seconded by Ryan Hill.

Resolution 08-2023 amending the 2023 Salary Ordinance was unanimously adopted after a motion from Muhammad Shabazz and seconded by Ryan Hill


Trustee Jason Critchlow reviewed the 2022 Annual Report which is to be posted in the South Bend Tribune. The board adopted unanimously after a motion from Muhammad Shabazz and seconded by Cheryl Ashe.

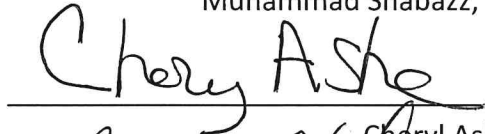
During the Trustee's Report, Trustee Jason Critchlow reviewed assistance given to date. Trustee Critchlow noted that the Township spending of Shelter Assistance is anticipated to exceed the budgeted amount before year end. Assistance Budget numbers will be closely monitored.

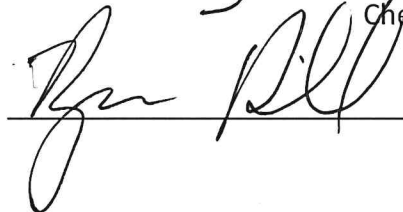
Critchlow gave an update on damage done to Trustee's office due to a car collision. Estimates on repairs are pending. A new logo has been created for the Township with materials being updated to reflect.

The board conducted a work session regarding the 2023 Township Assistance Guidelines. Edits were made to the Guidelines throughout the session. Some questions were raised by the board which require further investigation by authorities on State Township Statutes. Trustee Jason Critchlow is to review those items with those authorities.


With no further business, a motion was made to end the meeting by Ms. Ashe, seconded by Mr. Hill, and passed unanimously. The meeting ended at 7:45 pm.


Muhammad Shabazz, Chairperson


Cheryl Ashe, Member


Ryan Hill, Member

Attest:


Jason Critchlow
Portage Township Trustee

3-21-23

Date