

**SPECIAL SUPERVISORS MEETING MINUTES**  
**JANUARY 17TH 2022 TOWNSHIP BUILDING 7:00PM.**

Attendance: Chairman Kevin Frank, Phil Courter, Trent Rickert and Secretary Treasurer Carol Colucci. PTAC officers Kevin and Sharon Schrack and Auditor Janice Keller was present.

This meeting was advertised as a special work session to review and discuss the Community Building terms and conditions for renting out for events. The meeting was called to order by Chairman Frank at 7:00PM.

The current terms and conditions for the community building were reviewed and revised. The ultimate question was do we still want to rent the multi-purpose room and the kitchen out for events in spite of all the problems. Carol provided a report of the income from event rentals from the past few years and record of the community organizations that used the multi-purpose room for free waived rental fees.

After a lot of discussion, the Supervisors passed a unanimous motion to not rent the kitchen out any longer to the public due to the aged equipment and appliances are a liability. PTAC will no longer be reimbursed \$25.00 for each rental. The exterior kitchen door will not be used any longer for by renters. The inside kitchen doors will be locked at all times and not used by renters for any reason.

If anyone is caught not following the requirements of no kitchen use will result in losing their rights to rent the multi-purpose room again. Cleaning products will be provided for renters and kept in the corner and or designated place of the multi-purpose room for use by all renters to clean at the end of their event.

It was expressed that the building is intended to be used by the community. The final decision from the Supervisors was PTAC will continue to hold the community breakfast events as usual. PTAC officers Kevin and Sharon offered to take care of all responsibilities of the kitchen for the community groups requesting the use of the kitchen. Example the community church groups, Wild Game Banquet and benefits for a cause.

The Supervisors agreed for the PTAC committee to serve as a sponsor taking care of issues before, during and after the use of the kitchen. Carol will forward kitchen rental request information onto PTAC.

The multi-purpose room only may still be rented out with an increase of \$50. to the rental fee. The total is \$150. per event with a refundable \$50. key / cleaning deposit paid in advance. The Supervisors will only waive the building rental fees if it is a benefit to the community such as American Red Cross, community church holiday parties, an outreach program and anything that can be a service to the community. All other request for no charge will be at the discretion of the Supervisors as an individual situation.

Property manager Brungard is instructed to install a lock key box outside the multi-purpose room exterior door. This will be the same system as the previous kitchen door set up. A key number code will be given to the renting individual with a \$50. re-fundable deposit fee. Chairs and tables are included in the \$150. rental fee. Carts with chairs and tables are available in the corner of the room. The closet in the hall will no longer be locked to have access to at all events.

We have received e-mails requesting the community building use without paying a fee as follows. Stone House HOA Tuesday Jan 25, annual business meeting once per year. The Wild Game Banquet. The American Red Cross Feb 25<sup>th</sup>, June 10<sup>th</sup> Oct TBA.

The Supervisors decision for Stone House HOA request was no the community building will not be available to you. However, they offered the housing association to use the township building free of cost due to it is a short meeting involving Porter Township housing development.

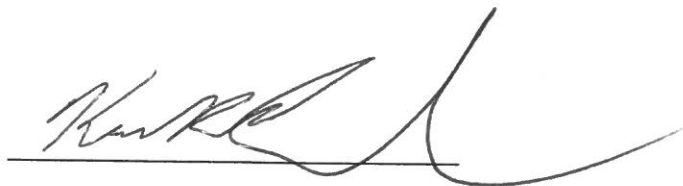
The Wild Game Banquet is a community event; however, they use the kitchen in the community building. PTAC officers have been informed and agreed to take care of the request.

The American Red Cross requesting to schedule blood drives for the community for February 25<sup>th</sup>, June 10<sup>th</sup> and October TBA has a sponsor Mary Ann Clark that takes care of all issues for that event. It has been going well.

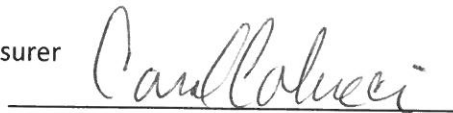
Terms and conditions for the community building rental agreement will be revised and a new agreement will be submitted for approval to the Supervisors with the updated information. A resolution will be created to prevent any issues in the future for use of the building.

Chairman Frank stated he will be out of town for one week in March. He is requesting the regular meeting scheduled for March 14<sup>th</sup> to be re-scheduled to the following Monday March 21<sup>st</sup>. Supervisors Courter and Rickert agreed. Carol will need to advertise. On a 1<sup>st</sup> motion by Courter and a 2<sup>nd</sup> by Rickert motion passed to adjourn 8:23PM.

Porter Township Chairman  
Kevin Frank



Porter Township Secretary Treasurer  
Carol Colucci



Date 2/14/2022