

**Palmyra Township  
Regular Board Meeting Minutes  
February 14, 2023**

Meeting called to order at 7:00 p.m. by Supervisor Dave Pixley at the Palmyra Township Hall, 6490 Palmyra Rd.

Members present: Dave Pixley, Matt Koester, Mark Crane, Steve Papenhagen, and Chris Whited

Members absent: None

Audience Attendance: 6

Motion Koester, support Crane to approve the agenda as amended. **Motion carried**

- Add to New Business:
  - ESO Electronic Health Record
  - MTA Educational Conference & Expo
  - PFD printer
  - PFD Dryer Vent
  - PFD iPads
  - PFD External Hard Drives
  - TV Mount for Training Room
  - SES Ordinance Letter to the Public

**Public Comment:** N/A

**Minutes & Reports:**

- Minutes: presented by Clerk Whited
- Financial: report presented by Treasurer Koester
- Fire & EMS: report presented by Chief Paul Rohlan
- Code Officials:
  - Code Enforcement: report presented by Clerk Whited
  - Building Inspector: report presented by Clerk Whited
  - Electrical Inspector: report presented by Clerk Whited
  - Mechanical Inspector: report presented by Clerk Whited
  - Plumbing Inspector: report presented by Clerk Whited
- Planning Commission: PC Chairperson Deb Comstock reported that the next PC meeting is March 17, 2023, and Carmen Loar has agreed to be the recording secretary; Ryan Mapstone is Vice Chairperson; and Deb Comstock is Chairperson
- Building Committee: Trustee Mark Crane reported that no meeting has been scheduled.

- **Drain Commission:** Supervisor Pixley reported that he had met with Jenny and Kara to discuss the O&M budget.

Motion Koester, support Crane to approve the December 13, 2022 Regular Meeting Minutes and the February 2, 2023 Special Meeting Minutes, as well as the reports, and place them on file. **Motion carried**

#### Communications:

- **Land Splits:** PA0-136-3450-00. Green & White Investments, John Tuckerman
- **FOIA requests:** A request was submitted by Kaitlyn Powerski on November 11, 2022, for a digital copy of the November 8, 2022, General Election tabulator tape. Clerk Whited stated that no election material can be released until the State audits are complete.
- **Cemeteries:** Clerk Whited reported that cemeteries are clean, but two trash cans in the Main Cemetery need to be emptied. Supervisor Pixley reported that when the weather warms up, he will spread stone on the Main Cemetery driveway and remove a tree limb.
- **Roads & Bridges:** A reminder for Board members that a meeting with the LCRC is scheduled on February 27, 2023, at 9:00 am.
- **ITC/Nextera Substation:** Supervisor Pixley reported that ITC would like to discuss ITC's future substation in Palmyra Twp. on February 20, 2023, at 10:00 am.

#### Unfinished Business:

- **Pest Control Contract:** Motion Koester, support Whited to accept the Rose Pest Solution one year agreement for the initial cost of \$120 and \$57 per month. **Motion carried**
- **Property Donation Proposal – Keith Knierim/Estate of Lee Ellen Driggs:** Discussed with no action required. Supervisor Pixlet reported that Keith Knierim hired Dan Gilson to put brackets on the well cover in order to add a lock to secure it. Also reported is the Township receipt of the deed for the donated property. He also encouraged the public to consider joining the Park Committee to help with the planning process for playground equipment and a grant to help fund the project.
- **Planning Commission Appointments:** Tabled until the March 14, 2023 Regular Meeting

#### New Business:

- **PTFD –**
  - **Employment applications:** Motion Pixley, support Koester to hire Gabrielle Pigg and be placed on a six month probation period with the possibility of an early release with Chief Rohlan's recommendation. **Roll call vote:** Whited – yes; Crane – yes; Koester – yes; Pixley – yes; Papenhagen – yes **Motion carried**  
Motion Papenhagen, support Crane to hire Owen Pixley and be placed on a six-month probation period. **Roll call vote:** papenhagen – yes; Whited – yes; Crane – yes; Koester – yes; Pixley – yes **Motion carried**
  - **Probation terminations:** N/A
- **Resignations:** Motion Pixley, support Whited to accept the resignation of Kristin Barrios, effective February 13, 2023, and hope she will reconsider coming back in the near

- future. **Roll call vote:** Papenhagen – yes; Koester – yes; Crane – yes; Whited – yes; Pixley – yes **Motion carried**
- **ESO Electronic Health Record:** Motion Whited, support Koester to allow the Fire Department to purchase a one year subscription (beginning April 2023) of the ESO Electronic Health Record software at a cost that shall not exceed \$2,280. **Roll call vote:** Crane – yes; Whited – yes; Papenhagen – yes; Koester – yes; Pixley – yes **Motion carried**
  - **River Raisin Watershed Membership renewal:** Motion Pixley, support Koester to renew Palmyra Townships River Raisin Watershed membership at a cost of \$208. **Motion Carried**
  - **Region 2PC Membership Renewal:** Motion Pixley, support Crane to renew Palmyra Township's region 2pc membership at a cost of \$548.37. **Motion carried**
  - **Expense Reimbursement Policy:** Motion Whited, support Koester to allow the Supervisor to take Don Olszewski's receipts and the drafted Expense Reimbursement Policy to Attorney Jeff Juby for review. **Motion Carried**
  - **Joint Meeting with the Planning Commission & Board:** Tabled until the Supervisor can get dates to schedule a joint meeting between the Planning Commission and Board.
  - **MTA Educational Conference & Expo:** Motion Papenhagen, support Crane to allow Board members to attend the MTA Educational Conference & Expo in Traverse City from April 17, 2023, to April 20, 2023. **Motion carried**
  - **PFD Printer:** Motion Koester, support Pixley to approve the PFD to purchase a Brother laser printer at a cost of \$180.00 **Motion carried**
  - **PFD Dryer Vent:** Motion Koester, support Crane to allow the Supervisor to have the dryer vent installed by Brown & Sons Roofing at a cost of \$1,500, and to have JC Mechanical install the dryer vent pipe at a cost of \$1,500. **Motion carried**
  - **PFD iPads:** Motion Whited, support Pixley to allow the PFD to purchase from FirstNet 4 iPads at a cost of \$396 and to purchase the FirstNet 5GB Data Pool for \$110 per month. **Motion carried**
  - **PFD External Hard Drives:** Motion Whited, support Crane to allow the PFD to purchase two external hard drives at a cost that shall not exceed \$150. **Motion carried**
  - **TV Mount for Training Room:** Motion Koester, support Pixley to purchase a TV mount for the training room. **Motion carried**
  - **SES Ordinance Letter to the Public:** Tabled until further notice.

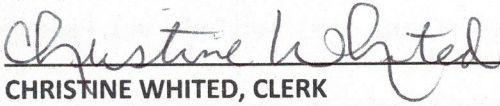
#### Bill Payment

Motion Pixley, support Koester to allow the Clerk to pay all Township and PTFD bills. **Motion carried**

#### Adjournment

Motion Pixley, support Koester to adjourn at 11:02 p.m. **Motion carried**

**Next Regular Meeting: March 14, 2023**

  
CHRISTINE WHITED, CLERK

THESE MINUTES WERE APPROVED MARCH 14, 2023.