

**Palmyra Township
Regular Board Meeting Minutes
September 12, 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, Mark Crane, Steve Papenhagen, and Chris Whited

Members absent: Matt Koester

Supervisor Pixley opened the meeting with the Pledge of Allegiance and a silent prayer for Treasurer Matt Koester.

Audience Attendance: 5

Motion Papenhagen, support Crane to approve the agenda as presented. **Motion carried**

Public Comment:

- Jim Leonard asked the Board if the Zoning Ordinance violations in the Township have been addressed. Supervisor Pixley stated that the Township is still looking to hire a Code Enforcement Officer.

Minutes & Reports

- Minutes: presented by Clerk Whited
- Financial: report presented by Supervisor Pixley (Report prepared by Deputy Treasurer Angie 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: Trustee Mark Crane reported that the Planning Commission's next meeting is September 19, 2023, at 7:00 pm.
- Drain Commission: report presented by Supervisor Pixley.
- Park Committee: Clerk Chris Whited reported that the Park Committee has not met.
- Roads/Bridges: Supervisor Pixley reported that the wedging on Wellsville Hwy. has been started.
- Audit Report: report presented by Meredith Francis.

Motion Whited, support Crane to approve the July 11, 2023 Regular Meeting Minutes, the July 25, 2023 Special Meeting Minutes, and the August 22, 2023 Special Meeting minutes, as well as the reports, and place them on file. **Motion carried**

Communications:

- **Hot Sticks:** Supervisor Pixley reported that the fire department received the hot sticks two weeks ago, and there was no price increase.
- **Michigan Fire Equipment Grant:** Supervisor Pixley reported that the fire department was awarded the Michigan Fire Equipment Grant, receiving the maximum amount of \$10,000 for the reimbursement of turnout gear.

Unfinished Business:

- **Request for reimbursement payment – Don Olszewski:** Motion Pixley, support Crane to pay Mechanical/Plumbing Inspector Don Olszewski the attorney recommended reimbursement of \$256.82 of expenses and send him a copy of the Expense Reimbursement Policy as well. **Roll call vote:** Crane – yes; Papenhagen – yes; Pixley – yes; Whited – yes; Koester – absent **Motion carried**
- **Old National Bank CD:** Tabled indefinitely.
- **Code Enforcement Officer:** Tabled until Supervisor Pixley has recommendations.
- **Headlight Repair Engine #2:** Discussed with no action required at this time. Chief Rohlan will take Engine-2 to Tire Outlet Plus to have them look at the headlight wiring.
- **Implementation of Risk Management Policies:** Motion Pixley, support Whited to allow Chief Rohlan to implement the MML loss control policy recommendations, effective immediately. **Roll call vote:** Pixley – yes; Crane – yes; Papenhagen – yes; Whited – yes; Koester - absent **Motion Carried**

New Business:

- **PTFD –**
 - **Employment applications:** N/A
 - **Probation terminations:** N/A
- **Resignations:** N/A
- **Biennial Financial Audit:** Motion Whited, support Papenhagen to change the Township annual financial audit to a biennial audit, beginning with the 2024/2025 Fiscal Year (Year Ended March 31, 2025). **Roll call vote:** Crane – yes; Pixley – yes; Papenhagen – yes; Whited – yes; Koester – absent **Motion carried**
- **MTA Professional Development Retreat:** Motion Crane, support Papenhagen to allow Board members and Planning Commission members to attend the October MTA Professional Development Retreats, including lodging of \$145 per night coinciding with the maximum number of days the individual attends the retreat. **Motion carried**
- **Request by ZBA to refund the \$300 variance application fee to Karen Betz:** Motion Whited, support Pixley to refund the \$300 variance application fee to Karen Betz. **Motion carried**

- **Recommendation to Planning Commission to review Article II Definitions of the ZO:** Motion Whited, support Pixley to request the Planning Commission to review Article II Definitions in the Zoning Ordinance and make any needed changes. **Motion carried**
- **ARPA Funding for Park:** Motion Crane, support Whited to designate \$50,000 of ARPA funds to match the \$50,000 donation for the development of the community park. **Roll call vote:** Papenhagen – yes; Whited – yes; Pixley – yes; Crane – yes; Koester - absent **Motion carried**
- **Schedule Delinquent Sewer/Water Hearing:** Motion Pixley, support Papenhagen to schedule the Delinquent Sewer/Water Hearing on Tuesday, October 10, 2023, during the Regular Meeting at 7:00 pm. **Motion carried**
- **Request for Information – Collections on Account #22101193, \$780:** Motion Whited, support Papenhagen to allow Supervisor Pixley to sign the Request for Information for the collection of account #22101193, in the amount of \$780. **Motion carried**

Bill Payment

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

Adjournment

Motion Whited, support Papenhagen to adjourn at 9:02 p.m. **Motion carried**

Next Regular Meeting: October 10, 2023