

**Palmyra Township
Regular Board Meeting Minutes
January 11, 2022**

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, Steve Papenhagen, Mark Crane. and Chris Whited

Members absent: None

Audience Attendance: 8

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

- Add to Reports: Drain Commission
- Add to Communications: MTA Annual Conference; ARPA Accounts
- Add to New Business: Security Camera; Budget Amendments

Public Comment: None

Minutes & Reports:

- County Commissioner Jim Goetz: Reported that the County Court House is near completion, and an open house for the public will soon be announced. The county secured \$2.3 million for the Phoenix Project property purchase; A \$2 million EGLE grant was also awarded to the project.
- 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: N/A
- Building Committee: N/A
- Drain Commission: report presented by Supervisor Pixley

Motion Crane, support Koester to approve the December 14th Regular Meeting minutes as written, as well as the reports as presented and place them on file. **Motion carried**

Communications:

- **Land Splits:** None
- **FOIA requests:** None
- **Cemeteries:** To be discussed in New Business

- **Roads & Bridges:** Supervisor Pixley reported that the Lenawee County Road Commission annual meeting with the Board members is scheduled on Tuesday, March 1, 2022, 9:00 am, at the LCRC office.
- **MTA Annual Education Conference:** Supervisor Pixley reported that the MTA Annual Education Conference will be held in Lansing, April 25th to April 28th, and the early bird cost is \$388 per person, excluding hotel stay.
- **ARPA Accounts:** Clerk Whited reported that she will be assigning new account numbers to the ARPA funds, which will allow for better tracking of the funds.
- **Region 2 PC:** Supervisor Pixley reported that a meeting of the Region 2 Rural Task Force is scheduled on Thursday, January 13, 2022, at 10:00 AM in the Jackson County Department of Transportation Offices, 2400 N. Elm St., Jackson, MI.
- **Cemetery fencing:** Supervisor Pixley reported that he has contacted two mason contractors to get quotes on repairing and painting the fence at the Palmyra Main Cemetery.

Unfinished Business:

- **SES Ordinance:** Supervisor Pixley that all the required documents have been sent to Foster & Swift Law Firm for review by Mike Homier, and said that attorney Mike Homier will likely have the material reviewed by mid-February.
- **Cemetery/Township Groundskeeper Job Description:** Motion Koester, support Whited to table the discussion of the Cemetery/Township Groundskeeper Job Description until the February 8th Regular Meeting. **Motion carried**

New Business:

- **PTFD –**
 - **Employment applications:** One application has been received.
 - **Probation terminations:** None
 - **Resignations:** None
- **SOM Voting Equipment Maintenance Contract:** Motion Whited, support Koester to renew the 5-year SOM voting equipment maintenance contract at a cost of \$615. **Motion carried**
- **RRWC Annual Membership Dues:** Motion Whited, support Crane to renew the RRWC membership at a cost of \$208. **Motion carried**
- **RRWC Delegate/Alternate Delegate:** Motion Koester, support Whited to appoint Jim Isley as the Township delegate to the RRWC and Mark Crane as the alternate delegate. **Motion carried**
- **Cemetery tree removal:** Motion Pixley, support Crane to accept the Ropes & Rigging Tree Removal Service bid of \$4,175 for the removal of six trees and grinding the stumps in the Palmyra Main Cemetery. **Motion carried**
- **Option of Charter Township status:** No action required at this time.
- **USDA Customer Contract Agreement:** Motion Pixley, support Koester to adopt the USDA Customer Contract Agreement, which grants the customer contacts the authority to sign the USDA documents. **Roll call vote:** Pixley – yes; Whited – yes; Koester – yes; Crane – yes; Papenhagen – yes; **Motion carried**
- **USDA Equal Opportunity Agreement:** Discussed with no action taken at this time.
- **USDA requirements of current building:** The Township must submit to the USDA the Financial Statements from the past five years.
- **Security camera:** Motion Whited, support Koester to purchase a portable camera at a cost that shall not exceed \$250. **Motion carried**

- **Budget amendments:** Motion Papenhagen, support Whited to amend the following expense accounts of the 2021/2022 Budget:
 - 101-101-801, Professional Services: Increase from \$12,000 to \$13,000
 - 101-101-803, Insurance/Bonds: Increase from \$150 to \$1,500
 - 101-101-933, Software Support: Increase from \$1,000 to \$1,200
 - 101-101-961, Dues & Membership: Increase from \$2,400 to \$2,700
 - 101-171-960, Supervisor Continued Education: Increase from \$0.00 to \$400
 - 101-255-704, Deputy Treasurer Wages: Increase from \$1,200 to \$1,700
 - 101-262-801, Professional/Contract Svc.: Increase from \$0.00 to \$620
 - 101-262-851, Postage: Increase from \$200 to \$1,500
 - 101-265-704, Building & Grounds Commission Wages: Increase from \$600 to \$1,000
 - 101-336-932, PFD Repair/Maintenance Vehicles: Increase from \$6,000 to \$15,000
 - 101-336-934, PFD Repair/Maintenance Other: Increase from \$6,000 to 7,000
 - 101-410-704, Planning Commission Wages: Increase from \$2,000 to \$2,500
 - 101-567-801, Cemetery Professional/Contract Services: Increase from \$2,000 to \$4,500
- **Roll call vote:** Koester – yes; Papenhagen – yes; Pixley – yes; Whited – yes; Crane – yes **Motion carried**
- **MTA Conference:** Motion Whited, support Papenhagen to allow five Board members to attend the MTA Educational Conference in April 2022. **Motion carried**

Bill Payment

Motion Pixley, support Koester to pay all Twp. and PTFD bills as amended. The cost of \$116 for postage was added to the bills.

Motion carried

Adjournment

Motion Pixley, support Koester to adjourn at 9:05 p.m. **Motion carried**

Next Regular Meeting: February 8, 2022

Christine Whited, CLERK

THESE MINUTES WERE APPROVED FEBRUARY 8, 2022.