

**Palmyra Township
Regular Board Meeting Minutes
February 9, 2021**

Meeting called to order at 7:01 p.m. by Supervisor Dave Pixley via Zoom video conference due to the MDHHS order to gathering restrictions of no more than 10 people.

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

Members absent: None

Audience Attendance: 7

Motion Whited support Koester to approve the agenda as amended.

- Add to New Business:
 - *ZBA member appointment*

Roll call vote: Koester – yes; Whited – yes; Crane – yes; Papenhagen - yes; Pixley – yes
Motion carried

Public Comment: None

Minutes & Reports:

- Minutes: presented by Clerk Whited
- Financial: report presented by Treasurer Koester
- Fire & EMS: report presented by 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: report presented by Trustee Mark Crane
- Building Committee: Trustee Steve Papenhagen reported that he will possibly schedule a Zoom meeting within the next two weeks

Motion Whited, support Papenhagen to approve the January 12, 2021 Regular Meeting minutes as written and the reports as presented and place on file. **Roll call vote:** Pixley – yes; Crane – yes; Papenhagen; Whited – yes; Koester – yes **Motion carried**

Communications:

- **Land Splits:** None
- **FOIA requests:** None
- **Cemeteries:** Clerk Whited reported that she has visited the cemeteries to check on plowing, and stated that plowing was complete.
- **Roads & Bridges:** No report available

Unfinished Business:

- **PA0-107-1100-00:** Motion Pixley, support Papenhagen to offer PA0-107-1100-00 property to the Lenawee County Road Commission at a cost of \$1,500 (which will cover the accrued back taxes and attorney fee) and to allow Supervisor Pixley to sign the documents. **Roll call vote:** Koester – yes; Crane – yes; Whited – yes; Papenhagen – yes; Pixley – yes **Motion Carried**
- **Palmyra Plaza boiler:** Motion Pixley, support Koester to accept J & C Mechanical's new boiler proposal of the installation of the RayPak 264,000 BTU copper fin boiler at a cost that shall not exceed \$16,765. **Roll call vote:** Crane – yes; Pixley – yes; Whited – yes; Crane – yes; Koester – yes **Motion Carried**
- **PTFD 2nd Radio:** Motion Koester, support Crane to allow the Palmyra Township Fire Department to purchase the Motorola APX4500 radio at a cost that shall not exceed \$3,400. **Roll call vote:** Koester – yes; Crane – yes; Whited – yes; Koester – yes; Papenhagen – yes **Motion Carried**
- **Roads:** Supervisor Pixley reported that the Road Commission has canceled their February 23, 2021, meeting with the Township Board members due to the extension of Covid – 19 gathering restrictions. In the meantime, the Road Commission will work on preparing the road project quotes to send to the Township in the event that we cannot meet in person.

New Business:

- **PTFD –**
 - **Employment applications:** None
 - **Probation terminations:** Greg Pello's probation period expired February 8, 2021.
 - **Resignations:** Ryan Hannah submitted his resignation to Chief Rohlan on Tuesday, February 9, 2021. It is effective 6:30 pm, February 9, 2021.
- **Closed meeting session for two firefighters to discuss continued service to the township fire department:** Motion Crane, support Koester to enter into a closed session at 7:42 pm. **Roll call vote:** Koester – yes; Papenhagen – yes; Whited – yes; Pixley – yes; Crane – yes **Motion Carried**

Motion Crane, support Pixley to allow John Flint to continue employment on the PTFD, understanding that he must meet the 10% run requirement in the 1st and 2nd quarters of 2021, and if he drops below the 10% run requirement, his employment will be terminated. **Roll call vote:** Papenhagen – yes; Koester – no; Whited – no; Crane – yes; Pixley – yes **Motion carried**

Motion Crane, support Koester to allow Kristin Barrios to continue employment on the PTFD, understanding that she must meet the 10% run requirement in the 1st and 2nd quarters of 2021, and if she drops below the 10% run requirement, her employment will be terminated. **Roll call vote:** Crane – yes; Whited – no; Koester – yes; Pixley – yes; Papenhagen - yes **Motion carried**

- **PTFD computers:** Discussed with no action taken at this time. The Supervisor will determine what computers will be best for the software used by the fire department.
- **Office printer:** Motion Whited, support Koester to allow the Supervisor to purchase the HP Officejet Pro 9015 printer and ink cartridges at a cost that shall not exceed

\$360.00. **Roll call vote:** Whited – yes; Crane – yes; Papenhagen – yes; Koester – yes; Pixley - yes **Motion Carried**

- **PTFD/Community Room Wi-Fi Router:** Motion Crane, support Koester to purchase the TP Link Deco Powerline Hybrid WI-FI System at a cost that shall not exceed \$212.00. **Roll call vote:** Koester – yes; Crane – yes; Papenhagen – yes; Whited – yes; Pixley – yes **Motion Carried**
- **2021 Cemetery care/grounds keeping contract:** Motion Pixley, support Koester to renew the cemetery care/township grounds keeping contract with R.A.P. Lawn Care (Aden Porter) at a yearly salary of \$15,750, which includes care of all the cemeteries, lawn care of the Township Hall and 6490 Palmyra Rd. properties. **Roll call vote:** Papenhagen – yes; Crane – yes; Whited – yes; Koester – yes; Pixley - yes **Motion Carried**
- **PTFD CPR class- All Board members welcome, 02/24/2021, 6:00 PM:** Chief Rohlan stated that all Board members are welcome to join the CPR class hosted at the Township Hall on Wednesday, February 24, 2021, at 6:00 pm.
- **Board of Review training:** Motion Crane, support Koester that the Board of Review members take the MTA Board of Review training course at a cost that shall not exceed \$190.00. **Roll call vote:** Crane – yes; Papenhagen – yes; Whited – yes; Pixley – yes; Koester – yes **Motion Carried**
- **2020-2021 Budget:** Supervisor Pixley, Clerk Whited, Deputy Clerk Deborah Deseranno, Treasurer Matt Koester, Deputy Treasurer Angie Koester will review the 2020-2021 Budget on Tuesday, February 16, 2021, 7:00 pm, at the Township Hall.
- **Website upgrade to Godaddy template:** Motion Whited, support Pixley to upgrade the Palmyra Township website to the Godaddy template at a one-time cost of \$200.00, an annual fee of \$180.00, and the monthly maintenance fee of \$20. **Roll call vote:** Papenhagen – yes; Pixley – yes; Whited – yes; Crane – yes; Koester – yes **Motion Carried**
- **Rescind January 12, 2021, motion for Board of Review (BOR) alternate member appointment:** Motion Whited, support Koester to rescind the January 12, 2021, motion to appoint Deborah Deseranno as a BOR alternate member. **Roll call vote:** Papenhagen – yes; Pixley – yes; Crane – yes; Whited – yes; Koester – yes **Motion Carried**
- **Appoint alternate Board of Review (BOR) member:** Motion Pixley, support Whited to appoint Joshua Leupold as a BOR alternate member. **Roll call vote:** Crane – yes; Whited – yes; Pixley – yes; Koester – yes; Papenhagen – yes **Motion Carried**
- **PTFD new hire pay:** Motion Pixley, support Crane that beginning February 10, 2021, PTFD new hires will be paid an hourly rate of \$9.65 during their probation period. **Roll call vote:** Koester – yes; Whited – yes; Pixley – yes; Crane – yes; Papenhagen – yes **Motion Carried**
- **Zoning Board of Appeals (ZBA) member appointment:** Motion Pixley, support Whited to appoint Laurie Isley as a ZBA member. **Roll call vote:** Pixley – yes; Crane – yes; Papenhagen – yes; Whited – yes; Koester – yes **Motion Carried**
- **PTFD credit card for fuel purchases:** Clerk Whited will check a few Credit Card companies to find the best options. Deputy Deseranno will check with former resources to find best options for fuel cards.

Bill Payment

Motion Pixley, support Whited to pay all Twp. and PTFD bills as presented.

Roll call vote: Crane – yes; Pixley – yes; Whited – yes; Koester – yes; Papenhagen – yes;

Motion carried

Adjournment

Motion Pixley, support Crane to adjourn at 9:36 p.m. **Roll call vote:** Pixley – yes; Crane – yes; Whited – yes; Papenhagen – yes; Koester - yes **Motion carried**

Next Regular Meeting: March 9, 2021

Christine Whited, CLERK

THESE MINUTES WERE APPROVED MARCH 9, 2021.