

**Palmyra Township
Regular Board Meeting Minutes
February 13, 2024**

Meeting called to order at 7:01 p.m. by Supervisor Dave Pixley at the Palmyra Township Hall, 6490 Palmyra Rd.

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

Members absent: None

Supervisor Pixley opened the meeting with the Pledge of Allegiance.

Audience Attendance: 8

Motion Whited, support Crane to approve the agenda as amended, by adding to New Business AccuMed Collections Authorization, and PA 116 Enrollment Application. **Motion carried**

Public Comment:

- Jeff Ehlert stated that the Palmyra #1 drain and cover is damaged from a Consumers Energy utility truck running over it. Supervisor Pixley assured Jeff that he would notify the Lenawee County Drain Commission.

Minutes & Reports

- Minutes: presented by Clerk Whited
- Financial: report presented by Treasurer Matt Koester
- Fire & EMS: report presented by Chief Paul Rohlan
- Code Officials:
 - Code Enforcement: N/A
 - 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 next Planning Commission meeting is March 19, 2024, 7:00 pm, at the Township Hall.
- Drain Commission: Supervisor Pixley reported that he and Clerk Whited met with the Drain Commission on February 8th to discuss a deficit in the Collection System O & M of the Central Lenawee Sewer System.
- Park Committee: N/A
- Roads/Bridges: Supervisor Pixley reported that the road projects are completed.

Motion Crane, support Koester to approve the December 12, 2023 Regular Meeting Minutes, as well as the reports, and place them on file. **Motion carried**

Communications:

- Supervisor Pixley reported that the boiler pipe system was correctly hung and a pump was replaced as well.
- Supervisor Pixley reported that Adel from ITC Transmission will be submitting a PA 116 Termination Application to release the Pixley substation site from the PA 116 program

Unfinished Business:

- **Park DNR Grant:** Chris Hennessy from Fleis & VanDenbrink explained to the Board and public the Palmyra Township Community Park Proposal, which includes writing the grant for the DNR Recreation Passport Grant. Motion Pixley, support Crane to accept the Palmyra Township Community Park Proposal submitted by Fleis & VanDenbrink, and begin Phase A - Conceptual Planning & Cost Estimate. The funds to pay for the planning will come out of the Park Fund. **Roll call vote:** Crane – yes; Koester – yes; Papenhagen – yes; Pixley – yes; Whited - yes **Motion carried**
- **FEMA Assistance to Firefighters Grant (AFG):** Discussed with no action required at this time. The Board reviewed the Narrative that Lexipol grant writers drafted.
- **Central Lenawee Sewer System (CLSS) Update:** Supervisor Pixley stated that the deficit in the CLSS Collection O & M account continues to grow. One remedy is to use money from the Township’s CLSS fund to decrease the deficit, but it will not solve the problem of a growing deficit. The only way to remedy the deficit is to increase the billing fee. However, the proposed increase of the billing fee must first go before the CLSS Advisory Committee.

New Business:

- **PTFD –**
 - **Employment applications:** N/A
 - **Probation terminations:** N/A
 - **Resignations:** N/A
- **Planning Commission Membership:** Supervisor Pixley said that he would like to interview the three Planning Commission applicants before making a decision to appoint them to the Planning Commission. As a result, the discussion has been postponed.
- **2024 Groundskeeper Contract:** Motion Crane, support Pixley to accept the lawn and landscaping bid of \$17,800 submitted by D&C Lawn & Landscape. **Motion carried**
- **River Raisin Watershed (RRW) Membership Renewal:** Motion Papenhagen, support Crane, to renew the Township’s River Raisin Watershed membership at a cost of \$208. **Motion carried**
- **2023/2024 Budget Amendments:** Motion Pixley, support Koester to adopt the following 2023-2024 FY Budget amendments **Roll call vote:** Pixley – yes; Crane – yes; Whited – yes; Koester – yes; Papenhagen – yes **Motion carried**

		Actual	Budget	\$ Over Budget	Approved Amendments	
Expense						
	257-704 · Wage-land Splits/Add'l	800.00	300.00	500.00	Increase by	\$500.00
	247-960 · Continued Education	100.00	0.00	100.00	Increase to	\$100.00
	567-801 · Professional/Contract Services	5,262.50	4,000.00	1,262.50	Increase by	\$1,262.50
	537-704 · Wage-Per Mtg-CLSS Rep	528.00	200.00	328.00	Increase by	\$328.00
	215-751 · Office Supplies	422.36	250.00	172.36	Increase by	\$172.36
	262-851 · Postage	2,005.75	400.00	1,605.75	Increase by	\$1,605.75
	262-900 · Printing & Publishing	571.60	500.00	71.60	Increase by	\$100.00
	373-964 · Refund	80.00			Increase by	\$80.00
	336-752 · FD Operating Supplies	885.30	500.00	385.30	Increase by	\$500.00
	336-756 · Repair/Maint. Supply - Other	929.02	500.00	429.02	Increase by	\$429.02
	336-801 · Professional/Contract Services	4,730.00	2,000.00	2,730.00	Increase by	\$2,730.00
	336-803 · Insurance Premiums	18,975.84	17,000.00	1,975.84	Increase by	\$1,975.84
	336-826 · Billing Fee Expense	4,352.62	3,500.00	852.62	Increase by	\$852.62
	336-850 · Communications - Wireless	1,975.92	300.00	1,675.92	Increase by	\$1,800.00
	336-863 · Ambulance Tax	304.61	250.00	54.61	Increase by	\$54.61
	336-955 · Micellaneous Expenses	1,447.45	1,000.00	447.45	Increase by	\$750.00
	336-956 · Operating Expense	1,384.27	500.00	884.27	Increase by	\$1,000.00
	336-960 · Continued Education	4,698.36	4,000.00	698.36	Increase by	\$698.36
	336-961 · Membership & Dues	1,477.96	500.00	977.96	Increase by	\$977.96
	336-977 · Equipment	38,937.12	25,000.00	13,937.12	Increase by	\$13,937.12
	336-989 · Equipment - ARPA	83,837.99	0.00	83,837.99	Increase by	\$83,837.99
	375-955 · Misc. Expenses	484.55			Increase by	\$484.55
	375-957 · Travel Expenses	81.10	60.00	21.10	increase by	\$21.10
	375-960 · Continued Education	150.35			Increase by	\$150.35
	375-961 · Dues & Memberships	35.36			Increase by	\$35.36
	753-704 · Wage - Per Meeting	1,212.00			Increase to	\$1,212.00
	753-709 Park Committee FICA	93.00			Increase to	\$93.00
	376-955 · Misc Expenses	352.89	50.00	302.89	Increase by	\$302.89
	446-934 · Repair & Maintenance	236,581.54	200,000.00	36,581.54	Increase by	\$36,581.54
	171-957 · Travel Expenses	911.36	100.00	811.36	Increase by	\$811.36
	101-752 · Operating Supplies	699.58	350.00	349.58	Increase by	\$349.58
	101-790 · Books	171.50	150.00	21.50	Increase by	\$21.50
	101-803 · Insurance/Bonds	6,161.50	5,500.00	661.50	Increase by	\$661.50
	920-002 · 6490 Palmyra Rd.	1,518.94	1,000.00	518.94	Increase by	\$750.00
	101-956 · Operating Expense	3,500.07	3,200.00	300.07	Increase by	\$300.07
	101-964 · Refund	693.17			Increase to	\$693.17
	265-703 · Wage Salary - Cleaning	1,000.00	1,000.00	0.00	Increase by	\$200.00
	265-801 · Professional & Contract Service	570.00	350.00	220.00	Increase by	\$350.00
	265-934 · Repairs/Maint - Other Service	3,875.00	1,000.00	2,875.00	Increase by	\$4,000.00
	265-955 · Miscellaneous	529.85	500.00	29.85	Increase by	\$29.85
	253-702 · Interim Treasurer Salary	4,333.32			Increase to	\$5,500.00
	253-709 · Treasurer FICA	0.00	1,000.00	(1,000.00)	Increase by	\$250.00
	120-957 · Travel Expense	759.27			Increase to	\$875.00
	120-960 · Continued Education	408.00	100.00	308.00	Increase by	\$308.00
	702-704 · Wages - Per Meeting	396.00	200.00	196.00	Increase By	\$196.00
	Total Expense					\$167,868.95

- **2024/2025 Budget Public Hearing:** Motion Pixley, support Crane to schedule the 2024/2025 Budget Public Hearing on March 12, 2024, 7:30 pm, at the Palmyra Township Hall. **Motion carried**
- **Reinvestment in Internet Certificate:** Motion Pixley, support Koester to reinvest \$250,000 and the accumulated interest in a 7-month TLC Credit Union Internet Certificate with a rate of 5.25%. **Roll call vote:** Whited – yes; Koester – yes; Crane – yes; Pixley – yes; Papenhagen – yes **Motion carried**
- **Building Inspector Inspection Fee:** Motion Pixley, support Papenhagen to increase the Building Inspector’s inspection fee to \$50. **Motion carried**
- **Letter of Intent/Hold Harmless Agreement & Resolution for PFD SCBA Equipment Sale:** Motion Crane, support Koester to adopt the Letter of Intent/Hold Harmless Agreement & Resolution for the Sale of PFD SCBA. **Roll call vote:** Crane – yes; Pixley – yes; Papenhagen – yes; Koester – yes; Whited – yes **Motion carried**
- **FEMA Fire Equipment Community Grant:** Discussed with no action taken at this time. The discussion is postponed.
- **AccuMed Collection Authorization:** Discussed with no action required
- **PA 116 Enrollment, PA0-128-4055-00 Judson Farms:** Motion Crane, support Whited to approve the PA 116 application for PA0-128-4055-00, Judson Farms, and submit it to the reviewing agencies and MDARD. **Roll call vote:** Papenhagen – yes; Crane – yes; Pixley – yes; Koester – yes; Whited – yes **Motion carried**

Bill Payment

Motion Papenhagen, support Crane to allow the Clerk to pay all Township and PTFD bills.

Motion carried

Adjournment

Motion Pixley, support Koester to adjourn at 9:48 p.m. **Motion carried**

Next Regular Meeting: March 12, 2024