

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

Meeting called to order at 7:02 p.m. by Supervisor Dave Pixley via Zoom video conference and in person 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: 7

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

- Add to New Business:
 - *2020/2021 Budget Amendments*
 - *Tax Payments by Credit Card*
 - *Memorial Day Parade*
 - *Hall/Property Rental*

Public Comment: None

Minutes & Reports:

- Minutes: presented by Clerk Whited
- Financial: report presented by Treasurer Koester
- Fire & EMS: N/A
- 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 Mark Crane. The planning commission met March 2, 2021, and began discussion about solar farms. Much of the discussion was about decommissioning.
- Building Committee: Trustee Steve Papenhagen reported that the Building Committee met March 3, 2021, and discussed that building estimates are needed to create a budget for a new fire department building.

Motion Papenhagen, support Koester to approve the February 9, 2021 Regular Meeting minutes and the Closed Meeting minutes as written and the reports as presented and place on file. **Motion carried**

Communications:

- **Land Splits:** Clerk Whited reported that a Land Division application for PA0 101-4150-00, Jim Isley was submitted to the Assessor.

- **FOIA requests:** Clerk Whited reported that American Transparency submitted a FOIA request March 10, 2021, and it was fulfilled March 16, 2021.
- **Cemeteries:** Supervisor Pixley reported that a small tree has fallen in the Palmyra Cemetery.
- **Roads & Bridges:** No report available
- **Fire Department building:** Assistant Chief Wilcox reported that they have moved their office into the former office of the clerk in the 4276 Rouget Rd. Fire Department. The FD radio room has been moved into the former Chief and Assistant Chief's office.
- **Acknowledgement:** Supervisor Pixley thanked Troy Koester for the generous donation of cabinets that are now in the radio room.
- **Twp. Website, palmyratownship.net:** Clerk Whited announced that the new and improved website is now active.
- **Other reports:** Supervisor Pixley reported that the following reports are available for the public to view: Region 2 PC report; the State of Michigan water testing/monitoring report and schedule; the Madison School District Resolution for the Collection of Summer Taxes; Consumers' Energy notification of energy rate increase; and Comcast rate increase

Unfinished Business:

- **Credit Card:** Motion Koester, support Papenhagen to allow the Clerk to choose the best Chase Business credit card option with a \$5,000 limit on the main card, and a \$1,000 limit on additional employee cards. **Motion Carried**
- **Palmyra Plaza boiler:** Supervisor Pixley reported that the new boiler is installed and is operating very well.
- **PA0 107-1100-00:** Supervisor Pixley reported that the Road Commission has accepted the Township's selling price of \$1500 for the PA0-107-1100-00 property. Attorney Jeff Juby will process the paperwork for the closing.

New Business:

- **PTFD –**
 - **Employment applications:** None
 - **Probation terminations:** None
 - **Resignations:** None
- **2020/2021 Budget Amendments:** Motion Koester, support Whited to amend the 2020/2021 Budget as presented by Clerk Whited. **Roll call vote:** Koester – yes; Crane – yes; Papenhagen – yes; Whited – yes; Pixley – yes **Motion Carried**
- **2021/2022 Budget Hearing:** Motion Pixley, support Papenhagen to begin the proceedings of the Budget Public Hearing at 8:20 pm. **Motion Carried**
- No public comments were made when the Palmyra Township General Appropriations Act Resolution and the 2021/2022 Budget was presented. The complete budget is attached to these minutes. Motion Pixley, support Papenhagen to close the Budget Public Hearing at 8:40 pm. **Motion Carried**
- **2021/2022 Budget:** Motion Whited, support Koester to adopt the Palmyra Township General Appropriations Act Resolution and the 2021/2022 Budget.

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

- **Burial site buyback, 2 sites - Judy Mershon:** Motion Pixley, support Koester to refund Judy Mershon \$400 for the price she paid for two burial sites that had she purchased. **Motion Carried**
- **Viasat Special Use permit for PA0-118-2680-oo, 3762 US 223:** Motion Whited, support Koester to allow the Viasat Special Use permit as the Planning Commission stated its use and recommendations. **Roll call vote:** Crane – yes; Papenhagen – yes; Whited – yes; Pixley – yes; Koester – yes **Motion Carried**
- **Decker Agency Insurance Proposal:** Motion Papenhagen, support Pixley to accept the Decker Agency Insurance Proposal at a cost that shall not exceed \$18,000. **Motion Carried**
- **BOR 2021 Training books:** Motion Whited, support Crane that the Township purchase two BOR Training books at a cost that shall not exceed \$100. **Motion Carried**
- **Carpet cleaning:** Motion Pixley, support Koester to hire Pro Clean to clean the carpet and chairs in the Palmyra Township Hall at a cost that shall not exceed \$900. **Motion Carried**
- **6490 Palmyra Rd. property survey:** Motion Papenhagen, support Crane to contract Bartollo Surveying to survey the 6490 Palmyra Rd. property at a cost of \$1,000. **Motion Carried**
- **Voter ID/Change of Polling Place mailings:** Motion Pixley, support Koester that the Clerk mail *Change of Polling Place Notices* and Voter ID cards to all Palmyra Township registered voters at a cost that shall not exceed \$1,500. **Motion Carried**
- **2021 Road projects:** Motion Koester, support Papenhagen to accept the following road project estimates and to allow the Supervisor to sign the contract:
 - Est. 3394- Deerfield Rd to Pope Rd – Underseal & asphalt overlay - \$108,226.62
 - Est. 4200 – US 223 to Gorman Rd – Crack fill, seal coat, & fog seal - \$29,169.29
 - Est. 4199 – Manor Dr. to Deerfield Rd. – 18” culvert replacement - \$2,502.77
 - Est. 4195 – Hodges Hwy. to Scott Hwy – Shoulder removal & hot patch - \$7855.57
 - Est. 3393 – US 223 to north end – Shoulder removal & hot patch - \$7,993.05
 - Est. 4201 – Robb Hwy to Ogden Hwy – 2” 411 limestone - \$47, 833.78
 - Est. 4293 – Any local asphalt road – 1-day hot patching - \$5,277.23**Roll call vote:** Pixley – yes; Crane – yes; Papenhagen – yes; Whited – yes; Koester – yes **Motion Carried**
- **Building Committee:**
 - Motion Whited, support Crane to approve the marketing of the 4276 Rouget Rd. and PA0-700-8011-00 properties and permit the Supervisor to do the marketing. **Motion carried**
 - Motion Pixley, support Koester to appoint Trustee Mark Crane as a member of the Building Committee. **Motion carried**
 - Motion Koester, support Papenhagen to appoint Supervisor Pixley as a member of the Building Committee. **Motion carried**
- **Message Center:** Motion Crane, support Papenhagen to reimburse Supervisor Pixley for the expense of the materials purchased to build the Palmyra Township message board. **Motion carried**

- **Clerk's printer:** Motion Pixley, support Koester to allow the Clerk Whited to purchase a Brother printer and ink at a cost that shall not exceed \$200. **Motion carried**
- **Office supplies:** Motion Papenhagen, support Crane to allow the Clerk to purchase office supplies for the Fire Department and for the Palmyra Township Hall offices at a cost that shall not exceed \$200. **Motion carried**
- **Credit card tax payments:** Motion Pixley, support Koester to table the discussion of credit card tax payments until the April 13th Regular Meeting. **Motion carried**
- **Memorial Day Parade:** Treasurer Koester will ask Perry Pooley if he would be interested in organizing the Memorial Day Parade.
- **Palmyra Township Hall/Property rental:** Motion Papenhagen, support Crane that the Palmyra Township Hall and property will not be rented out to the public. **Motion carried**

Bill Payment

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

Motion carried

Adjournment

Motion Pixley, support Crane to adjourn at 10:50 p.m. **Motion carried**

Next Regular Meeting: April 13, 2021