

**Palmyra Township
Regular Board Meeting Minutes
March 12, 2024**

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, Matt Koester, Chris Whited

Members absent: None

Supervisor Pixley opened the meeting with the Pledge of Allegiance.

Audience Attendance: 9

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

Public Comment:

- Commissioner Kevon Martis reported on the following updates:
 - The County Commissioners passed a Conflict-of-Interest Policy
 - The Commissioners are currently working on a Public Participation Policy.
 - The Commissioners approved pay raises for County Elected Officials
 - The Commissioners approved by a 5 to 4 vote to continue Commissioners' medical insurance benefits.
 - Kevon reported that the Rex B. Martin Judicial Building may be tore down and replaced with a new one.
- John Turpening introduced himself to the Board and expressed his interest in being a member of the Planning 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 Josh Leupold attended the CLSS quarterly meeting and discussed funding of the system.

- Park Committee: N/A
- Roads/Bridges: Supervisor Pixley reported that the Board will review road projects for consideration.
- FOIA Requests: Clerk Whited reported that she received and fulfilled three FOIA requests, two from American Transparency and one from Citizens for Electoral Justice

Motion Whited, support Koester to approve the February 13, 2024 Regular Meeting Minutes, as well as the reports, and place them on file. **Motion carried**

Communications:

- Clerk Whited reported that 418 voters, including 159 absentee ballot voters, voted in the February 27th Presidential Primary.

Unfinished Business:

- **FEMA Assistance to Firefighters Grant (AFG):** Supervisor Pixley reported that the AFG Grant application was submitted to FEMA on March 5, 2024.
- **2023/2024 Budget Adjustments:** Motion Papenhagen, support Crane to adopt the following 2023-2024 FY Budget amendments. **Roll call vote:** Pixley – yes; Crane – yes; Koester yes; Whited – 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 \$100.00
247-900 · Printing & Publishing	288.00	150.00	138.00	Increase to \$138.00
567-801 · Professional/Contract Services	5,962.50	5,262.50	700.00	Increase by \$700.00
262-851 · Postage	2,245.24	2,005.75	239.49	Increase by \$300.00
336-801 · Professional/Contract Services	5,342.50	4,730.00	612.50	Increase by \$612.50
336-803 · Insurance Premiums	19,065.00	18,975.84	89.16	Increase by \$89.16
336-826 · Billing Fee Expense	5,242.47	4,352.62	889.85	Increase by \$1,489.85
336-850 · Communications - Wireless	2,166.19	2,100.00	66.19	Increase by \$256.19
336-863 · Ambulance Tax	410.02	304.61	105.41	Increase by \$105.41
446-934 · Repair & Maintenance	280,098.54	236,581.54	43,517.00	Increase by \$43,517.00
101-921-002 · 6490 Palmyra Rd. - Citizan Gas	2,646.50	2,500.00	146.50	Increase by \$300.00
101-956 · Operating Expense	3,772.07	3,500.07	272.00	Increase by \$604.72
265-801 · Professional & Contract Service	784.00	700.00	84.00	Increase by \$84.00
265-934 · Repairs/Maint - Other Service	5,161.48	5,000.00	161.48	Increase by \$161.48
253-702 · Interim Treasurer Salary	5,416.65	5,500.00	(83.35)	Increase to \$1,000.00
120-960 · Continued Education	513.00	408.00	105.00	Increase by \$105.00
Total Expense				\$49,563.31

- **2024/2025 FY Budget Hearing:** Motion Pixley, support Whited to open the 2024/2025 FY Budget Hearing at 7:42 pm.

The following changes were made to the Budget:

- Assessing Wage, Acct. 257-703, increase from \$150 to \$200 as contracted
- Clerk Wage, Acct. 215-703, increase from 18,900 to \$22,000
- Election Inspector Wages, Acct. 262-704, decrease from \$6000 to \$4000
- Election Equipment, Acct. 262-977, decrease from \$7000 to \$1000

- Man-Nor Farms Water System Repair – ARPA Funded, Acct. 537-935, decrease from \$500 to \$0.00 and make account inactive
- Road Repair & Maintenance, Acct. 446-934, increase from \$240,000 to \$283,517
- Payroll Expenses, Acct. 66000, Eliminate account from budget since this is a payroll tracking account and not a budget account.

Motion Crane, support Koester to adopt the 2024/2025 FY Budget. **Roll Call vote:** Koester – yes; Whited – yes; Crane – yes; Papenhagen – yes; Pixley – yes
Motion Carried

Motion Pixley, support Crane to close the 2024/2025 FY Budget Hearing at 8:14 pm. **Motion carried**

- **Central Lenawee Sewer System (CLSS) Fund:** Discussion is tabled until the April 9, 2024 Regular Meeting. It is recommended by the CLSS Management Team to transfer the CLSS funds of \$297,754.52 to the System. Supervisor Pixley will obtain more information concerning the distribution of the CLSS Funds to the system accounts.

New Business:

- **PTFD –**
 - **Employment applications:** N/A
 - **Probation terminations:** N/A
 - **Resignations:** N/A
- **Planning Commission Membership:**
 - Motion Pixley, support Papenhagen to appoint Richard Beaulaux as member of the Planning Commission, serving a 3-year term, from January 1, 2024 to December 31, 2026. **Roll call vote:** Papenhagen – yes; Whited – yes; Crane – yes; Koester – yes; Pixley – yes **Motion carried**
 - Motion Pixley, support Koester to appoint John Turpening as a member of the Planning Commission, serving a 3-year term, from January 1, 2024 to December 31, 2026. **Roll call vote:** Papenhagen – yes; Pixley – yes; Koester – yes; Whited – yes; Crane – yes **Motion carried**
- **Request from Pam Fusco to Host Farmers Market on Twp. Hall Grounds:** Discussion is postponed until the April 9, 2024 Regular Meeting. There was a discussion about liability to the Township and Farmers Market vendors providing their own Liability Ins. Or signing a waver.
- **Request from Arnold Phillips to Metal Detect on Twp. Hall Grounds:** Postponed until a Building and Grounds Use Policy is drafted.
- **2024 Road Repair Estimates:** Motion Pixley, support Whited to approve the following road repair estimates:
 - **Estimate 4817:** Raisin Center Hwy, from Wilmoth to Academy, chip & seal - \$30,157.10
 - **Estimate 4821:** Maumee St., underseal & asphalt overlay, \$19,985.17

- **Estimate 4825:** Grosvenor culvert replacement, \$3,914
- **Estimate 4824:** Academy Rd., Wilmoth to Raisin Center, Shoulder removal & 2", 411 limestone, \$13,489.73
- **Estimate 4823:** Wellsville Hwy split with Blissfield Twp, Pixley Rd to township line, underseal & asphalt overlay, \$32,452.27
- **Estimate 4839:** Treat Hwy split with Madison Twp, Shady Lane to township line, \$112,388.17

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

- **Township Treasurer Reinstatement:** Motion Pixley, support Crane to suspend the Interim Treasurer position and reinstate the elected Treasurer, Matt Koester. **Roll call vote:** Crane – yes; Papenhagen – yes; Whited – yes; Pixley – yes; Koester – recused
Motion carried
- **Decker Insurance Policy for 04/01/2024 to 03/31/2025:** Motion Papenhagen, support Crane to accept the Decker Agency Insurance policy quote of \$21,223 for the period of 04/01/2024 to 03/31/2025. **Motion carried**
- **Arbor Professional Solutions Authorization to Collect Delinquent Funds:** Motion Pixley, support Whited to authorize Arbor Professional Solutions to collect delinquent funds of \$1,192. **Motion carried**
- **Clerk Pay Raise:** Motion Pixley, support Papenhagen to increase the Clerk’s salary to \$20,000. **Roll call vote:** Crane – no; Whited – no; Papenhagen – no; Koester – no; Pixley – no
Motion failed

Motion Crane, support Koester to amend the previous motion by increasing the Clerk’s salary to \$22,000. Crane withdraws the motion of the \$22,000 increase of the Clerk’s salary.

Motion Crane, support Pixley that by resolution, to increase the Clerk’s yearly salary to \$22,000, effective April 1, 2024. **Roll call vote:** Papenhagen – yes; Crane – yes; Whited – yes; Koester – yes; Pixley – yes
Motion carried

- **Election Inspector Pay Raise:** Motion Crane, support Whited to increase election inspector’s hourly pay rate to \$15 per hour, effective April 1, 2024. **Motion carried**
- **Election Precinct Chairperson Pay Raise:** Motion Whited, support Papenhagen to increase the Election Precinct Chairperson’s hourly pay rate to \$18 per hour, effective April 1, 2024. **Motion carried**
- **PFD Officer Pay Raise:** Motion Papenhagen, support Crane to increase the PFD Officers’ yearly salaries by ten percent, effective April 1, 2024. **Motion carried**

Fire Chief - \$3410

Assistant Fire Chief - \$2750

Captains (4) - \$2200

Training Officer - \$1100

Billing Coordinator - \$1100

Ambulance Coordinator - \$1100

- **PFD Hourly Pay:** Motion Pixley, support Crane to increase the PFD hourly pay rate to \$15, effective April 1, 2024. **Motion carried**
- **Deputies' Hourly Pay:** Motion Pixley, support Whited to increase the Deputy Treasurer and Deputy Clerk's hourly pay rate to \$15, effective April 1, 2024. **Motion carried**

Bill Payment

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

Adjournment

Motion Papenhagen, support Koester to adjourn at 9:52 p.m. **Motion carried**

Next Regular Meeting: April 9, 2024

CHRISTINE WHITED, CLERK

THESE MINUTES WERE APPROVED April 9, 2024.