

**Palmyra Township
Regular Board Meeting Minutes
October 13, 2020**

Meeting called to order at 7:00 p.m. by Supervisor James Isley.

Members present: James Isley, Matt Koester, Steve Papenhagen, Perry Pooley. and Chris Whited

Members absent: None

Audience Attendance: 11

Motion Koester support Pooley to approve the agenda as amended.

- Add to New Business: *2019/2020 Fiscal Audit; Windows Office 365; Planning Commission budget amendment*
- Add to Unfinished Business: *First Responders Hazard Pay Premiums Program (FRHPPP)* **Motion carried**

Public Comment:

- Adam Miller and Danielle Thomas introduced themselves to the Township Board and stated they recently moved into Palmyra Township and are interested in getting involved in the Palmyra Township community.
- Dave Pixley asked the Board about purchasing a State of Michigan flag. The Board agreed to look into it.

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 Dave Pixley – a PC Special Meeting will be held at 7:00 pm on Tuesday, October 20, 2020, in the Community Hall, to continue writing a Commercial Solar Ordinance.
- Building Committee: Report presented by Trustee Steve Papenhagen

Motion Pooley, support Koester to approve the September 8, 2020 Regular Meeting minutes as written and place on file. **Motion carried**

Motion Pooley, support Koester to approve all reports presented and place on file. **Motion carried**

Communications:

- **Land Splits:** Supervisor Isley commented that a Land Split request was submitted by Harold Roesch, PA0-105-2100-00
- **FOIA requests:** None
- **Cemeteries:** Supervisor Isley reported that a large tree had fallen in the Palmyra Main Cemetery and was cleaned up by Aden Porter at a cost of \$500.
- **Roads & Bridges:** Supervisor Isley reported that road work in the Township is nearly completed.
- **PA0- 104-4100-00, 5665 Demlow Rd.:** Supervisor Isley reported that the owners of 5665 Demlow Rd. have begun the cleanup process of the property.
- **Palmyra Plaza purchase:** Supervisor Isley reported that he is waiting on the title company to complete their paperwork.
- **Change of address when moved into the new building:** Clerk Whited asked if the Township would continue using the P.O. Box 97 address for mail delivery, or if the Township would use a physical address when moved into the new building. The Supervisor commented that it would be addressed after the Township offices move into the building.

Unfinished Business:

- **PTFD training requirements & pay scale:** The Supervisor, Chief Rohlan, and Assistant Chief Wilcox will meet to discuss the PTFD training requirements and pay scale.
- **PTFD Equipment - Tires:** Motion Koester, support Whited that the tires be tabled until the November 10, 2020 Regular Meeting. **Motion carried**
- **Supervisor's computer:** Motion Isley, support Pooley to allow the Supervisor to purchase a laptop at a cost that shall not exceed \$1000. **Motion carried**
- **First Responders Hazard Pay Premiums Program (FRHPPP) distribution:** The Clerk will contact local fire departments that have received the FRHPPP funding.

New Business:

- **PTFD –**
 - **Employment applications:** None
 - **Probation terminations:** None
 - **Resignations:** None
- **2019/2020 Fiscal Audit:** Meredith Francis reported that the Township is in good financial standing. She stated that the Township end of year fund balance increased by \$78,716.
- **Winter tax bill insert:** Motion Isley, support Pooley to include the Township information insert with the upcoming 2020/2021 assessment notices. **Motion carried**
- **Hall snow removal:** Motion Papenhagen, support Koester to hire Paul Rohlan to remove snow at the Township Hall and the School Plaza at a cost of \$75 per push. **Motion carried**

- **Sewer/Water fee collection:** Motion Koester, support Pooley that Supervisor Isley notify individuals who have delinquent sewer/water fees, and the Township Board consider collections after a hearing is conducted during the November 10, 2020, Regular Meeting. **Motion carried**
- **Windows Office 365:** Motion Whited, support Koester that the Township purchases a four year subscription of Windows Office 365 at a cost that shall not exceed \$400. **Motion carried**
- **Budget amendment:** Motion Isley, support Pooley to amend the Planning Commission budget by adding an account line item for Facility & Equipment Rental and budget \$1,000 to that account. **Motion carried**

Bill Payment

Motion Papenhagen, support Koester to pay all Twp. and PTFD bills as presented. **Motion carried**

Adjournment

Motion Koester, support Papenhagen to adjourn at 9:23 p.m. **Motion carried**

Next Regular Meeting: November 10, 2020

Christine Whited, CLERK

THESE MINUTES WERE APPROVED NOVEMBER 10, 2020.