

**Palmyra Township
Regular Board Meeting Minutes
December 8, 2020**

Meeting called to order at 7:00 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: 5

Motion Whited support Koester to approve the agenda as amended.

- Add to New Business: *PTFD second radio for radio room*

Roll call vote: Koester – yes; Whited – yes; Papenhagen – yes; Crane – 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: NA
 - Mechanical Inspector: report presented by Clerk Whited
 - Plumbing Inspector: report presented by Clerk Whited
- Planning Commission: Dave Pixley reported that a Zoning Board of Appeal Hearing was held on November 11, 2020 to address a variance request from Viasat for the placement of an internet satellite gateway.
- Building Committee: Trustee Steve Papenhagen reported that he has received the preliminary drawings for the proposed PTFD building addition and is hopeful to schedule an in-person Building Committee meeting in January.

Motion Koester, support Whited to approve the November 10, 2020 Regular Meeting minutes as written and place on file. **Roll call vote:** Papenhagen – yes; Crane – yes; Pixley – yes; Koester – yes; Whited – yes **Motion carried**

Motion Koester, support Whited to approve all reports presented and place on file. **Roll call vote:** Koester – yes; Whited – yes; Papenhagen – yes; Crane – yes; Pixley – yes **Motion carried**

Communications:

- **Land Splits:** None
- **FOIA requests:** None
- **Cemeteries:** Clerk Whited reported that the Cemetery Commission Chair, Deborah Deserano, will be looking into cremation monuments/cemetery headstones for the purpose of allowing the placement of them in the cemeteries.
- **Roads & Bridges:** No report available

Unfinished Business:

- **Planning Commission appointments:**
 - Motion Pixley, support Whited to appoint Trustee Mark Crane to serve on the Planning Commission for a four-year term starting immediately and ending November 20, 2024. **Roll call vote:** Pixley – yes; Whited – yes; Papenhagen – yes; Crane – yes; Koester – yes **Motion carried**
 - Motion Pixley, support Koester to appoint Laurie Isley to serve on the Planning Commission, immediately filling the vacant seat of Dave Pixley, which will expire December 12, 2022. **Roll call vote:** Whited – yes; Koester – yes; Pixley – yes; Crane – yes; Papenhagen – yes **Motion carried**
 - Motion Pixley, support Whited to appoint Ryan Mapstone to serve on the Planning Commission for a three-year term, beginning January 1, 2021 and ending December 31, 2023. **Roll call vote:** Crane – yes; Papenhagen – yes; Whited – yes; Koester – yes; Pixley – yes **Motion carried**
 - Motion Pixley, support Koester to appoint Deborah Comstock to serve on the Planning Commission for a three-year term, beginning January 1, 2021 and ending December 31, 2023. **Roll call vote:** Pixley – yes; Papenhagen – yes; Koester – yes; Crane – yes; Whited – yes **Motion carried**
 - Motion Pixley, support Koester to appoint Laura Brown to serve on the Planning Commission for a one-year term, beginning January 1, 2021 and ending December 31, 2021. **Roll call vote:** Koester – yes; Whited – yes; Crane – yes; Pixley – yes; Papenhagen - yes **Motion carried**
- **Microsoft Office 2019:** Motion Pixley, support Koester to allow the Supervisor, Clerk, and Treasurer to purchase Microsoft Office 2019 at a total cost that shall not exceed \$400. **Roll call vote:** Whited – yes; Papenhagen – yes; Pixley – yes; Crane – yes; Koester – yes **Motion carried**
- **First Responders Hazard Pay Premiums Program (FRHPPP) distribution:** Motion Pixley, support Crane to amend the November 10, 2020 motion by replacing the FRHPPP distribution rate of \$4.00 per hour for hours worked during the quarterly pay periods of March through September 2020, with the following percentage rate calculated on run hours accumulated from March 1, 2020 to November 30, 2020:
 - 100 hours and over – 100% of \$1,000
 - 99 to 50 hours – 75% of \$1,000
 - 49 to 30 hours – 50% of \$1,000
 - 29 hours and under – 25% of \$1,000
- **Deputy Clerk:** Discussed with no action taken at this time
- **Deputy Treasurer:** Motion Koester, support Pixley to appoint Angie Koester as the Deputy Treasurer. **Roll call vote:** Pixley – yes; Papenhagen – yes; Koester – yes; Whited – yes; Crane – yes; **Motion carried**

New Business:

- **PTFD –**
 - **Employment applications:** Motion Pixley, support Koester that Gregory Pello be hired as a PTFD member and placed on a two-month probation period. **Roll call vote:** Koester – yes; Papenhagen – yes; Crane – yes; Whited – yes; Pixlet - yes **Motion carried**
 - **Probation terminations:** None
 - **Resignations:** None
- **Palmyra Plaza Upgrades:** Motion Koester, support Crane to allow Supervisor Pixley to complete upgrades at the Palmyra Plaza at a cost that shall not exceed \$1,200. **Roll call vote:** Pixley – yes; Whited – yes; Papenhagen – yes; Koester – yes; Crane – yes **Motion carried**
- **Palmyra Plaza roof:** Motion Crane, support Koester to allow Supervisor Pixley to sign the contract submitted by Mission Home Improvement (Dan Hudson) to repair the Plaza roof at a cost that shall not exceed \$6,100 and to pay the required 50% of cost on day of signing. **Roll call vote:** Crane – yes; Whited – yes; Pixley – yes; Papenhagen – yes; Koester – yes **Motion carried**
- **Palmyra Plaza boiler:** Discussed with no action taken at this time.
- **Palmyra Plaza building insurance limit:** Motion Whited, support Pixley to increase the Plaza building insurance limit from \$200,000 to \$1.3 million at a cost of \$856 per annual premium. **Roll call vote:** Koester – yes; Whited – yes; Pixley – yes; Crane – yes; Papenhagen – yes **Motion carried**
- **2021 Regular Meeting dates:** Motion Pixley, support Crane to approve the 2021 Regular Meeting dates as follows: Jan. 12, Feb. 9, March 9, April 13, May 11, June 8, July 13, Aug.10, Sept. 14, Oct. 12, Nov. 9, and Dec. 14. **Roll call vote:** Papenhagen – yes; Koester – yes; Pixley – yes; Whited – yes; Crane – yes **Motion carried**
- **BOR appointments:** Discussed with no action taken at this time. The Supervisor will speak to individuals who may be interested in serving as a BOR member.
- **Cemetery Commission appointments:**
 - Motion Whited, support Koester to appoint Deborah Deserano to serve on the Cemetery Commission for a three-year term beginning January 1,2021 and ending December 31, 2023. **Roll call vote:** Whited – yes; Papenhagen – yes; Crane – yes; Koester – yes; Pixley - yes **Motion carried**
 - Motion Whited, support Koester to appoint Judy Marcus to serve on the Cemetery Commission for a three-year term beginning January 1,2021 and ending December 31, 2023. **Roll call vote:** Whited – yes; Papenhagen – yes; Crane – yes; Koester – yes; Pixley - yes **Motion carried**
 - Motion Whited, support Koester to appoint Brenda Reyome to serve on the Cemetery Commission for a two-year term beginning January 1,2021 and ending December 31, 2022. **Roll call vote:** Whited – yes; Papenhagen – yes; Crane – yes; Koester – yes; Pixley - yes **Motion carried**
 - Motion Whited, support Koester to appoint Patsy Dehart to serve on the Cemetery Commission for a three-year term beginning January 1,2021 and ending December 31, 2022. **Roll call vote:** Whited – yes; Papenhagen – yes; Crane – yes; Koester – yes; Pixley - yes **Motion carried**

- **Buyback of cemetery burial sites:** Motion Crane, support Whited that the Township will purchase two burial sites from Imogene Helzer at a cost of \$100 each. **Roll call vote:** Koester – yes; Papenhagen – yes; Crane – yes; Whited – yes; Pixley - yes **Motion carried**
- **Arbor Professional Solutions Collections Request:** Motion Pixley, support Koester that the Supervisor be allowed to sign the Arbor Professional Solutions Collections Request to collect the outstanding debt of account 201500838, \$620 and account 201700001, \$677.60. **Roll call vote:** Crane – yes; Whited – yes; Koester – yes; Pixley – yes; Papenhagen – yes **Motion carried**
- **PTFD second radio for radio room:** Discussed with no action taken at this time. Assistant Chief Brian Wilcox will check the current price of the radio with an antenna and also the price to install in the new building.

Bill Payment

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

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

Adjournment

Motion Koester, support Pixley to adjourn at 8:42 p.m. **Roll call vote:** Pixley – yes; Koester – yes; Crane – yes; Papenhagen – yes; Whited – yes **Motion carried**

Next Regular Meeting: January 12, 2021

Christine Whited, CLERK

THESE MINUTES WERE APPROVED JANUARY 12, 2021.