

**Palmyra Township  
Regular Board Meeting Minutes  
December 13, 2022**

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, Matt Koester, Mark Crane, and Chris Whited

Members absent: Steve Papenhagen

Audience Attendance: 9

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

- Add to New Business:
  - Land Split – PA0-135-4500-00, David & Sally Fritz
  - Street light- Deerfield Rd./Ogden Hwy.

**Public Comment:** N/A

**Minutes & Reports:**

- Minutes: presented by Clerk Whited
- Financial: report presented by Treasurer Koester
- Fire & EMS: report presented by Chief 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: Trustee Mark reported that the Planning Commission will not be meeting until after the new year.
- Building Committee: N/A
- Drain Commission: Supervisor Pixley reported that the Drain Commission quarterly meeting is December 21, 2022 at 9:00 am.

Motion Crane, support Whited to approve the October 11, 2022 Regular Meeting Minutes and the November 15, 2022 Special Meeting Minutes, as well as the reports, and place them on file.

**Motion carried**

### Communications:

- **Land Splits:** PA0-135-4500-00, David & Sally Fritz
- **FOIA requests:** A request was submitted by Kaitlyn Powerski on November 11, 2022, for a digital copy of the November 8, 2022, General Election tabulator tape. Clerk Whited stated that the Bureau of Elections has communicated that the tape cannot leave the custody of the clerk until election security has been released.
- **Cemeteries:** N/A
- **Roads & Bridges:** Supervisor Pixley reported that all road projects are complete.
- **Housing Lenawee:** Lynn Punnett from One Lenawee explained that Housing Lenawee is a subcommittee that addresses issues related to the quality of life in Lenawee County, and a primary need is housing. A housing study reveals that there is a need for new housing in Lenawee County. A Target Market Analysis is used to provide data that is used to create a housing strategic plan. This plan would involve Lenawee County communities. The cost for Palmyra to participate in this plan would be \$1,520.
- **Letter from Terry & Paula Fox:** Supervisor Pixley reported that a letter was sent to the Township addressing their dissatisfaction in the Township's action to remedy their complaint about the blight on a neighboring property. The Code Enforcement Officer has been notified.
- **ITC/Nextera Substation:** Supervisor Pixley reported that ITC will present the substation site plans to the Board at the February 14, 2023 Regular Meeting.
- **Letter addressing environmental health:** Supervisor Pixley reported that he received a letter from the Lenawee County Health Department regarding the need to become familiar with the Lenawee County Environmental Health Code in relation to the issuance of building permits.

### Unfinished Business:

- **Engine 1 fire damage:** Motion Crane, support Koester to submit to the insurance company a claim of the fire damage to Engine – 1, including the hose. The incident occurred on June 5, 2022, on Gorman Rd. **Motion carried**
- **Property Donation Proposal – Keith Knierim/Estate of Lee Ellen Driggs:** Motion Koester, support Papenhagen to accept the Property Donation Proposal as presented with the following terms and conditions and allow the Supervisor to sign the proposal:
  - The Property would be known as The Hugh & Lee Ellen Driggs Community Park
  - The Estate of Lee Ellen Driggs would donate matching funds that Palmyra Township is able to raise, for establishment of said park. These matching funds will be dollar for dollar, up to \$50,000.
  - Palmyra Township shall have one year from the date of taking possession of the property to raise funds.
  - The property will be deeded to Palmyra Township, by way of a Warranty Deed as well as a policy of title insurance being purchased by the Estate of Lee Ellen Driggs.

- Prior to Palmyra Township taking possession of said property, the Estate of Lee Ellen Driggs by and through Keith Knierim will secure the well that is located on the property.

**Roll call vote:** Crane – yes; Pixley - yes; Koester – yes; Whited – yes; Papnehagen – absent – yes **Motion Carried**

**New Business:**

- **PTFD –**
  - **Employment applications:** N/A
  - **Probation terminations:** N/A
  - **Resignations:** Dave Handy has taken a leave of absence from October 2022 to March 2023
- **Land Split, PA0-135-4500-00, David & Sally Fritz:** Motion Koester, support Pixley to approve the Land Split application submitted by David & Sally Fritz and send it to the Assessor. **Motion Carried**
- **Mice &Ants:** Motion Crane, support Koester to have Kevin Crater from Rose Pest Solutions to provide an estimate for ant and mice control. **Motion Carried**
- **Fire hose replacement - Blissfield:** Discussed with no action required. Clerk will submit the receipt to the Blissfield Township Fire Department.
- **Lenawee County Annual Meeting date:** Supervisor Pixley will contact the Road Commission to let them know that the Board can attend the LCRC Annual Meeting either February 22, 2023, at 9:00 am or February 27,2023, at 9:00 am.
- **2023 Township Hardship Resolution:** Motion Pixley, support Crane to adopt the Palmyra Township Resolution on Poverty Exemptions for 2023 Assessments. **Roll call vote:** Whited – yes; Koester – yes; Crane – yes; Pixley – yes; Papenhagen – absent **Motion carried**
- **Brush removal from Lauren Frye burial site:** Motion Whited, support Pixley to allow the sexton Kent Cannon to remove a bush, if necessary, when the foundation is poured on Lauren Frye’s burial site. **Motion carried**
- **PA 116 application approval:** Motion Pixley, support Koester to approve the PA 116 applications submitted by Judson Farms, LLC and to send them to MDARD for PA 116 enrollment. **Roll call vote:** Crane – yes; Whited – yes; Pixley – yes; Koester – yes; Papenhagen – absent. **Motion Carried**
- **Cemetery Committee recommendations of amendments to the Cemetery Ordinance:** Motion Whited, support Pixley to amend the following in the Cemetery Ordinance:
  - **Section 9, g:** Change the end of the fall clean up date from October 15<sup>th</sup> to November 1<sup>st</sup>.
  - **Section 9, h:** Strike October 15<sup>th</sup> and add November 1<sup>st</sup>.
 The Clerk will obtain quotes for changes of the signs in the cemetery.  
**Roll call vote:** Whited – yes; Crane – yes; Pixley – yes; Koester – yes; Papenhagen – absent **Motion Carried**
- **Appointments to Cemetery Commission:** Motion Whited, support Crane to appoint Patsy DeHart as a member of the Cemetery Commission for a two-year term, January 1, 2023 to December 31, 2024, and Brenda Reyome as a member of the Cemetery

Commission for a one-year term, January 1, 2023 to December 31, 2023. **Motion carried**

- **Appointment to the Zoning Board of Appeals (ZBA):** Motion Pixley, support Whited to appoint Jim Isley to the ZBA for a one-year term, January 1, 2023 to December 31, 2023. **Motion carried**
- **Appointments to the Planning Commission:** Motion Pixley, support Koester to appoint Vivian Pell and Ryan Mapstone as members of the Planning Commission, to serve a term of three-years, January 1, 2023 to December 31, 2025. **Motion carried**
- **Cemetery grounds keeping:** Motion Pixley, support Koester to extend the Palmyra Township grounds keeping contract with D & C Lawn & Landscaping, accepting the bid of \$17,000. **Motion carried**
- **2023 MTA Capital Conference, March 1, 2023:** Motion Koester, support Pixley to allow the Board members to attend the 2023 Capital Conference on March 1, 2023 at a cost of \$55 per person if registered by January 31<sup>st</sup>. **Motion carried**
- **2023 Regular Meeting dates:** Motion Pixley, support Whited to schedule the 2023 Regular Meetings on the following dates: January – no meeting; February 14; March 14; April 11; May 9; June 13; July 11; August – no meeting; September 12; October 10; November 14; December 12 **Motion carried**
- **Notice of Intent to File a Petition:** Clerk Whited reported that Deborah Comstock has filed a Notice of Intent to File a Petition to present to the Palmyra Township electors a referendum regarding the adopted Solar Energy Systems Ordinance amendment.
- **Street light – Deerfield Rd./Ogden Hwy.:** Motion Koester, support Crane to allow \$200 to assist in the cost of the reinstallation of the street light at Deerfield Rd and Ogden Hwy. **Motion carried**
- **Housing Lenawee:** Motion Pixley, support Koester to allow the Township to participate in the Housing Strategic Plan at a cost of \$1,520, and the funds shall be expensed to account 101-701-801 Professional Services. **Roll call vote:** Pixley – yes; Whited – yes; Crane – yes; Koester – yes; Papenhagen – absent **Motion carried**

### **Bill Payment**

Motion Koester, support Crane to allow the Clerk to pay the January Twp. and PTFD bills.

**Motion carried**

Motion Pixley, support Whited to pay all Twp. and PTFD bills as presented. **Motion carried**

### **Adjournment**

Motion Pixley, support Whited to adjourn at 9:40 p.m. **Motion carried**

**Next Regular Meeting: February 14, 2023**