

**Palmyra Township
Regular Board Meeting Minutes
June 8, 2017**

Meeting called to order at 7:04 pm by Supervisor James Isley at the Palmyra Community Room.

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

Members absent: Perry Pooley

Audience Attendance: 9

Motion Papenhagen, support Whited to approve agenda as amended. *Motion carried*

- To **New Business** add:
 - Siren control repair
 - Purchase of new U.S. flag for cemetery
 - Pay for FD employees on probation
 - Webmaster
 - Planning Commission training

Public Comment:

- Dr. Jim Leonard commented about the assessment questionnaire that was sent to all Palmyra Township property owners. He is concerned about the types of questions asked on the form and people not being completely honest in answering the questionnaire.
- Cheryl Galloway is also concerned about the assessment questionnaire.

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: n/a
 - Mechanical Inspector: n/a
 - Plumbing Inspector: report presented by Clerk Whited
- Planning Commission: report presented by Dr. Jim Leonard

Motion Koester, support Isley to approve all reports on hand and place on file - *Motion carried*

Motion Whited, support Koester to approve the May 11th Regular Meeting minutes and place on file. - *Motion carried.*

Communications:

- Land Splits: PAO 104-3000-00
- FOIA requests: None
- Cemeteries:
 - Clerk Whited reported that there is a tree in the Main Cemetery with low hanging and split branches, and she recommended trimming. Also addressed was the emptying of the trash barrels.
 - Clerk Whited noted that tree trimming/removal has begun in Crane Cemetery.
 - Supervisor Isley reported that Gloria Faust had contacted him about the removal of wreaths she had recently placed on a grave site.
- Roads & Bridges: Supervisor Isley reported that a new drain has been installed under Grosvenor Hwy.
- Memorial Day Parade: Clerk Whited reported that the parade was a success. Supervisor Isley commented that twenty children had received a \$5.00 award for riding their bike.
- Letter form the Michigan Department of Treasury: Supervisor Isley reported that the Michigan Department of Treasury had sent him a letter concerning the signing of the Township's tax roll.
- Property Reassessment: Treasurer Koester reported that he has been receiving phone calls from people concerned about the reassessment of their property.

Unfinished Business:

- Cemetery – 4.5" vs. 3.5" markers: Motion Whited, support Koester to upgrade from the 3.5" lot markers to the 4.5" markers at an additional cost of approximately \$230.
- Cell phone towers: Motion Isley to require a 133 foot safe zone on all sides of the tower - Motion failed due to a lack of support.
Motion Isley, support Koester that all property lines of the split parcel be no less than 133 feet from the center of the tower – Motion carried.
- Budget amendment: Motion Isley, support Papenhagen that the Roads Budget be increased by \$35,000 – from \$125,000 to \$160,000 - Motion carried.

New Business:

- PTFD –
 - Employment applications:
 - Motion Isley, support Papenhagen that MacKinzie Brown be employed by the PTFD and placed on probation for three months. **Roll call vote:** Isley – Yes, Whited-Yes, Koester – Yes, Papenhagen – Yes, Pooley – absent
Motion carried
 - Motion Isley, support Koester that Kristin Barrios be employed by the PTFD and placed on probation for six months. **Roll call vote:** Isley – Yes, Whited – Yes, Papenhagen – Yes, Koester – Yes, Pooley – absent *Motion carried*
 - Probation terminations: n/a
 - Resignations: n/a

- Extrication equipment: Motion Papenhagen, support Koester to allow the Fire Department to purchase Edraulic equipment from Apollo (quote #20170206) at a cost of \$27,550 and not to exceed \$28,000. The cost of the equipment shall come from the FD Apparatus/Operating Fund. **Roll call vote:** Koester – Yes, Isley – Yes, Papenhagen – Yes, Whited – Yes, Pooley – absent *Motion carried*
- Contractors “Hold Harmless” contract: Motion Isley, support Papenhagen that the Township adopt the Independent Contractor’s Agreement – Motion carried.
- BOR published notice: Motion Papenhagen, support Isley for the Township not to have the July and December BOR meeting dates published – Motion carried.
- Clerks’ Professional Development Retreat: Motion Papenhagen, support Isley to allow the Township to cover the cost of \$299/person for Clerk Whited and Deputy Clerk Koester to attend the Professional Development Retreat held on July 19th and 20th – Motion carried.
- Palmyra Township Principles of Governance: All Board members who were present signed the Palmyra Township Principles of Governance.
Motion Isley, support Papenhagen to allow the Clerk to purchase a frame for the document, and hang it in the Community Room - Motion carried.
- Disposal of office equipment: Motion Isley, support Papenhagen to allow the Clerk to dispose of old, inoperable office equipment – Motion carried.
- Special Meeting dates: Supervisor Isley has called a Special Meeting to be held on Monday, June 12, 2017, at 7:00 p.m. for the purpose of reviewing the proposed Zoning Ordinance.
- Siren control repair: Motion Papenhagen, support Whited to allow the Township to accept Adrian Communications’ quote of \$1,920 to repair the PTFD siren control. The cost is to come out of the FD Apparatus/Operating Fund – Motion carried.
- Cemetery U.S. flag replacement: Motion Isley, support Papenhagen to allow the Clerk to purchase a made in the U.S.A. 4’ x 6’ dacron/polyester U.S. flag with stitched stars at a cost not to exceed \$50.00 – Motion carried.
- Pay for the FD employees on probation: Motion Isley, support Papenhagen to table the discussion of pay for FD employees until the July 13th Regular Meeting – Motion carried.
- Webmaster: Motion Isley, support Koester to withhold paying the webhosting bill until Dave responds to requests to update the Palmyra Township Website – Motion carried.
- PC training: Motion Isley, support Papenhagen to pay for two Planning Commission members to attend the MTA planning Commission Training held on June 23rd in Grand Rapids for a cost of \$125 per person – Motion carried.

Cheryl Galloway asked if the Township had an ordinance for firearm target setbacks. Supervisor Isley replied that the Township had no such ordinance. Cheryl Galloway explained to the Board the importance of the Township having a firearm ordinance.

Bill Payment:

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

Motion Papenhagen, support Koester to adjourn at 9:43 p.m. *Motion carried*

Next Regular Meeting will be held on July 13, 2017, at 7:00

JAMES ISLEY, SUPERVISOR

Christine Whited, CLERK

THESE MINUTES WERE APPROVED JULY 13, 2017 AS WRITTEN.