

**Palmyra Township
Regular Board Meeting Minutes
July 13, 2017**

Meeting called to order at 7:02 pm by Supervisor James Isley at the Palmyra Community Room.

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

Members absent: Steve Papenhagen

Audience Attendance: 7

Motion Pooley, support Koester to approve agenda as presented - *Motion carried.*

Public Comment:

- Bob Knoblauch (District 7 Commissioner) reported on Lenawee County's audit and the County's budget, stating that the audit came back good; however, funds from the tax revolving fund were allotted to balance the budget. Bob also reported that a County wide election will take place November 7, 2017, proposing to the electors a renewal of the 1968 tax limitation for a period of four (4) years.

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: report presented by Trustee Pooley
- PC Training: report presented by Dave Pixley

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

Motion Pooley, support Isley to approve the June 8th Regular Meeting minutes and place on file - *Motion carried.*

Motion Koester, support Pooley to approve the June 12th, 19th, and 26th Special Meeting minutes and place on file – *Motion Carried.*

Communications:

- Land Splits: None
- FOIA requests: None
- Cemeteries:

- Trustee Pooley reported that the Crane Cemetery tree trimming is not being completed at an acceptable pace.
- Supervisor Isley reported that the Lenawee County Road Commission wants to know when they can begin the Crane Cemetery drive project.
- Roads & Bridges: Supervisor Isley reported that he has received the signed Road Project Contracts.
- July 18th, 12:00 pm, Board of Review will be meeting at the Palmyra Township Community Room.
- August 1st, 7:00 pm, the Storm Sewer Meeting will take place at the Palmyra Township Community Room.
- August 26th, Lenawee County tire collection will take place at the Lenawee County Fairgrounds from 8:00 am to 2:00 pm.
- Clerks' Professional Development Retreat: Clerk Whited will report on the retreat at the August 10th Regular Meeting.
- Palmyra Township Principles of Governance: All Board members have signed the document.
- VanNieuwenhze Property: Supervisor Isley reported that Township attorney Frank Riley is in the process of getting himself appointed as the personal representative of the VanNieuwenhze Estate.

Unfinished Business:

- Cemetery markers additional cost: Motion Isley, support Koester to pay the additional cost of \$328.09 for the markers – *Motion Carried.*
- Palmyra Township Proposed Zoning Ordinance:
 - Motion Isley, support Koester that the opening paragraph in Section 7.06 be amended as follows: Change 1" = 50' to 1" = 40' and change 1" = 100' to 1" = 80'. Strike "property" and add "lots" in its place – *Motion Carried.*
 - Motion Whited, support Koester to format the numbers in the proposed Zoning Ordinance in a consistent manner – *Motion Carried.*
 - Motion Isley, support Pooley that the proposed Zoning Ordinance item of the Agenda be tabled until the August 10th Regular Meeting – *Motion Carried.*

New Business:

- PTFD –
 - Employment applications: n/a
 - Probation terminations: n/a
 - Resignations: n/a
- PA 116 Applications:
 - PA0 103 – 4805 – 00, Judson: Motion Isley, support Whited that the submitted PA116 application and supporting documentation be affirmed and forwarded on to the reviewing agencies – *Motion Carried.*
- Employee Policy Handbook: Motion Isley, support Whited that the Supervisor and Clerk be allowed to seek legal counsel for the Employee Policy Handbook and the Zoning Ordinance adoption procedure – *Motion Carried.*
- Special Land Use (SLU) Application Fee: Motion Isley, support Pooley to set the SLU application fee at \$500 to cover all the necessary costs associated with processing and

reviewing the individual applications. The fee shall be deposited in an escrow account, and any unused portion will be returned to the applicant – *Motion Carried.*

- Township employee background check: Discussed with no action taken at this time.
- Social Security Number Privacy Policy: Motion Whited, support Koester to approve the Social Security Number Privacy Policy as presented by Clerk Whited – *Motion Carried.*
- Extrication equipment: Motion Isley, support Koester that it be at the discretion of the PT Fire Chief and the Supervisor to negotiate the sale of the extrication equipment with interested fire departments provided there be a “Hold Harmless” agreement with the buyer - *Motion Carried.*
- PC MTA training: Motion Isley, support Pooley that the Township pay for three Planning Commission members to attend the MTA Planning & Zoning Training held in August at a cost of \$89 per person – *Motion carried.*

Bill Payment:

Motion Isley, support Pooley to pay all Twp. and PTFD bills as presented, including New Age Fire Supply, Reading Emergency Unit, Inc., Dave Pixley mileage reimbursement - *Motion carried*

Motion Pooley, support Koester to adjourn at 9:22 p.m - *Motion carried*

Next Regular Meeting will be held on August 10, 2017, at 7:00 at the Palmyra Township Community Room.

JAMES ISLEY, SUPERVISOR

Christine Whited, CLERK

THESE MINUTES WERE APPROVED August 10, 2017 AS WRITTEN.