

**Palmyra Township
Regular Board Meeting Minutes
August 10, 2017**

Meeting called to order at 7:00 pm by Supervisor James Isley at the Palmyra Community Room.

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

Members absent: None

Audience Attendance: 6

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

Public Comment: None

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 Trustee Pooley/Jim Leonard

Motion Pooley, support Koester to approve the July 13th Regular Meeting minutes and place on file - *Motion carried.*

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

Communications:

- Land Splits: None
- FOIA requests: American Transparency requested Township vendor information. The Clerk emailed requested information on August 7th, 2017.
- Cemeteries: Trustee Pooley reported that work on the Crane Cemetery drive is progressing.
- Roads & Bridges: Road projects are proceeding.
- 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 reported on the valuable information she had obtained at the retreat.
- Madison Intercept blockage: Supervisor Isley reported that he had observed problems with the intercept.

- July 18th BOR: Supervisor Isley reported that the meeting went well.

Unfinished Business:

- Palmyra Township Proposed Zoning Ordinance: Discussed with no action taken at this time.
- Employee Policy Handbook: Discussed with no action taken at this time.
- Township employee background check: Discussed with no action taken at this time.

New Business:

- PTFD –
 - Employment applications: n/a
 - Probation terminations: n/a
 - Resignations: n/a
- Village “drainage”: Motion Pooley, support Koester that Palmyra Township submit to the Lenawee County Drain Commission request for proposals (RFP) for a drain study in the Village of Palmyra – *Motion Carried.*
- Medical First Responder (MFR) Training:
 - Motion Pooley, support Koester that the Township reimburse \$350 to Jason Luce for MFR Training with the requirement that membership be continued on the PTFD twelve (12) months after the licensing process is completed – *Motion Carried.*
 - Motion Isley, support Koester that the Township pay the cost of MFR training for all post probation PTFD members with the requirement that a State of Michigan MFR license be obtained and membership on the PTFD be continued twelve (12) months after the licensing process is completed – *Motion Carried.*
- Cell Towers: Discussed with no action required.
- Palmyra Township Credit Card Policy & Resolution:
 - Motion Isley, support Papenhagen to insert “Purchase of capital outlays up to \$200 without Board approval” as the first bullet point under “The use of the credit card is limited to the following circumstances” – *Motion Carried.*
 - Motion Isley, support Koester that the Credit Card Policy state that only the Clerk and Deputy Clerk are authorized to use a credit card – *Motion Carried.*
 - Motion Isley, support Pooley that the Credit Card Policy state that outstanding charges be limited to \$2,000 – *Motion Carried.*
 - Motion Isley, support Pooley to adopt the Palmyra Township Credit Card Policy of 2017 – *Motion carried.*
 - Motion Isley, support Papenhagen to adopt the Palmyra Township Credit Card Policy Resolution. Roll call vote: Pooley – Yes, Whited – Yes, Papenhagen – Yes, Isley – Yes, Koester – Yes. *Motion Carried*
- Collection of delinquent water/sewer charges:
 - Motion Isley, support Pooley that the Township proceed with the collection of delinquent water and sewer charges – *Motion Carried.*
 - Motion Pooley, support Koester that the Township hold the Collections Hearing on September 14, 2017, 7:00 p.m. at the Palmyra Township Hall – *Motion carried.*
- SES Ordinance: Motion Isley, support Koester that the Palmyra Township Board send the SES Ordinance back to the Planning Commission to review Region 2PC recommendations during the Palmyra Township September 12, 1017, Regular meeting – *Motion Carried.*

- “Old” extrication equipment: Motion Isley, support Pooley that the Township sell all PTFD extrication equipment to the Bedford Fire Department for \$2,000 in lieu of a trade-in of \$1,750 to Apollo provided Bedford Fire Department sign a Hold Harmless agreement – *Motion carried.*
- Motion Koester, support Papenhagen that the Township purchase four (4) Motorola Minitor VI pagers at a cost of \$397.80 each, and the cost shall come from the FD Apparatus/Operating Fund - *Motion Carried.*
- Budget amendment: Motion Isley, support Papenhagen to amend the PTFD budget (Acct. # 336-977) from \$25,000 to \$35,000. Roll call vote: Whited – Yes, Koester – Yes, Papenhagen – Yes, Isley – Yes, Pooley – Yes. *Motion carried*
- Palmyra Township Main Cemetery electrical power: Discussed with no action required at this time.

Bill Payment

Motion Isley, support Koester to pay all Twp. and PTFD bills as presented – *Motion Carried.*

Adjournment

Motion Koester, support Isley to adjourn at 9:31 p.m. - *Motion carried*

Next Regular Meeting will be held on September 14, 2017, at 7:00 at the Palmyra Township Community Room.

JAMES ISLEY, SUPERVISOR

Christine Whited, CLERK

THESE MINUTES WERE Approved September 14, 2017 AS WRITTEN.