

**Palmyra Township  
Regular Board Meeting Minutes  
February 8, 2018**

Meeting called to order at 7:01 pm by Supervisor James Isley at the Palmyra Community Room.

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

Members absent: Perry Pooley

Audience Attendance: 6

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

- Add to *New Business*: Amending annual Cemetery Commission meeting date

**Public Comment:**

- Lee Andre, a Harvest Energy Solutions representative, inquired about the submission of a variance application.

**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: N/A
  - Mechanical Inspector: N/A
  - Plumbing Inspector: N/A
- Planning Commission: report presented by Judy Marcus

Motion Papenhagen, support Koester to approve the January 11<sup>th</sup> Regular Meeting minutes as written and place on file - *Motion carried.*

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

**Communications:**

- Land Splits: None
- FOIA requests: None
- Cemeteries: Clerk Whited reported that she and Supervisor Isley met with Mike Bartolo to sign the Palmyra Main Cemetery plat map.
- Roads & Bridges: Projects are complete
- BOR Training: Supervisor Isley reported that the Board of Review training was very informative.

- BOR. March 6, 12, & 13: The Board of Review will meet March 6<sup>th</sup>, 12<sup>th</sup>, & 13<sup>th</sup> at the Palmyra Township Hall.
- PA0 700-8011-00, Sauter property: Supervisor Isley reported that the property deed still has a lien on it.
- PA0 700-0840-00, VanNieuwenhze property: Supervisor Isley reported that the property will be cleaned and put up for sale.
- ZBA training: Supervisor Isley reported that the MTA will be conducting a ZBA workshop in March and encourages ZBA members to attend.
- Solar Meeting: Supervisor Isley reported that he and the Zoning Administrator (Todd Roach) met with representatives from Harvest Energy Solutions to discuss the current Township zoning requirements that pertain to the placement of ground mounted solar panels.

#### **Unfinished Business:**

- Cemetery Commission Appointments:
  - Motion Whited, support Papenhagen to appoint Angie Koester to the Cemetery Commission for a term expiring December 31, 2019 – *Motion Carried*
  - Motion Isley, support Papenhagen to appoint Deborah Deserano to the Cemetery Commission for a term expiring December 31, 2020 – *Motion Carried*
  - Motion Isley, support Papenhagen to appoint Judy Marcus to the Cemetery Commission for a term expiring December 31, 2020 – *Motion Carried*
- Man-Nor Farms water rates: Motion Papenhagen, support Isley to allow Supervisor Isley to draft a letter informing Man-Nor Farms residents of a public hearing concerning the Man-Nor Farms water system rates, which will be held at the April 10<sup>th</sup> regular meeting. The letter will be mailed with the next billing cycle – *Motion Carried*.
- Township Building Ceilings: Discussed with no action taken at this time.
- Cemetery Grounds Contract: Supervisor Isley reported that Aden Porter had accepted the grounds keeping contract.

#### **New Business:**

- PTFD –
- Employment applications: n/a
- Probation terminations: n/a
- Resignations: Travis Wonders has submitted his resignation to Chief Rohlan.
- Crane Cemetery survey: Discussed with no action taken at this time.
- Property Transfer Affidavit Late Fee Resolution: Motion Isley, support Papenhagen to adopt the “Resolution Regarding the Assessment and Collection of Property Transfer Affidavit Fees.” *Motion Carried*
- Amendment of the Cemetery Commission annual meeting date: Motion Whited, support Papenhagen to amend the annual meeting date established in the *Resolution to Establish a Cemetery Commission* by striking the word “January” and replacing it with “November” *Motion Carried*.
- 2018 Annual Meeting: Motion Papenhagen, support Koester to hold the Annual Meeting on Tuesday, March 27, 2018, at 7:00 p.m. at the Palmyra Township Community Room. *Motion Carried*
- 2018 Budget: Discussed with no action taken at this time.

- Updated GIS Maps: Discussed with no action required.
- BOR appeal by writing: Motion Isley, support Koester to allow Palmyra Township residents to appeal their tax assessments by submitting a written request to the Board of Review. *Motion Carried*
- Blitzfire Nozzle: Motion Isley, support Koester to require Chief Rohlan to obtain a minimum of one extra bid for the cost of a nozzle and present the bids at the March 8<sup>th</sup> regular meeting. *Motion carried*

**Bill Payment**

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

**Adjournment**

Motion Papenhagen, support Koester to adjourn at 8:19 p.m. - *Motion carried*

**Next Regular Meeting: March 8, 2018**

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JAMES ISLEY, SUPERVISOR

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Christine Whited, CLERK

THESE MINUTES WERE APPROVED MARCH 8, 2018, AS WRITTEN.