

The Township of Norvell

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ERIC B. JOHNSON, SUPERVISOR

ANDREA BARNETT, CLERK

DESERRE SAUERS, TREASURER

PAMELA JOHNSON, TRUSTEE

MATHEW D. DAME, TRUSTEE

WEDNESDAY, OCTOBER 11TH 2017, 6 P.M. MINUTES OF THE REGULAR MEETING OF THE NORVELL TOWNSHIP BOARD HELD IN THE NORVELL TOWNSHIP HALL, 106 E COMMERCIAL ST, NORVELL MI 49263

PRESENT: Supervisor Johnson, Clerk Barnett, Treasurer Sauers, Trustee Johnson, and Trustee Dame. The Supervisor called the meeting to order at 6:00 p.m. with the Pledge of Allegiance and a moment of silence for all those residents of the Township who have passed away since the last board meeting.

ADDITIONS TO AGENDA

Treasurer Sauers stated that Delinquent Tax Accounts needed to be Delinquent Utility Billing.

APPROVAL OF AGENDA

Sauers motioned to approve the Agenda with the corrections.
Trustee Dame supported. All Yes' motion passed.

APPROVAL OF MINUTES

September 13th 2017 Board Meeting minutes

Need to fix the spelling Charlies to Charles 3 times. To add under Trustee Johnson motioned for the L-4029 that it's for the rollback. Fixed the word retrograde to retroactive.

Trustee Johnson motioned to approve the September 13th 2017 minutes with the changes.

Barnett supported. All Yes' motion passed

September 18th 2017 Special Meeting minutes

There was *discussion* (disucssion) about putting in these minutes the words that were said between the two Trustees. Clerk Barnett said she would go back and listen to the tape. ~~After the board meeting it was brought up to the Clerk that she does not have to change the minutes just because a recording was played at the~~

~~meeting. In light of this new information, the Clerk will not be putting into the minutes the he said/she said that was asked for.~~ The address at the top of the minutes needs to be fixed from 300 Mill St to 106 E. Commercial. Under website coordinator the vote needs to be fixed from 1 Yes 4 No's, to 4 Yes' 1 No. Under Adjustment of Paid leave, Trustee Johnson was not there to vote and therefore her name needs to be taken out.

Sauers motioned to approve the September 18th 2017 SP minutes
Trustee Johnson supported All Yes' motion passed.

August 28th 2017 work Session/Special Meeting minutes
Need to change absent to excused.

Trustee Johnson motion to approve the August 28th 2017 minutes with changes
Sauers supported All Yes' motion passed.

PUBLIC COMMENT

Phil *Duckham County Commissioner* gave his report on the county budget and talked about *Lifeways* (lifeway) and if the county would need to go to a different health care provider. A resident talked about a speaker that would be at a meeting about the River Raisin Watershed on Oct 18th 2017.

CONSENT AGENDA REPORTS

- A. Building Report
- B. Zoning Report(none)
- C. Fire Report
- D. Assessors Report
- E. Village Of Brooklyn Sewer Report
- F. Officer Truchan gave the sheriff's Report
- G. Planning Commission Minutes (none)

Trustee Johnson motioned to allow Marion Stone of the Planning Commission to become the Planning Commission rep. to the Board of Appeals.

Trustee Dame Supported All Yes' motion passed.

OTHER REPORTS

The financial report was given by Treasurer Sauers.
Clerk Barnett gave the clerk's report.

UNFINISHED BUSINESS:

-Norvell Township Ethics Policy

Changes were made to this draft of the policy. It will be brought up again at the next special meeting of the board *held on 10/16/17*.

-Set a date for the special Board Meeting regarding Public Hearing for Reconfirming the Planning Commission

It was stated that the hearing can't be done until after 15 days of the notice. The hearing is set for Nov 1st 2017 at 6pm.

NEW BUSINESS

-Resolution 2017-07 to support TAP application for funding of improved bike trail on M124

A speaker for the repairs on the M124 bike trail was there to give a report on this matter. All they are asking for right now is a letter of support to go along with the grant they are trying to get. If the Board can find some money to donate, he stated that would be great. He talked about the study that was done on the road that led them to the decision that the bike path needed to be redone. They will be widening the bike path to 8 feet on either side of the road.

- Delinquent Utility Billing

These are the for the two sewers that are in the township. It will get rolled into the winter billing.

Sauers motioned to roll the Delinquents into the winter tax bill

Trustee Johnson supported. All Yes' motion passed.

-Halloween Party

A resident passed around the donation can for the Halloween party.

In the interest of promoting the health and safety of the children of Norvell Township Trustee Johnson motioned to approve the donation of \$200 for the Halloween Party.

Sauers supported. Roll Call Vote Trustee Johnson, Yes, Barnett, Yes, Sauers, Yes, Trustee Dame, Yes, Supervisor Johnson, Yes. All Yes' motion passed.

-Appointment and Hiring of the Deputy Clerk

The Clerk gave the background info on Brandy Myers. There was a discussion on the pay rate and if a background check was needed. The clerk stated that no

background check was needed, that one wasn't done for the Deputy Treasurer who handles more money than the deputy clerk will be. The pay rate increase is to be talked about at the next special meeting of the board.

Trustee Johnson motioned to appoint LaBranda Myers at the rate of \$12.50 for the 90 days with a start date of Oct 16th 2017.

Sauers supported.

Dame asked if Trustee Johnson would amend her motion, he thinks there needs to be a background check, she said she will not. Roll Call Vote Trustee Johnson, Yes, Barnett, Yes, Sauers, Yes, Trustee Dame, No, Supervisor Johnson, Yes. 4 Yes' 1 No. motion passed.

-MTA Training-Accounting & Payroll

Trustee Johnson motioned to offer the training to the clerk/treasurer and their deputies.

Clerk Barnett supported Roll Call Vote Trustee Johnson, Yes, Barnett, Yes, Sauers, Yes, Trustee Dame, Yes, Supervisor Johnson, Yes. All Yes' Motion passed

-Volunteers Liability Issues Township

The Supervisor talked about who was covered under the liability insurance. He had found out that even volunteers are covered under the insurance. This was tabled until the Oct 16th 2017 meeting at 1pm

-Set date for special meeting in closed session with the township attorney

The meeting was set for Wednesday Oct 18th 2017 at 1 pm.

-Open office hours on Monday and Wednesday

It was discussed if the township should be open through the lunch hour. The Clerk asked if the Deputy Treasurer/Office staff would be okay with that. The Treasurer stated that she would be okay with a working lunch hour.

Trustee Johnson motioned to be open the full 8am-4pm on Mondays and Wednesdays.

Trustee Dame supported. Roll Call Vote Trustee Johnson, Yes, Barnett, Yes, Sauers, Yes, Trustee Dame, Yes, Supervisor Johnson, Yes. All Yes' motion passed.

PUBLIC/BOARD COMMENT

A resident shared his comments about the M124 bike path. Another resident gave a small report on the waste drop off that was held at the Jackson County fairgrounds. He also talked about M124. Trustee Johnson reminded the Supervisor that she had asked him to ask any of the other board members if they would need to put anything on the agenda for an upcoming meeting. Trustee Dame would like to talk about the Tax Admin Fee at the next meeting.

PAYMENT OF BILLS

Trustee Johnson motioned, Barnett supported, to pay bills and payroll, (checks #'s 27199 through 27238) totaling \$40,166.89. And EFTPS for September 2017 \$2,257.67. Roll Call Vote: Trustee Johnson, Yes, Barnett, Yes, Sauers, Yes, Trustee Dame, Yes, Supervisor Johnson, Yes. All Yes' motion passed.

ADJOURNMENT

There being no further business to come before the board, Supervisor Johnson motioned to adjourn, Trustee Dame supported. The meeting was adjourned at 8:44P.M.

Respectfully submitted,
Andrea Barnett, Clerk