

The Township of Norvell

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ERIC B JOHNSON, SUPERVISOR

ANNE M. HAGADORN, CLERK

DESERRE SAUERS, TREASURER

PAMELA JOHNSON, TRUSTEE

MATHEW D. DAME, TRUSTEE

MONDAY, SEPTEMBER 18TH 2017, 10:30 A.M. MINUTES OF THE SPECIAL/WORK SESSION MEETING OF THE NORVELL TOWNSHIP BOARD HELD IN THE NORVELL TOWNSHIP HALL, 300 MILL ST, NORVELL MI 49263

PRESENT: Supervisor Johnson, Clerk Barnett, Treasurer Sauers, Trustee Johnson and Trustee Dame. The Supervisor called the meeting to order at 10:32 A.M. with the pledge of allegiance.

Public Comment:

Supervisor Johnson handed out the Human Resources Policy for everyone to look over.

Unfinished Business:

-Lot Combination 17-06

There were two different lot numbers on the paper work. The Assessor was able to come out and talk to the board about this lot combo. The over view map had the right lot numbers on it and the plat map had the wrong ones. It will be #7 and #8 that will be combining in this lot combo.

Sauers motioned to approve Lot Combo 17-06 with the corrections.

Trustee Johnson supported. All Yes' motioned passed

-Resignation of Deputy Clerk

Both the Treasurer Sauers and Trustee Johnson voiced their opinions on having Deputy Clerk Anne M. Hagadorn come back and help with the Audit if she is no longer employed by the township. Supervisor Johnson stated that she could come back and be a temporary employee of Norvell Township. Both Treasurer Sauers and Trustee Johnson are not for this.

Sauers motioned to accept the resignation of Anne M. Hagadorn as Deputy Clerk.

Trustee Johnson supported. All Yes' motioned passed

-Website Coordinator Position

The Supervisor asked how the website would get updated if this position was dissolved. It was talked about having the office staff and deputies handling this. The Clerk stated that she would most likely still send in her stuff to the company, that it was just easier that way, and she had a good rapport with the staff there.

Trustee Dame motioned to dissolve the website coordinator position

Trustee Johnson supported. Roll Call Vote Trustee Johnson, Yes, Sauers, Yes, Barnett, No, Trustee Dame, Yes, Supervisor Johnson, Yes, 1 No 4 Yes' motioned passed.

-Submittal of Info for Board Meetings

Trustee Johnson would like any additions to the agenda given to the Supervisor by the Friday before the board meeting. She would also like the Supervisor to ask at the end of any board meeting if there will be any additions for the next month's meeting. The Treasurer would like the deadline to be the Wednesday of the board meeting by 4pm, with the exceptions of any emergency items that might come up. Trustee Dame once again brought up having the packets a week early. He talked about the MTA class he went to, and a person he talked with stating that it was the boards right to have them that early. Due to a conflict with Trustee Dame, Trustee Johnson left for the rest of the meeting at 10:58am. It was agreed to try and have the packages and any additions to the agenda by the Monday before the board meeting.

New Business

-Adjustment of paid leave and holiday pay for the Deputy Treasurer/office Administrator

The Treasurer would like the Holiday pay to go up to 8hrs, due to the fact that the staff is now working the full 8hr day.

Barnett motioned to give Mary Jo Wright 8hrs of holiday pay

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

-Request for paid leave from former staff member

The Supervisor stated that his offer of paid leave was if this staff member was willing to come back to work and give 2 weeks' notice. She is only asking for 21 hours, where she could have asked for the full 100 hours she was granted before leaving. The board discussed all options on this matter. This was tabled until the Supervisor can talk with the lawyer.

-Township newsletter and Survey

The Supervisor handed out draft copies of what the survey could look like for the newsletter. Trustee Dame brought up the website and if it could be posted on there as well. Ahrens park needs to be added to the list of things to spend the township money on. If the survey is to be sent with the winter tax bill, it needs to be ready by the middle of November. The board will need to have any input ready by the next work session which is on Oct 16th 2017 at 10:30am.

Public/board comment

None

Clerk Barnett motioned to adjourn

Trustee Dame supported Meeting adjourned at 11:31 pm.

Respectfully submitted, Andrea Barnett, Clerk