

The Township of Norvell

P.O. Box 188
Norvell Michigan, 49263
(517) 536-4370
Fax (517) 536-0110

ERIC B JOHNSON, SUPERVISOR

ANDREA BARNETT, CLERK

DESERRE SAUERS, TREASURER

PAMELA JOHNSON, TRUSTEE

MATHEW D. DAME, TRUSTEE

MONDAY, OCTOBER 16TH 2017, 1PM MINUTES OF THE SPECIAL MEETING OF THE NORVELL TOWNSHIP BOARD HELD IN THE NORVELL TOWNSHIP HALL, 106 E. COMMERCIAL ST-St, NORVELL MI 49263

PRESENT: Supervisor Johnson, Clerk Barnett, Treasurer Sauers, Trustee Johnson and Trustee Dame. The Supervisor called the meeting to order at 1:00PM. with the pledge of allegiance.

Public Comment:

A resident that was there for the senior site said she thought we were all wonderful.

Unfinished Business:

-Ethics Policy

The lawyer had made the changes from the board meeting. The board members looked over it and decided to table until Oct 18th 2017 special meeting.

-Planning Commission Ord. for upcoming hearing

The lawyer had made the changes from the board meeting. There was a discussion about *whether* (rather) or not the planning commission should have this draft copy or wait until the final one. It was decided to wait until it was done.

-Guidelines for Volunteers at the Township Offices and Activates

There are board members that think there needs to be a policy for the people that will be *handling* (handily) money that aren't bonded. The Clerk stated that her deputy was only in the building to help her with interviews, and that the supervisor knew this was going to happen. There was a discussion about adding this policy to the policy's book or make it a standalone policy. There was talk about if someone who isn't an employee should be allowed in the building at all. The Treasurer thinks they shouldn't be and Trustee Johnson said as long as the board knows that the person/people will be in the building, it would be fine. The Clerk stated that she will need to have her past deputy come back into the office. Some of the board members are fine with this as long as it's office hours.

New Business

-Pay rate for Township Deputies

There was a discussion about *whether* (rather) or not to raise the pay rate.

Barnett motioned to raise to \$13 an hour for the 90-day probation and then go up to \$13.50 an hour for the Deputies.

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

-Township Policies & Procedures

The Board will start going over the policies and procedures at the Nov. 20th 2017 meeting at 1pm

-Township newsletter and Survey

There was discussion about changes that need to be made before it can go out. There was talk about the building inspector stating that the Township Hall is not worth remodeling. Both The Clerk and Trustee Dame stated that they did not know about the building inspector coming to look at the Township Hall or his views on if it could or could not be remodeled. Trustee Dame would like to see *a* (the) letter from the building inspector. There is no letter, his views were spoken to the other board members, not written down. Trustee Dame would like to have a spot in the newsletter to give an update. Trustee Johnson stated that the trustees do not get to add anything into the newsletter, that it's up to The Supervisor to give the update. The Board discussed about when to get the newsletter out to the tax payers. The newsletter will go out by Nov. 15th 2017 and will ask that the survey be sent back by Dec. 1st 2017.

Trustee Dame motioned to have the Trustees get a part in the newsletter. There was no support, motion failed.

-Admin Fee for the Tax Billings

Trustee Dame had a hand out and The Treasurer stated that she knew it wasn't mandatory that it be collected. Trustee Dame asked Treasurer Sauers a few questions about what the admin fee is used for, and she answered every question he had. There was some discussion on a few topics and Treasurer Sauers told Trustee Dame that next time, just come ask her the questions, she would give him the answers.

Public/board comment

The Treasurer would like The Clerks past deputy to get paid if the past deputy comes in to help out. Trustee Dame asked why pay her at all if she is willing to work for free. Trustee Johnson stated that she just doesn't want people in the Township Hall when it's not open. The Clerk left to go get some papers that stated what a Volunteer is. Trustee Johnson gave some stats/facts on M124. There was talk about how much money the Township could give.

Trustee Johnson motioned to adjourn

Trustee Dame supported Meeting adjourned at 2:52 pm.

Respectfully submitted, Andrea Barnett, Clerk