

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, JANUARY 31st 2018, 1PM MINUTES OF THE SPECIAL 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 1:05 PM. with the pledge of allegiance.

Public Comment

None

Unfinished Business:

None

New Business:

-CD Renewal Grace Period

The Board talked about what to do with the CD that was about to expire. It was decided to liquidate the CD and start a checking account with the money.

- Trustee Johnson motioned to liquidate the CD at FlagStar and to start a checking account for the Capital Improvement Fund (Found).
Sauers supported. Roll Call Vote: Sauers, Yes, Trustee Johnson, Yes, Barnett, Yes, Trustee Dame, Yes, Supervisor Johnson, Yes. Motion passed.

-Review of Hiring Procedures

The Board talked about what type of hiring procedures we have now, what types of form we have for the new hires to fill out. There is no real hiring procedure right now. There was talk about including a background check and credit check with the new hiring procedures that the Supervisor and his deputy will be working on.

- Trustee Johnson motioned to do background and credit checks on all new hires.
Trustee Dame supported. All Yes', motion passed.

Who would be the one to run the checks was discussed. It was agreed upon that one person should be the one to take care of this.

- Trustee Johnson motioned that the background and credit checks go through the office of the Supervisor.
Barnett supported. All Yes', motion passed.

Public/Board Comment

There was a discussion on payroll. The Clerk cleared up a misunderstanding about an MTA email that was sent out. Sauers asked about her computer. Supervisor Johnson is waiting to hear back from HP on the computer. It was also brought up about setting an account up with Office Max.

- Barnett motioned to adjourn
Trustee Johnson supported Meeting adjourned at 1:58 pm.

Respectfully submitted, Andrea Barnett, Clerk