
THE TOWNSHIP OF NORVELL

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Gloria J. Hubbell, Clerk
Pamela Johnson, Trustee

Eric Johnson, Supervisor

Deserre Sauers, Treasurer
Matt Dame, Trustee

MINUTES OF THE REGULAR MEETING OF THE NORVELL TOWNSHIP BOARD Wednesday, December 12, 2018, 106 E. Commercial St, Norvell, MI 49263. 6:00 pm

Present: Supervisor Eric Johnson, Clerk Gloria J. Hubbell, Treasurer Deserre Sauers, Trustee Pamela Johnson and Trustee Matt Dame.

The meeting was called to order by Supervisor Johnson at 6:00 pm and the Pledge of Allegiance was given.

No Additions to the Agenda.

Moved by Trustee Dame, seconded by Clerk Hubbell to approve the Agenda as submitted. Ayes all, carried.

5. MINUTES- November 14, 2018 regular meeting

Moved by Trustee Johnson, seconded by Treasurer Sauers the minutes of the November 14, regular meeting board meeting be approved. Ayes all.

6. **PUBLIC COMMENT** Bill Sutherland asked about the minutes posting on the web site. Dave Lamb stated he thought the sandstone building (the crypt) in the cemetery looked nice after new roof. Clerk Hubbell mentioned it would look nice if the metal door was painted maybe next spring.

7. CONSENT AGENDA REPORTS

a. **Building Report** - Treasurer Sauers had questions concerning the cell tower permit at 2855 Sunset Dr and if it was approved. Supervisor Johnson stated that the Jackson County Drain Commissioner has remediation requirements that must be met due to the low area and wetland before it can be approved. Johnson will send a letter to the owner explaining that the permit is on hold until the drain commissioner releases it. Sauers also questioned Permit PB18-0087, 2243 Collingwood Ct as the previous owner, Diantha Zunk died and the property needs to be in the new owner's name before permits can be issued. Johnson will speak with Mary Jo and explain the situation.

Under the **Mechanical permits**, Clerk Hubbell asked what is a "mini-split? Unknown.

b. **Zoning Report**

c. **Fire Reports**

d. **Assessing and Board of Review** - Clerical errors were corrected at December 4, 2018 Board of Review and will be forwarded to the treasurer.

e. **Village of Brooklyn Sewer Report** – The Technician serviced properties at Vineyard Lake: Shady Lane, Glenwood Ct, Bayberry Ct, and Vineyard Lane.

f. Planning Commission Minutes – Bill Sutherland said the planning commission needs direction as to how to classify miniature horses in the ordinance: as household pets or change the 3-acre requirement. The commission requested a large township zoning map to place on the wall to make it easier to see the zoning areas and to better see the zoning districts within the township.

The planning commission also recommended the Township Board “Opt Out” of Recreational Marijuana Establishments within Norvell Township until January 1, 2020 using the Michigan Township Association sample ordinance until such time as this issue can be studied and a public hearing held to get input from the residents. There was much discussion concerning this issue: Ordinance, Resolution, holding a public meeting etc. Supervisor Johnson will contact the township attorney for his legal opinion. Moved by Trustee Johnson, seconded by Treasurer Sauers to table the “Opt-Out” Marijuana Establishment issue until January 9, 2019 board meeting. Roll call vote. Ayes: Trustee Dame, Treasurer Sauers, Trustee Johnson, Clerk Hubbell, Supervisor Johnson. Motion carried

8. OTHER REPORTS

- a. County Commissioner Report- was given by Commissioner Phil Duckham.
- b. Sheriff Report – was presented by Deputy Jay Truchan. After his report, Supervisor Johnson made a special congratulatory announcement that Deputy Truchan was chosen as one of twelve (12) Outstanding Citizen’s for the year 2018 in Jackson County under 30 years old and the article was published in the December issue of Jackson Magazine. He also received a proclamation plaque from the 99th Michigan State Legislature. We are all very honored to have Jay working with us in Norvell Township. Also, congratulation on the birth of his son last month.
- c. Financial Report – Treasurer Sauers. Reported on the Tax Account and each Trust and Agency Account.
- d. Clerk’s Report – Clerk Hubbell presented the list of bank balances ending November 30,2018. It was noted that the current rates being paid are very low. Deserre said she will bring recommendations to the next board meeting as to where we can transfer and invest some of our money for a higher interest rate. Possibly Comerica or County National Bank.

9. UNFINISHED BUSINESS - None

11. NEW BUSINESS

- a. 2017/2018 Township Audit - Supervisor Johnson introduced Brent Shea, CPA to the board and mentioned that this was an unusual audit due to new (BS & A) financial software being implemented in January 2018 plus a turnover in the clerk office. Mr. Shea distributed the Audit Report, and explained the audit going over each Fund. He stated the township is very healthy carrying a good Fund Balance and we are one of the few townships that charge enough in fees to cover expenses. After a lengthy discussion it was moved by Treasurer Sauers, seconded by Trustee Johnson to approve and accept the 2017/2018 Fiscal Year Audit and file it with the State of Michigan. Roll call vote. Ayes: Treasurer Sauers, Trustee Johnson, Trustee Dame, Clerk Hubbell and Supervisor Johnson. Nays: None. Motion Carried.

- b. Quotes on Replacement Telephone System - Four bids were received from different companies. Discussion comparing the cost, maintenance and service. It was decided to go with a local company business. Moved by Treasurer Sauers, seconded by Trustee Johnson to approve the purchase of the V-TEC phones from R2 Electronics, Manchester, Michigan to replace the current phones. That includes one main phone console, six (6) remote phone stations, and 2-year Accidental Damage Protection for three (3) incoming phone lines (536-4370-536-8432-536-4376), with one day installation for a cost of \$3,200. Roll call vote. Ayes: Trustee Dame, Treasurer Sauers, Trustee Johnson, Clerk Hubbell, Supervisor Johnson. Nays: None. Motion carried.
- c. Status of the 1881 Cemetery Building – The building is completed according to contract, and the contractor has been paid. This was discussed in public comment.
- d. School Tax Collection Contracts – Columbia (2018) and Napoleon School (2019) Contracts were presented for approval. It was noted that the board approved blanket contracts a few years ago. These can be signed sent back to the school districts.
- e. MTA Annual Conference – Grand Rapids – April 1-4 – Moved by Trustee Johnson, supported by Clerk Hubbell to approve any board member or deputy to attend the Annual Michigan Townships Association Conference (and Expo at DeVos Place) in Grand Rapids. Discussion. Roll call vote. Ayes: Clerk Hubbell, Trustee Johnson, Treasurer Sauers, Trustee Dame, Supervisor Johnson, Nays: None. Motion carried.
- f. Proposal 1 – Marihuana Information – a packet of information concerning the recently approved Recreational Marihuana Ballot Proposal 1, was given to each board member and the planning commission for review. The information came from Michigan Townships Association. As was discussed earlier in the meeting, this issue will be reviewed at the January 9, 2019 board meeting.
- g. MTA Webinar – Clerk Office – Moved by Treasurer Sauers, seconded by Trustee Johnson the board approve any board member/deputies wanting to watch the webinar through MTA. Roll call vote. Ayes: Trustee Dame, Treasurer Sauers, Trustee Johnson, Clerk Hubbell, Supervisor Johnson. Nays: None. Carried.
12. **PUBLIC COMMENT** – Bill Sutherland thanked the board for sending him to the MTA Planning and training on November 29. It will help with updating the Master Plan. He attended a Jackson County Region 2 Subcommittee, Rural Task force today where they discussed the Norvell Road construction. Three bids are being pursued to repair the sinks and drains. The office holiday closings are posted on the doors.
13. **PAYMENT OF BILLS** - Moved by Trustee Johnson, seconded by Clerk Hubbell to pay the bills and payroll in the amount of \$40,495.60 (checks -27910-27957) plus \$6,320.00 to Brent D. Shea, CPA for the FY Audit 2017/2018. Roll call vote. Ayes: Clerk Hubbell, Trustee Johnson, Treasurer Sauers, Trustee Dame, Supervisor Johnson. Nays: None. Motion Carried.

Adjourned at 8:15 pm Respectfully submitted, Gloria Hubbell, Township Clerk