

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, FEBRUARY 14TH 2018, 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

Trustee Johnson asked that under the clerk and treasurer report, that each of them state how the BS&A training is going.

APPROVAL OF AGENDA

Sauers motioned to approve the Agenda with the addition.
Trustee Johnson supported. All Yes, motion passed.

APPROVAL OF MINUTES

Jan 10th 2018 regular board meeting

Need to change there for to therefore, adopted to adopt, rely to reply.

- Sauers motioned to approve the Jan 10th 2018 Minutes with changes.
Barnett supported. All Yes' motion passed.

Jan 22nd 2018 special meeting minutes

Need to change personal to personnel and chard to card.

- Trustee Johnson motioned to approve Jan 22nd 2018 minutes with changes.
Sauers supported. All Yes' motion passed.

Jan 24th 2018 special meeting minutes

- Supervisor Johnson motioned to approve Jan 24th 2018 minutes
Trustee Johnson supported. All Yes' motion passed.

Jan 31st 2018 special meeting minutes

Need to change found to fund

- Supervisor Johnson motioned to approve Jan 31st 2018 minutes with the change.
Trustee Johnson supported. All Yes' motion passed.

PUBLIC COMMENT

County Commissioner Duckham gave a report on the meetings he has been to. The county will be doing 3 dust control treatments instead of just 2 this year.

CONSENT AGENDA REPORTS

- A. Building Report
- B. Zoning Report
- C. Fire Report
- D. Assessors Report
- E. Village Of Brooklyn Sewer Report
- F. Officer Truchan gave the Sheriff's Report
- G. Planning Commission Minutes

OTHER REPORTS

The financial report was given by Treasurer Sauers as well as how her training with BS&A is going. Clerk Barnett gave the clerk's report as well as how her training with BS&A is going and about the new Election equipment the township just got.

UNFINISHED BUSINESS:

-IT Right Managed Security Bid

The board looked over a new email that it explained what the bid was for.

- Sauers motioned to approve the \$215 IT Right Security Bid
Trustee Dame supported. Roll Call Vote: Sauers, Yes, Trustee Johnson, Yes, Barnett, Yes, Trustee Dame, Yes, Supervisor Johnson, Yes. Motion passed.

-Status- Microsoft Office Purchase and Treasurer Computer Purchase

The Deputy Supervisor found a cloud-based Microsoft Office package for 5 users for \$99 a year.

- Supervisor Johnson motioned to approve the Microsoft 365 for 5 users for \$99 a year
Barnett supported. Roll Call Vote: Sauers, Yes, Trustee Johnson, Yes, Barnett, Yes, Trustee Dame, Yes, Supervisor Johnson, Yes. Motion passed.

NEW BUSINESS

-Resolution 18-01 for Planning Commission Ordinance 50

Both Trustee Johnson and Treasurer Sauers stated that this should be two ordinances, not one. There should be a 18-01 and a 18-02.

- Trustee Johnson motioned to approve 18-01 as stated
Barnett Supported. Roll Call Vote: Sauers, Yes, Trustee Johnson, Yes, Barnett, Yes, Trustee Dame, Yes, Supervisor Johnson, Yes. Motion passed.
- Trustee Johnson motioned to approve 18-02 as stated
Sauers supported. Roll Call Vote: Sauers, Yes, Trustee Johnson, Yes, Barnett, Yes, Trustee Dame, Yes, Supervisor Johnson, Yes. Motion passed.

-Planning Commission Ordinance #50

The Board looked over the changes on the paperwork that was in their packets.

- Trustee Johnson motioned to approve the Planning Commission Ordinance #50 Sauers supported. Roll Call Vote: Sauers, Yes, Trustee Johnson, Yes, Barnett, Yes, Trustee Dame, Yes, Supervisor Johnson, Yes. Motion passed.

-Mowing RFP Bids

The Board will look over the bids while waiting for references and make a decision at the next Board Meeting.

-2018 BOR Poverty Guidelines

The Board looked over the paperwork in their packets.

- Sauers motioned to approve the Poverty Guidelines for 2018 Trustee Johnson supported. All Yes' motion passed.

-Changes in Hiring Practices

Supervisor Johnson would like to have new hires meet the whole board before being hired. He stated that Deputies are not the same as new hires, due to the fact that the Clerk and the Treasurer are the ones that are responsible for them. The Board discussed this being added to the policy and procedures and the new hires coming to meet The Board at regular board meeting. This was tabled.

-Hall Rental 2-10-18

The Supervisor gave a bit of background on the last hall rental there was. He stated that due to the storm that we had that weekend, the Township was not ready for this hall rental. He talked to the township lawyer about this issue and the lawyer asked him who was the one responsible for setting up the hall rentals, as in taking names and the money. The Office Manger is the one responsible for setting all that up. There was a discussion about the whole board getting an email when the hall is rented. The police officer and senior site should also be included in this. Trustee Johnson stated that she would like the Clerk and the Treasurer to get front door keys, as well as the Office Manger being the one to handle the hall rentals. There was a discussion about giving the people the hall key on a Monday or Wednesday as well as looking into the price for a keypad for that door. The Township also needs to get no smoking and no drinking signs. The clerk stated that this is something the Deputy Supervisor could print off. The signs would need to say no smoking/drinking on township property, not just about no smoking/drinking in the building.

PUBLIC/BOARD COMMENT

A resident thanked the board for working hard on getting the bike path wider. Someone else also stated that the township has already put money into the bike path years ago. There was question about what would happen if the township computers got hacked. The board stated that IT Right would fix it. There was a question about the new Election equipment, and if they would be hooked up to the internet. The Clerk stated that the machines will not be. Trustee Dame stated that the minutes from the Dec Board meeting needs to be put up on the website. Trustee Johnson would like the board to start thinking about making the work sessions longer.

Supervisor Johnson brought up some information on grants that the township could get. It was talked about maybe they could help fix the stone building at the cemetery. Trustee Johnson would also like the Office Manager to put some type of welcome wording out on the sign with the old letters until we can get the spacing fixed for the new letters.

PAYMENT OF BILLS

Trustee Johnson motioned, Barnett supported, to pay bills and payroll, (checks #'s 27369 through 27405) totaling \$52442.11. and EFTPS for Jan 2018 \$2146.70 Roll Call Vote: Sauers, Yes, Trustee Johnson, Yes, Barnett, Yes, Trustee Dame, Yes, Supervisor Johnson, Yes. All Yes', motion passed.

ADJOURNMENT

There being no further business to come before The Board, Barnett motioned to adjourn, Trustee Dame Supported. The meeting was adjourned at 8:13 P.M.

Respectfully submitted,
Andrea Barnett, Clerk