

# The Township of Norvell

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ERIC B. JOHNSON, SUPERVISOR  
PAMELA JOHNSON, TRUSTEE

GLORIA HUBBELL, CLERK  
MATT DAME, TRUSTEE

DESERRE SAUERS, TREASURER  
MATT DAME, TRUSTEE

## MINUTES OF A SPECIAL MEETING OF THE NORVELL TOWNSHIP BOARD Monday, May 21, 2018, 106 E. Commercial St., Norvell, MI 49263. 9:30 am

Present: Supervisor Eric Johnson, Treasurer Deserre Sauers, Trustees Pam Johnson and Matt Dame

The meeting was called to order by Supervisor Johnson at 9:30 am and the pledge of Allegiance was given.

No public comment.

### NEW BUSINESS

#### Transition Issues in the Clerk's Office

Gloria Hubbell the newly appointed clerk was present and was given the oath of office by supervisor Johnson.

#### Deputy Clerk

Hubbell stated she has appointed Marcia Kortas as her deputy clerk. Motion by trustee Johnson to approve the appointment of Marcia Kortas to the position of deputy clerk based on a positive background check at the rate of pay of \$13.00 per hour for the first 90 days with a raise of .50 cents after the 90 days. Seconded by Treasurer Sauers. Roll call vote. Ayes: all. Nays: None. Motion Carried.

#### Addition Staffing/Transitions

Transition issues in the clerk's office were discussed by the board

Motion by Trustee Johnson to keep the previous deputy clerk, Marjorie Taylor as a clerical assistant through the transition in the clerk's office, to assist the clerk with duties until the next regular township board meeting, June 13, at the same rate of pay, \$13.00 per hour, under the direction of both the supervisor and the clerk. Seconded by Treasurer Sauers. Roll call vote. Ayes: All. Nays: None. Motion Carried.

#### Township Sexton Position/Compensation

Motion by Treasurer Sauers, to immediately remove Andrea Barnett from the duties as the Sexton of the Norvell Township Cemetery. Seconded by Trustee Dame. Roll call vote. Ayes: All. Nays: None. Motion Carried.

Motion by Treasurer Sauers to appoint Clerk Hubbell as Sexton to carry out the duties with the rate of pay for the next fiscal year to be discussed at the budget meetings. Ayes: Trustee Johnson, Treasurer Sauers, Supervisor Johnson, Clerk Hubbell. Nays: Trustee Dame. Motion Carried.

No public comment.

Meeting adjourned at 10:15 am

Respectfully, Gloria Hubbell, Norvell Township Clerk