

# 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 THE REGULAR MEETING OF THE NORVELL TOWNSHIP BOARD Wednesday June 13, 2018, 106 E. Commercial St., Norvell, MI 49263. 6:00 pm

Present: Supervisor Eric Johnson, Treasurer Deserre Sauers, Trustees **(Singular Trustee)** Pamela Johnson and **(Add Trustee)** Matt Dame

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

### ADDITION TO THE AGENDA:

Supervisor Johnson added (10j) to New Business: Notice for the special hearing and meeting on Truth & Taxation.

### AGENDA APPROVAL:

Moved by Clerk Hubbell, seconded by Trustee Johnson to approve the Agenda with the addition of 10j, Truth and Taxation meeting notice. Ayes all carried.

### MINUTES:

Moved by Trustee Johnson, seconded by Clerk Hubbell to approve the minutes of the Monday, April 23, 2018 Special Meeting the Norvell Township Board. Ayes all. Nays: none. Carried.

Moved by Trustee Johnson, seconded by Clerk Hubbell to approve the minutes of the regular meeting of the Norvell Township Board May 9, 2018 with several spelling corrections. Ayes: all. Nays: none. Carried.

Moved by Trustee Johnson, seconded by Treasurer Sauers to approve the minutes of the special meeting of the Norvell Township Board May 18, 2018. Ayes: all. Nays: none. Carried.

Moved by Trustee Johnson, seconded by Treasurer Sauers to approve the minutes of the special meeting of the Norvell Township Board May, 21, 2018. Ayes: All. Nays: none carried.

Moved by Trustee Johnson, seconded by Treasurer Sauers to approve the work session minutes May 23, 2018. Ayes: All. Nays: none. Carried.

Moved by Trustee Johnson, seconded by Treasurer Sauers to approve the work session minutes June 4, 2018 with the correction of adding an "s" to the word expenditure under OLD BUSINESS d. Ayes: All. Nays: none. Carried.

### PUBLIC COMMENT

Comments from the public: Thanks minutes posted on web site. Questions on township survey results; Irish Hills combined authority; Boat with a political sign painted on it on the corner of Sharon Valley and Norvell Rd.; A clean up date for township residents and adding a shredder; cemetery crypt repair; Ahrens Park playground equipment.

## **CONSENT AGENDA REPORTS**

Motioned by Trustee Johnson, seconded by Clerk Hubbell to approve the Consent Agenda Reports. Johnson noted the Planning Commission will not be meeting in the months of June, July and August. Ayes: all. Nays: none. Carried.

## **OTHER REPORTS**

County Commissioner Phil Duckham  
Sheriff Deputy Jay Truchan

Norvell Township Financial, Treasurer Sauers

Norvell Primary Election, Clerk Hubbell

Supervisor Johnson noted he is in contact with township auditors to perform an updated audit. The clerk's office is still sorting and reorganizing priorities.

## **UNFINISHED BUSINESS**

Quote on 1881 Stone Building in the Cemetery. The supervisor received Bid Proposals from McDonald Roofing Company and Cusack's Masonry Restoration, Inc. Township resident volunteer, Dave Lamb has a friend that does masonry work and discussed repair options for the building. More discussion. No action.

### Extension for Temporary Clerk Department Staff

Motioned by Clerk Hubbell, seconded by Treasurer Sauers to extend the temporary employment of Marjorie Taylor in the clerk's office as a temporary file clerk at no more than 20 hours per week ending no later than August 10, 2018, at a rate of pay of \$13.00 hour. Roll call vote. Ayes: Trustee Dame, Trustee Johnson, Treasurer Sauers, Clerk Hubbell, Supervisor Johnson. Nays: none. Carried.

## **NEW BUSINESS**

### Lot Combination for Norvell Township

Motion by Trustee Johnson, seconded by Treasurer Sauers to approve the lot combination of Parcel ID # 095-20-03-126-002-00 and Parcel ID # 095-20-03-126-005-00 as proposed by the Assessing department. Both parcels are owned by Norvell Township with the address of 106 E. Commercial St., Norvell. Yes all, carried

### Capital Improvement Project Policy Draft

A Draft Capital Improvement Project Policy was handed out for further discussion.

### Regular Meeting Schedule for Fiscal Year 2018-2019

Motion by Clerk Hubbell, seconded by Trustee Dame to accept the Fiscal Year 2018-2019 List of regular township board meetings and post them on the Norvell Township web site. Ayes: all. Nays: none. Carried.

### Metro Act Right of Way Permit Extension

A contract extension was received from AT & T to extend their right of way contract within the township (expiring December 31, 2018) until December 31, 2023. Tabled for more research.

### Revised Zoning Board of Appeals Application Form

A revised Zoning Board of Appeals Application Form was presented for review.

### Designation Norvell Township as Contractor on Proposed Building Projects

This subject was placed on hold for more information and further discussion.

### Net Training Proposal for Clerk and Deputy Clerk

Motion by Treasurer Sauers, seconded by Trustee Johnson to approve payment for Clerk Hubbell and Deputy Clerk Marcia Kortas to receive training for General Ledger.NET, Accounts Payable .NET and Payroll.NET at a cost of \$1,870 per proposal. Roll call vote. Ayes: Trustee Dame, Trustee Johnson, Treasurer Sauers, Clerk Hubbell and Supervisor Johnson. Nays: none Carried.

MTA Training – Hot topics in Planning and Zoning

Motion by Trustee Johnson, seconded by Treasurer Sauers to approve payment and mileage for any Zoning Board of Appeals, Planning Commission or Township Board member wanting to attend the Hot Topics Planning and Zoning Workshop sponsored by Michigan Townships Association. They can pick which date is best for them. Roll call vote. Ayes: Trustee Johnson, Trustee Dame, Clerk Hubbell, Treasurer Sauers, Supervisor Johnson. Nays: None Carried.

Set Hearing Date for Amendment to the Zoning Ordinance Section 8.17, Large Gatherings.

The hearing date for the amendments to the Large Gathering Ordinance Section 8.17 is scheduled for July 11, 2018 at 5:30 pm in the Norvell Township Hall, 106 E Commercial St,

Public Hearing Meeting Time and Date

The special Public hearing and meeting on Truth & Taxation is scheduled for June 27, at 6:00 pm. At such time the proposed 2018/2019 Budget will be presented, as well as any notices in increases for: The Existing Street Lighting Districts, Fire and Rescue Services, Aquatic Weed Control for the Wamplers Lake Property Owners Association Inc., Norvell Township Truth and Taxation and any resolutions that may come before the board. The notice will be posted on the Norvell Township Web site, and in The Exponent.

**PUBLIC COMMENT**

Questions about junk cars, trailers, boats

**WORK SESSIONS-Budget**

June 18, Monday. 1pm - 4pm and June 20, Wednesday, 1pm-4 pm. If needed

**PAYMENT OF BILLS**

Motioned by Trustee Johnson, seconded by Clerk Hubbell the listed Account Payable bills totally \$40,864.26 (June 6 through June 8) and Payroll totaling \$9,508.66 (June 1 through June 13) be approved for payment, as well as: IT Right, \$2,500 and Decker Agency Insurance \$13,757. Roll call vote. Ayes: All. Nays: None. Carried.

Moved to adjourn by Trustee Johnson, seconded by Clerk Hubbell. Ayes all, Carried.

Respectfully,

Gloria Hubbell  
Norvell Township Clerk