

# The Township of Norvell

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ERIC B. JOHNSON, SUPERVISOR

PAMELA JOHNSON, TRUSTEE

GLORIA HUBBELL, CLERK

MATT DAME, TRUSTEE

DESERRE SAUERS, TREASURER

## MINUTES OF THE REGULAR MEETING OF THE NORVELL TOWNSHIP BOARD Wednesday July 11, 2018, 106 E. Commercial St., Norvell, MI 49263. 6:00 pm

Present: Supervisor Eric Johnson, 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.

### **CHANGES TO THE AGENDA AND APPROVAL:**

Moved by Clerk Hubbell, seconded by Trustee Dame to move Agenda item (10.a) Wampplers Lake Property Owners Association.-Request for renewal of existing Weed Control SAD up between (7) Consent Agenda and (8) Other Reports and approve the Agenda. Ayes all. Nays none. Carried.

### **MINUTES:**

Moved by Trustee Johnson, second by Treasurer Sauers to amend and approve work session minutes June 4, 2018 by adding the title **Trustee** to Matt Dame instead of Trustee(s) Pamela Johnson and Matt Dame. Ayes all. Nays none. Carried.

Moved by Treasurer Sauers seconded by Trustee Johnson to amend and approve work session minutes June 12, 2018 by adding the title of **Trustee** to Matt Dame instead of Trustee(s) Pamela Johnson and Matt Dame. Ayes all. Nays none. Carried.

Moved by Clerk Hubbell, seconded by Trustee Johnson to amend and approve the minutes of the regular board meeting June 13, 2018 by adding the title of **Trustee** to Matt Dame instead of Trustee(s) Pamela Johnson and Matt Dame. Ayes all. Nays none. Carried.

Moved by Trustee Johnson, seconded by Trustee Dame to amend and approve the minutes of the June 18, 2018 work session minutes by adding title of **Trustee** to Matt Dame instead of Trustee(s) Pamela Johnson and Matt Dame. Ayes all. Nays none. Carried.

Moved by Treasurer Sauers, seconded by Trustee Johnson to amend and approve the minutes of the June 20, 2018 work session minutes by adding title of **Trustee** to Matt Dame instead of Trustee(s) Pamela Johnson and Matt Dame. Ayes all. Nays none. Carried.

Moved by Trustee Johnson, second by Clerk Hubbell to amend and approve the minutes and public hearing June 27, 2018 by adding the title of **Trustee** to Matt Dame instead of Trustee(s) Pamela Johnson and Matt Dame. Ayes all. Nays none. Carried.

### **PUBLIC COMMENT**

A resident of the township asked the board to introduce themselves.

## **CONSENT AGENDA REPORTS**

Moved by Trustee Johnson, seconded by Clerk Hubbell to accept and approve the Consent Agenda Reports. Ayes: all. Nays: none. Carried. Supervisor Johnson noted the Assessing Department is still accepting exemptions.

Wamplers Lake Property Owners Association.-Request for renewal of existing Weed Control SAD  
About 20 residents from Cambridge and Norvell in the WLPOA were present requesting the township board extend the collection of the special assessment for weed control on the properties at Wamplers Lake. There were many questions and much discussion concerning the percentage of those in favor and those not in favor of the assessment. The board generally would like to make sure the majority of those being assessed be in favor of the assessment charges.

Moved by Clerk Hubbell, seconded by Trustee Johnson P.A. 188 be reviewed as to the procedure for setting up the special assessment district for weed control on Wamplers Lake, and if needed authorize the supervisor to schedule a public hearing and notify the local newspapers as to the date, time and location of such public hearing. Ayes: All. Nays: None. Carried.

## **OTHER REPORTS**

- a. No County Commissioner report
- b. Sheriff Report by Jay Truchan
- c. Financial Report by Treasurer Sauers
- d. Clerk Report by Clerk Hubbell

## **UNFINISHED BUSINESS**

- a. Quote on 1881 Building at Cemetery  
An updated quote from Cusack's Masonry Restoration, Inc. was distributed for review. The price increased from \$11,950 on October 23, 2017 to \$12,550 on July 11, 2018. Township resident Dave Lamb stated he put together a proposal for the supervisor to review and what it would cost for materials and minimal labor cost. The board asked Dave if he could bring his proposal to the next board meeting for the board to review the information at that time.
- b. Land Division Application/Survey Hubert and Brenda Creech, Hardcastle Road  
Moved by Clerk Hubbell, seconded by Treasurer Sauers to approve the land split as presented subjected to the verifications of the appropriate set backs for all structures. Which include, well, septic and all buildings on the parent parcel as stated on the application. (This was not done) That is to split the north portion of Parent parcel # 000-20-23-300-002-02 being 18.8 acres into 2 vacant parcels. A survey was presented showing 2 created parcels each being 9.915 Ac. Ayes: All. Nays: None. Carried.
- c. Metro Act Right of Way Permit Extension  
Supervisor Johnson handed out additional information for review on the Metro Act Right of Way Permits.
- d. Set Hearing Date for Amendment for Zoning Ordinance Section 8.17, Large Gatherings and Wireless Communication Amendments to Zoning Ordinance.  
Since the Zoning Board of Appeals is holding a hearing at 7:00 pm. on August 1, it was suggested the township board have a special meeting (5:30 pm) to review, hold public hearings on the Amendments to the Large Gatherings (5:45 pm) and Wireless Communications (6:00 pm) portions of our ordinance and ask Dave Lamb to attend and discuss his proposal for the Stone building in the cemetery. Notices will be published in The Exponent and on the Norvell Township Web Site.

## NEW BUSINESS

### a. Weed Proposal for township hall and Ahrens Park

Moved by Treasurer Sauers, seconded by Trustee Johnson to approve the weed bid treatment from Legacy Lawn Care LLC to treat the township hall and Ahrens Park for \$850. Roll call vote, Ayes: Treasurer Sauers, Trustee Johnson, Clerk Hubbell, Supervisor Johnson. Nays: Trustee Dame. Carried.

### b. Appointment of New FOIA Coordinator

Moved by Trustee Johnson, seconded by Treasure Sauers to appoint Clerk Hubbell as FOIA Coordinator. Ayes: All. Nays: None. Carried.

### c. Leave Time Policy

Moved by Trustee Sauers, seconded by Trustee Johnson to approve the attached Paid Leave Policy. Roll call vote. Ayes: Clerk Hubbell, Treasurer Sauers, Trustee Johnson, Trustee Dame, Supervisor Johnson. Nays: None. Carried.

### e. Proposed Office Staff Wage increases retroactive to July 1, 2018

1. **Zoning Patrol and Enforcement officer** Moved by Trustee Johnson, seconded by Treasurer Sauers to increase the annual paid monthly salary for the Zoning Patrol and Enforcement officer from \$10,200 to \$12,000. Ayes: Clerk Hubbell, Trustee Johnson, Trustee Dame, Treasurer Sauers and Supervisor Johnson. Nays: None. Carried.
2. **FOIA Coordinator** Moved by Trustee Johnson, seconded by Clerk Hubbell the FOIA Coordinator annual salary be established at \$3,700. Roll call vote: Ayes: Trustee Johnson, Treasurer Sauers, Clerk Hubbell, Supervisor Johnson. Nays: Trustee Dame. Carried.
3. **Sexton** Moved by Trustee Johnson, seconded by Treasurer Sauers to establish the annual rate of pay for the Sexton at \$4,800. Roll call vote. Ayes: Treasurer Sauers, Trustee Johnson, Clerk Hubbell, Supervisor Johnson. Nays: Trustee Dame. Carried.
4. **Supervisor/Zoning Administrator** Moved by Hubbell, seconded by Treasurer Sauers to increase the rate of annual salary for the Supervisor/Zoning Administrator from \$4,000 to \$5,500. Roll call vote. Ayes: Clerk Hubbell, Trustee Johnson, Treasurer Sauers, Supervisor Johnson. Nays: Trustee Dame. Carried.
5. **Office Manager** Moved by Treasurer Sauers, seconded by Trustee Johnson to increase the hourly bi-weekly pay rate of the Office Manager from \$15.00 to \$15.50. Roll call vote. Ayes: Treasurer Sauers, Trustee Johnson, Clerk Hubbell, Trustee Dame and Supervisor Johnson. Nays none. Carried.
6. **Election Workers.** Moved by Clerk Hubbell, seconded by Treasure Sauers to increase the hourly rate of pay for the election workers from \$10.00 to \$12.00 and the election supervisors from \$12.00 to \$15.00. Roll call vote. Ayes: Trustee Dame, Clerk Hubbell, Trustee Johnson, Treasurer Sauers, Supervisor Johnson. Nays: none carried.
7. **Inspectors: Building, Mechanical, Electrical and Plumbing** Moved by Trustee Johnson, seconded by Clerk Hubbell to approve the pay increase for the Building, Mechanical, Electrical and Plumbing inspectors from \$55 to \$60 per inspection with the stipulation our fee structure is reviewed to accommodate the increase. Roll call vote. Ayes: Clerk Hubbell, Trustee Johnson, Trustee Dame, Treasurer Sauers, supervisor Johnson. Nays: None. Carried.

## **PUBLIC COMMENT**

Dave Lamb stated that the DNR finally removed the old railroad ties from the creek on Arnold Rd. Bill Sutherland asks if the board thought it a conflict of interest for board members living at Wamplers Lake to vote on the weed assessment issue.

## **PAYMENT OF BILLS**

Moved by Treasure Sauers, seconded by Trustee Johnson to approve the check numbers from 27654 through 27678 for payroll \$2,083.25 and Accounts Payable \$24,087.91, dated July 11, 2018. Roll call vote. Ayes: Trustee Dame, Clerk Hubbell, Trustee Johnson, Treasure Sauers, Supervisor Johnson. Nays: None. Carried.

There being no further business the meeting was adjourned at 8:10 pm.

Respectfully,

Gloria Hubbell, Clerk