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## THE TOWNSHIP OF NORVELL

106 East Commercial, P.O. Box 188

Norvell, Michigan 49263

(517) 536-4370

FAX (517) 536-0110

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, February 13, 2019, 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.

- 1.-2. The meeting was called to order by Supervisor Johnson at 6:00 pm. The Pledge of Allegiance was given and a moment of silence for township residence that have passed away.
3. **Additions to the Agenda.** Trustee Johnson asked to include bids for the 2018/2019 Audit under New Business (11 h.) and Clerk Hubbell to include BS & A School in March (11 g.).
4. Moved by Trustee Johnson, seconded by Treasurer Sauers to approve the Agenda as updated. Ayes all. Nays: none. Carried.
5. **MINUTES-January 9, 2018-(Corrected to-2019) regular meeting**  
Moved by Trustee Johnson, seconded by Clerk Hubbell the minutes of the January 9, 2019 regular board meeting be approved with the addition of an "s" on the treasurers last name, under Payment of Bills. Ayes all. Nays: none. Motion carried.
6. **PUBLIC COMMENT - NONE**
7. **CONSENT AGENDA REPORTS**
  - a. Building Report
  - b. Zoning Report – None
  - c. Fire Reports – Columbia and Napoleon
  - d. Village of Brooklyn Sewer Report
  - e. Assessor's Report – Supervisor stated includes the field work for 2018 year.
  - f. Planning Commission Minutes – Monday, January 21, 2019.
8. Moved by Trustee Johnson, seconded by Clerk Hubbell the board **approve the Consent Agenda Reports as presented.** Ayes all Carried
9. **OTHER REPORTS**
  - a. County Commissioner Report- update of the county was presented by Commissioner Phil Duckham.
  - b. Sheriff Report

- c. Financial Report – Treasurer Sauers - no report
- d. Clerk's Report – Clerk Hubbell - no report

#### 10. UNFINISHED BUSINESS

- a. Township Board Planning Work session – Board members agree to meet, Monday, February 25, 2019 at 1:00 pm in the township hall for a board work session.

#### 11. NEW BUSINESS

- a. Board of Review Nominees for 2 Year Term- Moved by Trustee Johnson seconded by Clerk Hubbell the board approve the appointment of Stan Mazur, Jim Anderson and new member John Drlicka to the Norvell Township Board of Review for a two (2) year term 2019 and 2020. Ayes: all. Nays: none. Motion carried.
- b. Board of Review Poverty Levels - Moved by Treasurer Sauers, seconded by Trustee Johnson, the board approve the 2019 Federal Guidelines for income as presented. Ayes: all. Nays: none. Carried. There was discussion to change the name of the program. Suggestions included: Tax assistance program; Tax abatement program; Income based Tax assistance/abatement program. The Board of Review will discuss this at their organizational meeting on March 5.
- c. Board of Review Asset Test – included for the board information.
- d. Vacuum Cleaner Purchase for Office – This purchase did not have to come before the board, as purchases can be made for any item under \$250.
- e. Consumers Energy – New Lighting Contract – Moved by Treasurer Sauers, second by Trustee Johnson, the board approve **Resolution 19-1** and to sign the updated five (5) year contract with Consumers Energy for the streetlights in Norvell Township. Roll call vote. Ayes: Trustee Dame, Treasurer Sauers, Trustee Johnson, Clerk Hubbell, Supervisor Johnson. Nays: none. Carried.
- f. Transition Plans in the Clerk's Office – The clerk presented a proposal to add a clerical staff to the clerk's office to help with updating and sorting files, and to train as a possible replacement as a deputy clerk. Also, to purchase another computer to network with the financial program  
  
Moved by Trustee Johnson, seconded by Clerk Hubbell the board approve the hiring of a clerical staff person for the clerk's office for a period of 90 days from date of hire, at \$13.00 hour. Ayes: Trustee Johnson, Clerk Hubbell, Supervisor Johnson. Nays: Trustee Dame, Treasurer Sauers. Motion Carried.
- g. BS & A School – Clerk – Moved by Trustee Johnson, seconded by Clerk Hubbell to approve the payment for the BS & A class March 20 & 21, 2019 for the clerk at the cost of \$200 per day, and in addition, meals, mileage and lodging not to exceed \$500. Roll call vote. Ayes: Trustee Dame, Trustee Johnson, Treasurer Sauers, Clerk Hubbell, Supervisor Johnson. Nays: none. Carried.
- h. Audit Bids 2018/2019 FY – Moved by Trustee Johnson, second by Clerk Hubbell the supervisor, clerk

and treasurer prepare a proposal letter to let out for bids audit services for the 2018/2019 FY as soon as possible but no later than March 31, 2019. Ayes: all. Motion carried.

12. **PUBLIC COMMENT** – Bill Sutherland commended the clerk for being proactive in management of the clerk’s department in anticipation of personnel changes; to hire someone to help update and purge the records within her department and study digitizing the records. Hopefully to purchase a program to have in the office, as opposed to taking the information out of the office to a third party.

Supervisor Johnston stated the bike path bids on M-124 have been let and he was told construction should begin this summer.

13. **PAYMENT OF BILLS** - Moved by Trustee Johnson, seconded by Treasurer Sauers to pay the bills and payroll in the amount of \$44,803.01 (checks.27993-28036) Roll call vote. Ayes: Treasurer Sauers, Trustee Johnson, Clerk Hubbell, Trustee Dame Supervisor Johnson. Nays: None. Motion carried.

Meeting Adjourned.

Respectfully submitted,  
Gloria Hubbell, Township Clerk