
THE TOWNSHIP OF NORVELL

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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, March 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 residents who ~~that~~ have passed away.

3. **Additions to the Agenda.** None

4. **Agenda Approval** Moved by Trustee Johnson, seconded by Treasurer Sauers to approve the Agenda. Ayes all. Nays: none. Carried.

5. **MINUTES-February 13, 2019 - regular meeting**

Moved by Trustee Johnson, seconded by Clerk Hubbell the minutes of the February 13, 2019 regular board meeting be approved as presented after changing the year of the last meeting from 2018 to 2019. Ayes all. Nays: none. Motion carried.

Motion by Trustee Johnson, seconded by Treasurer Sauers to approve the Work Session minutes of February 25, 2019 with the change of the proper name to Richard Moran and changing the word “township” to tower. 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. They had election of

officers. There is a potential new member interested in joining the planning commission.

8. Moved by Clerk Hubbell, seconded by Trustee Johnson, to **approve the Consent Agenda Reports as presented.** Ayes: all. Nays: None. Carried

9. **OTHER REPORTS**

- a. County Commissioner Report- None
- b. Sheriff Report – given by Deputy Jay Truchan
- c. Financial Report – Treasurer Sauers – Presented balances in all the tax accounts at Flagstar Bank.
- d. Clerk's Report – Clerk Hubbell presented Bank and Fund Balances. A Revenue and Expenditure Report dated March 13, 2019 was given to all board members. Trustee Johnson reminded the board, that the total funds in Huntington Bank is over the FDIC limits and that needs to be checked into. Also, that this board made a motion several months ago to withdraw all funds from OSB and that has not been done yet. This needs to be done, or change the motion. The treasurer will check the list of approved banks and gather the necessary information.

10. **UNFINISHED BUSINESS** - None

11. **NEW BUSINESS**

- a. Shawn Surque – JCDOT- and Broadrick Harris - Mr. Surque presented the Jackson County Department of Transportation Local Road Improvement Funding Program information Packet. He spoke in depth as to how the program and funding works using Public Act 51 that governs all roads within the State of Michigan. He spoke of the roads the county is responsible to maintain and which can be upgraded using the townships special assessment program.
- b. MDOT Contract for M-124 Bike Trail - Moved by Treasurer Sauers, seconded by Trustee Johnson the board approve signing the contract with the Michigan Department of Transportation for funds not to exceed \$25,000 as Norvell Townships share to replace the bike trail on M-124 and the Supervisor and Clerk have the authority to sign the contract on behalf of the township. Roll call vote. Ayes: Treasurer Sauers, Trustee Johnson, Clerk Hubbell, Trustee Dame, Supervisor Johnson. Nays: None. Carried.
- c. Playground Equipment Purchase- for Ahrens Park. This is still under review for prices.
- d. Capital Improvement Fund General Ledger Account – The Capital Improvement Fund (401-000.000-200.700) was established a few years ago and has a balance of \$52,962.95

in Flagstar Bank. However, it is still recorded under the General Fund (101-000.000-002.700.) bank number and needs to be corrected to the 401 Fund number. It needs to have a cash account and Fund Balance number established.

e. Electrical Code Updates – New Code Book

Moved by Trustee Johnson, seconded by Treasurer Sauers the township board adopt the updated promulgated rules for the Michigan Part 8 Electrical Code Rules, which are revised to update the code to the 2017 National Electrical Code (NEC) effective statewide on January 4, 2019 and authorize the clerk to purchase the updated code books for the office. Roll call vote. Ayes: Clerk Hubbell, Trustee Johnson, Treasurer Sauers, Trustee Dame, Supervisor Johnson. Nays: None. Carried.

f. Deputy Clerk

The clerk read the resignation letter from Deputy Clerk Marcia Kortas to take effect March 29, 2019. The clerk then read a letter of thank you for accepting the deputy clerk position May 23, 2018. Moved by Trustee Johnson, seconded by Clerk Hubbell the board accept with regret the resignation of Deputy Clerk Marcia Kortas and the thank you letter read by the clerk be placed in her personnel file. Ayes: All. Nays: None. Carried.

Moved by Trustee Johnson, seconded by Clerk Hubbell to accept the recommendation of the clerk in her appointment of Janice Corwin as the deputy clerk effective at the close of business on March 29, 2019 with the current deputy pay scale \$13.00 per hour and get deputy clerk credit from her date of hire February 13, 2019. Ayes: All. Nays: None. Motion Carried.

g. MTA Planning and Zoning Training in Jackson

Moved by Trustee Johnson, seconded by Treasurer Sauers the board approve payment for books and the workshop “Intro to Planning and Zoning” for any member of the board, deputy, appropriate staff, planning commissioner, zoning board of appeals member, and zoning patrol officer for May 30, 2019 in Jackson, MI. Roll call vote. Ayes: Trustee Dame, Trustee Johnson, Treasurer Sauers, Clerk Hubbell, Supervisor Johnson. Nays: None. Carried.

h. Mowing Bids for 2019

Ads were placed in The Exponent for mowing bids and notices were sent to companies that bid previously on mowing township properties. Two bids were received from Sharric Lawn Care and Legacy Lawn Care LLC. Moved by Trustee Johnson, seconded by Trustee Dame the board approve the bid from Legacy lawn care at \$703-\$847 per mow. Roll call vote. Ayes: Trustee Johnson, Treasurer Sauers, Clerk Hubbell, Trustee Dame, Supervisor

Johnson. Nays: None. Carried.

12. **PUBLIC/BOARD COMMENT** – Bill Sutherland asked the board to consider posting the planning commission minutes, a place for planning commission members, Large Gathering Ordinance, Marijuana Ordinance, Master Plan, and current budget on the township web site. Jackson County Conservation Newsletter states there is a tire recycling on April 27, 2019 in Grass Lake Township.

Janice Corwin asked if the township has any say so as to where the rumble strip is located on the roads. Would like to see it on the fog line on the right. Trustee Dame asked Sheriff Truchan about the law passed stating motorist need to pass in the far lane from motorist.

Trustee Dame said he would like to see a path paved in the state park for bicycling.

13. **PAYMENT OF BILLS** - Moved by Trustee Johnson, seconded by Clerk Hubbell to pay the bills and payroll in the amount of \$43,162.34 (checks.28037-28080) Plus Gail Jamison for February cleaning and Attorney Keith Schroder for \$594.00 Roll call vote. Ayes: Trustee Dame, Clerk Hubbell, Trustee Johnson, Treasurer Sauers, Supervisor Johnson. Nays: None. Motion carried.

Meeting Adjourned. 8:06 pm

Respectfully submitted,
Gloria Hubbell, Township Clerk