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## THE TOWNSHIP OF NORVELL

106 East Commercial, P.O. Box 188

Norvell, Michigan 49263

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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, 6:00 pm  
May 8, 2019, 106 E. Commercial St, Norvell, MI 49263

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 have passed away.
3. **Additions to the Agenda**. Supervisor Johnson mentioned that the office staff wondered if the discussion about leasing a postage meter would be on tonight's agenda. He said no, the board wanted to discuss this at a work session meeting unless any board members wanted to add it to the agenda tonight. No one did. Therefore, it will be discussed at a work session meeting.
4. **Agenda Approval** Moved by Treasurer Sauers seconded by Clerk Hubbell to approve the Agenda as presented. Ayes all. Nays: none. Carried.
5. **MINUTES-April 10, 2019 - regular meeting**  
Moved by Trustee Johnson, seconded by Treasurer Sauers the minutes of the April 10, 2019 regular board meeting be approved as presented. Ayes all. Nays: none. Motion carried.  
  
Moved by Trustee Johnson, seconded by Treasurer Sauers the minutes of the Special Board Meeting April 15, 2019 be approve as presented. Ayes: All. Nays: None. Motion Carried.
6. **PUBLIC COMMENT** - None
7. **CONSENT AGENDA REPORTS**
  - a. **Building Report**
  - b. **Zoning Report**
  - c. **Fire Reports** – Cambridge. No Napoleon Report
  - d. **Village of Brooklyn Sewer Report** - None
  - e. **Assessor's Report**
  - f. **Planning Commission Minutes** – Monday, April 15 and April 22, 2019. Trustee Johnson stated there will not be a public hearing held on May 20, as stated in the planning commission minutes.

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. Trustee Johnson asked the supervisor if he would contact our county commissioner to ask for a written report, since he has not attended the last two to three meetings and we would like to know what is going on at the county level.
- b. Sheriff Report – given by Deputy Jay Truchan. Several open burnings since the last meeting.
- c. Financial Report – Treasurer Sauers – Presented balances in the tax accounts
- d. Clerk’s Report – Clerk Hubbell presented bank balances and a month to date Revenue/Expenditures Report.

10. **UNFINISHED BUSINESS**

- a. Resolution 19-3 To Establish an Intermunicipal Committee  
Moved by Treasurer Sauers supported by Trustee Johnson, the board approve Resolution 19-3 joining the Intermunicipal Committee which replaces the Heart of the Lakes Recreation Committee with the expiration day updated. Discussion on the cost. The cost of any project agreed to by all the municipalities will be charged according to population based on the last census. Roll Call vote. Ayes: Trustee Dame, Treasure Sauers, Trustee Johnson, Clerk Hubbell, Supervisor Johnson. Nays: None. Carried.

11. **NEW BUSINESS**

- a. Selection Audit Firm  
We received three bids for the annual 2018/2019 Fiscal Year from Willis & Jurasek, Markowski & Company and Bren D. Shea, CPA. Supervisor Johnson will invite them to attend our board work session to interview.
- b. Board Work session  
Monday, May 13 at 1:00 pm and Wednesday, May 22, 2019, 1:00 pm. The Audit Firms will be invited to introduce themselves and interview. Treasurer Sauers will invite the account manager from County National Bank to come and finish the paperwork to transfer funds from OSB to CNB.
- c. Land Division/Tax Bill Issue – Mason & Miller  
A lot split application from Thomas Miller (not completely filled out) was presented. We need more information before this can be approved as we would be creating a non-conforming lot, and violating our township ordinance.
- d. Ahrens Park Day  
A date will be set after the playground equipment is installed later in the summer.
- e. Beech Road Culvert - Supervisor Johnson received a call from a resident concerning someone plugging up the culvert on Beech Road which is flooding properties in the area. He called the Jackson County Road Commission and it was cleaned out. Officer Truchan opened a complaint case and Zoning Officer Charlie Miller will patrol the area. This will be watched to find out who is doing this.

12. **PUBLIC/BOARD COMMENT** – Questions concerning Norvell Road being closed during Ahrens Park Day.

It was noted that this week is Law Enforcement Week. We appreciate our police officer, Deputy Sheriff Jay Truchan

13. **PAYMENT OF BILLS** - Moved by Trustee Johnson, seconded by Treasurer Sauers to pay the bills \$25,096.90 and payroll in the amount of \$15,092.44 (checks 28141-28192). Ayes: Treasurer Sauers, Clerk Hubbell, Trustee Johnson, Trustee Dame, Supervisor Johnson. Motion Carried.

Meeting Adjourned. 7:15 pm

Respectfully submitted,  
Gloria Hubbell, Township Clerk