
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, 6:05 pm June 12, 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 6:05 pm. The Pledge of Allegiance was given and a moment of silence for township residents who have passed away.

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

4. **Agenda Approval** Moved by Clerk Hubbell seconded by Trustee Johnson to approve the Agenda as presented. Ayes all. Nays: None. Carried.

5. **MINUTES- May 8, 2019**

Moved by Trustee Johnson, seconded by Treasurer Sauers the minutes of the May 8, 2019 regular board meeting be approved with the addition of a "t" to Brent Shea's name. Ayes all. Nays: none. Motion carried.

Moved by Trustee Johnson, seconded by Clerk Hubbell the minutes of the Budget/Work Session meeting May 13, 2019 be approved as presented. Ayes all. Nays none. Motion carried.

Moved by Trustee Johnson, seconded by Clerk Hubbell the minutes of the Budget/Work Session meeting May 22, 2019 be approve as presented. Ayes: All. Nays: None. Motion Carried.

Moved by Trustee Johnson, seconded by Clerk Hubbell the minutes of the Budget/Work Session meeting June 3, 2019 be approve as presented. Ayes: All. Nays: None. Motion Carried.

Moved by Trustee Johnson, seconded by Treasurer Sauers the minutes of the February, 13, 2019, March 13, 2019 and April 10, 2019 be corrected to reflect the correct Fire Department

of Cambridge and not Columbia. Ayes All. Nays: None. Motion carried

6. **PUBLIC COMMENT** – Planning Commission member William Sutherland stated he attended a coffee meeting with our local state representative in Brooklyn last week.

7. **CONSENT AGENDA REPORTS**

- a. Building Report
- b. Zoning Report
- c. Fire Reports
- d. Village of Brooklyn Sewer Report – May and June
- e. Assessor's Report - A tax tribunal case was filed. No date set.
- f. Planning Commission Minutes – Trustee Johnson stated the planning commission scheduled two public hearings for Monday June 17, seeking to update the Norvell Township Zoning Ordinance for miniature horses and the communications tower. Both were published in The Exponent. Copies are available in the township office for review.

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

9. **OTHER REPORTS**

- a. County Commissioner Report- Supervisor read the report from our county commissioners' email.
- b. Sheriff Report – given by Deputy Jay Truchan.
- c. Financial Report – Treasurer Sauers – Presented balances in the Tax and Trust and Agency accounts.
- d. Clerk's Report – Clerk Hubbell presented bank balances. Onsted Community Bank account was closed and the funds transferred to an account at County National Bank (CNB).

10. **UNFINISHED BUSINESS**

- a. Land Division/Tax Bill Issue – Mason & Miller – Lot split 19-02 Thomas and Sandra Miller were present. He purchased lot # 12 from Thomas Mason and Equalization gave them a notice the tax bill would be sent to them. However, the tax bill included both lot # 11 (owned by Mason) and lot #12 (owned by the Millers). We would not be splitting the property or changing the boundaries, just issuing 2 tax bills.

Moved by Treasurer Sauers, seconded by Trustee Johnson the board recognize that lot #11 and #12 of Block 6, Sunset Beach are separate lots, have always been 2 separate properties and should be given separate tax numbers by the County of Jackson. Ayes: All. Nays: None

11. NEW BUSINESS

a. Selection Audit Firm

We received three bids for the annual 2018/2019 Fiscal Year audit with proposals for a three-year contract from Willis & Jurasek, Markowski & Company and Brent D. Shea, CPA. The board interviewed a representative from each company. Moved by Trustee Johnson, seconded by Treasurer Sauers to hire Markowski & Company for the next three years. (Period ending 6/30/2019 for \$6,500; period ending 6/30/2020 for \$6,500 and period ending 6/30/2021 for \$6,700). Roll call vote. Ayes: Trustee Dame, Treasurer Sauers, Trustee Johnson, Clerk Hubbell, Supervisor Johnson. Nays: None. Carried. The clerk will contact the firm to confirm as she has some questions for him.

b. Resolution 19-4 Wamplers Heights Drive Rezoning

Lakeshore Estates Development on Wamplers Heights Drive was created as Site Condominiums under the Agricultural Zoning several years ago. Currently there are some building issues. This issue is postponed for further information from Region II Planning Commission as to what would be the best plan of action.

c. Large Gatherings Permit – Hollerfest

The supervisor received an application for a large gathering from Catherine King, 11811 Beech Road. The board acknowledges receiving the application. However, there are several issues that need to be addressed before the board can approve this application. We need current liability insurance; current application to the Jackson County Health Department; more information about first aid; proof they contacted the Jackson County Sheriff Department; contact Cambridge Township Police and Fire Department; would like police and fire officials to drive back on the lanes to verify ease of access in case of an emergency. This is postponed until the application is completed.

d. Lot Split 19-01 – Vineyard Heights Drive

Moved by Clerk Hubbell, seconded by Treasurer Sauers the board deny the lot split 19-01 application submitted by Hadi and Catherine Taam on property at 1794 Heights Dr, Vineyard Lake, ID # 120-20-33-151-001-01 and 120-20-33-151-002-02 as it does not meet the setback requirements for that zoning district. This was denied by the land split committee and he was informed he could appeal the decision to the Norvell Township Board of Appeals. Roll call vote. Ayes: Clerk Hubbell, Treasurer Sauers, Trustee Dame, Supervisor Johnson. Abstained: Trustee Johnson as she is the board representative to the zoning board of appeals and does not want to appear to have a conflict of interest. Nays: None. **Motion** carried.

e. Lot Split 19-03 – Fay Lake Road

Moved by Treasurer Sauers, seconded by Trustee Johnson the board approve the land split/land combination submitted by Jolena and Walter ~~Harbin~~ Habern for property located at 9029 Fay lake Road (parcel #1) , ID # 000-20-14-101-001-01 to split a 1.36 ac (parcel # 2) from the house at 9029 Fay Lake Rd and sell/combine with the house and property at 9091 Fay Lake Road (parcel #3). It meets all the setback requirements. Ayes: All. Nays: None. Carried

f. Consideration of Terrorism Coverage for Township Insurance

Moved by Treasurer Sauers, seconded by Trustee Johnson the board approve payment to elect to purchase Terrorism Coverage through Decker and Decker Insurance company. Roll call vote. Ayes: Treasurer Sauers, Trustee Johnson, Trustee Dame, Clerk Hubbell, Supervisor Johnson. Nays: None. Carried.

g. Appointment of Clerk Hubbell to the Land Division Committee

There were questions as how many are on the land split committee. This is postponed.

h. Internal Controls for Opening, Recording and Paying Township Bills

Lots of discussion. Before we change this policy, we need to see the board approved policy.

12. **PUBLIC/BOARD COMMENT** – Deputy Truchan said the Sheriff’s Dept is up and running with the new 800-Megahertz radios and they are working out very well.

13. **PAYMENT OF BILLS** - Moved by Trustee Johnson, seconded by Treasurer Sauers to pay the bills \$47,104.70 and payroll in the amount of \$19,768.17 (checks 28193-28248). To include Decker Agency for liability and terrorism insurance \$13,881.00 Ayes: Trustee Dame, Treasurer Sauers, Trustee Johnson, Clerk Hubbell, Supervisor Johnson. Motion Carried.

Meeting Adjourned. 7:55pm

Respectfully submitted,
Gloria Hubbell, Township Clerk