

NORVELL TOWNSHIP
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Regular Meeting-January 19, 2022

Present:

William Sutherland, Supervisor, Jeff Oswalt, Clerk, Deserre Sauers, Treasurer, Matt Dame, Trustee, Andrew Haystead, Trustee, Norvell Township, Jackson County

The Regular Meeting of the Norvell Township Board was called to order by Supervisor Bill Sutherland at 6:00 p.m. followed by the Pledge of Allegiance.

APPROVAL OF AGENDA

Motion was made by Trustee Dame, seconded by Supervisor Sutherland to approve the agenda as presented. Motion carried.

APPROVAL OF MINUTES

Motion was made by Clerk Oswalt, seconded by Supervisor Sutherland to approve the December 8, 2021 Regular meeting minutes and the January 5, 2022 Work Session meeting, as presented. Motion carried.

PUBLIC COMMENT

None

CONSENT AGENDA

Motion was made by Supervisor Sutherland, seconded by Treasurer Sauers, to approve the Consent Agenda as presented. Motion carried.

COUNTY COMMISSIONER REPORT

County Commissioner Phil Duckham spoke, informing the board the County Commissioner's have held their organizational meeting, with no changes, he has registered to run for re-election in 2022, and mentioned several other issues the County is working on. The board thanked him for his report.

SHERIFF'S DEPARTMENT REPORT

Deputy Sheriff Truchan gave the December 2021 report, detailing for the board the hours worked, miles driven, and issues overseen. Board members thanked him for his report.

PRESENTATION

Township Audit – Scott Mclane

Supervisor Sutherland introduced Scott Mclane, partner with Markowski & Company, township auditors. Mr. Mclane presented the township's audit report for year ended June 30, 2021. He gave a detailed report, stating the township is in good shape financially, and the board has been doing an excellent job with accounting processes. He then offered to answer any questions the board might have regarding the audit.

OLD BUSINESS

MIClass

Supervisor Sutherland spoke, stating Jeff Anderson of MIClass is unable to attend the meeting but reminded the board he had already spoke and answered questions about MIClass at a previous Work Session meeting. He then informed the board the resolution (2022-01) in the board packet needs to be approved and signed in order to effectuate participation. Discussion followed, regarding how much the board should invest and from which accounts. Treasurer Sauers agreed to develop a plan, and return to the board for approval of proposed plan. Motion was made by Supervisor Sutherland, seconded by Treasurer Sauers to approve the resolution to authorize participation in the Michigan Cooperative Liquid Assets Securities System (commonly known as Michigan CLASS), (No. 2022-01). Motion carried on a roll call vote as follows: Ayes-Sutherland, Sauers, Oswalt, Dame, and Haystead. Nays: None.

Zoning Administrator

Supervisor Sutherland spoke to the proposed change to have Zoning Enforcement Officer Richard LaRowe take on the additional duties of Zoning Administrator at and increase of his pay rate by \$3.50 per hour, to \$20.00 per hour, effective February 1st, 2022, with no increase in work hours, currently 20 hours per week. A brief discussion followed. Motion was made by Treasurer Sauers, seconded by Supervisor Sutherland to approve hiring Zoning Enforcement Officer Richard LaRowe as Zoning Administrator for Norvell Township at an increase in pay of \$3.50 per hour, to a total of \$20.00 per hour, effective February 1st, 2022. Motion carried on a roll call vote as follows: Ayes-Sutherland, Sauers, Oswalt, Dame, and Haystead. Nays: None.

Trackside/Ahrens Park Agreement

Supervisor Sutherland presented the proposed Trackside/Ahrens Park Agreement to the board. He stated this agreement has been reviewed by the township attorney, with minor changes proposed. Discussion followed. Motion was made by Supervisor Sutherland, seconded by Trustee Haystead to adopt the proposed Trackside/Ahrens Park Agreement with corrections. Motion carried.

NEW BUSINESS

Planning Commission Reappointment

Supervisor Sutherland recommended the re-appointment of Lynn Waldecker to the Planning Commission for a full three-year term, effective in January of 2022. He further noted she had been appointed to fill a partial term in 2020, and has been endorsed by the Planning Commission Chairperson, Katrina Reamer. A brief discussion followed. Motion was made by Trustee Dame, seconded by Clerk Oswalt, to appoint Lynn Waldecker to a three-year term to the Planning Commission, term ending 12/31/2024. Motion carried.

Irish Hills Chamber of Commerce membership

Clerk Oswalt spoke, explaining the board has been a member of the Irish Hills Chamber of Commerce for many years and the cost to renew the membership is \$285.00 for 2022. Supervisor Sutherland stated he uses the C of C when needing to find local businesses for maintenance or repair projects. A brief discussion followed. Motion was made by Supervisor Sutherland, seconded by Clerk Oswalt to approve continued membership in the Irish Hills Chamber of Commerce for 2022 at a cost of \$285.00. Motion carried on a roll call vote as follows: Ayes-Sutherland, Sauers, Oswalt, Dame, and Haystead. Nays: None.

River Raisin Watershed Council Membership

Clerk Oswalt spoke, informing the board the annual dues are \$290.00 and based on acreage in the Watershed and population. He also mentioned the Council is working on the River Raisin Water Trail from Monroe to Brooklyn and David Lamb has agreed to continue as the board's representative on this Council. A brief discussion followed. Motion was made by Supervisor Sutherland, seconded by Treasurer Sauers to approve our continued membership in the River Raisin Watershed Council for 2022 at a cost of \$290.00. Motion carried on a roll call vote as follows: Ayes-Sutherland, Sauers, Oswalt, Dame, and Haystead. Nays: None.

Budget Amendments for 2nd Quarter 2021-22

Supervisor Sutherland spoke, mentioning this issue had been discussed at the January 5, 2022 Work Session. Clerk Oswalt also spoke, explaining all budget adjustments had been made within the accounts, and there would be no increase in the budget bottom line. Discussion followed. Motion was made by Supervisor Sutherland, seconded by Clerk Oswalt to approve the budget amendments for the second quarter of the Norvell Township 2021-22 budget, as presented. Motion carried.

PUBLIC COMMENT

None

PAYMENT OF BILLS

Motion was made by Supervisor Sutherland, seconded by Clerk Oswalt to approve payment of payroll totaling \$21,435.08, post audit bills totaling \$45,700.09, and unpaid bills totaling \$21,298.31. Motion carried on a roll call vote as follows: Ayes-Sutherland, Sauers, Oswalt, Dame, and Haystead. Nays: None.

ADJOURNMENT

Respectfully submitted,

Jeff Oswalt,
Norvell Township Clerk

Garnet Francis,
Deputy Clerk/Recording Secretary