

**NORVELL TOWNSHIP**  
**106 E. Commercial St., P.O. Box 188**  
**Norvell, Michigan 49263**  
**(517)-536-4370**  
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**Work Session/Special Meeting-January 5, 2122**

**Present:**

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

**Excused:**

Deserre Sauers, Treasurer, Norvell Township, Jackson County

The Special Meeting of the Norvell Township Board was called to order by Supervisor Bill Sutherland at 1:00 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.

**PUBLIC COMMENT**

None

**OLD BUSINESS**

**Trackside Baseball Agreement**

Supervisor Sutherland presented the draft of the Trackside Baseball Agreement to the board. Trustee Dame suggested reformatting the document to use bullet points and offered suggestions to add the need for the organization to follow the Rules and Regulations for Parks, to add e-mail addresses or principal contact, change the termination date from 10 days to 30 days. Discussion followed.

**NEW BUSINESS**

**2022 Annual MTA Educational Conference & Expo**

Supervisor Sutherland presented information regarding the upcoming 2022 Annual MTA Conference and encouraged board members to consider attending for the classes as well as networking with other elected officials. A short discussion followed.

**Comtronics Presentation-Security System**

Clerk Oswalt presented a quote from Comtronics for security cameras at both Ahrens Park and the Norvell Cemetery to help prevent vandalism issues. Some of the costs of the cameras may be covered by the township's insurance company. A short discussion followed, with board members suggesting more quotes be gotten, and to possibly have the vendors come to the February Work Session meeting to make presentations.

**SRI Settlement**

Supervisor Sutherland spoke, informing the board of the status of the SRI settlement, and the result of his discussions with the township attorney over the wording of the document. A short discussion followed. This item will be on the agenda for the January 19, 2022 board meeting.

**Zoning Administrator Position**

Supervisor Sutherland informed the board that while it is legal for the Supervisor to hold the position of Zoning Administrator in a municipality of less than 40,000 residents, he feels it would be in the best interests of the township to assign the Zoning Administrator duties to Richard LaRowe, our current Zoning Enforcement Officer to avoid any conflicts of interest and the Incompatible Offices Act. He is proposing this change be implemented, and Richard LaRowe's wages be increased to \$20.00 per hour. Discussion followed. This item will be on the agenda for the January 19, 2022 board meeting.

**Architectural Proposals**

Supervisor Sutherland presented three preliminary proposals for repairs and renovations to 300 Mill Road, which is the number 1 ranked item in the adopted Norvell Township Capital Improvement Plan. Oswalt spoke, regarding the use of ARPA money for some or all of the improvements, which would include an addition to the building of a community room/voting area. Discussion followed, with board members expressing the need for a long-term plan for township buildings. The next step would be interviews with the companies, this will be on the agenda for the February Work Session meeting.

**Server/Firewall Replacement**

Supervisor Sutherland spoke, informing the board of problems with the township server, requiring IT Right technician to correct. The tech stated the server is 8 years old and the township should consider replacement. Supervisor Sutherland and Trustee Dame met with a rep. from TAZ Networks to obtain pricing for a new IT service provider and compare pricing with IT Right, our current provider. TAZ Networks proved to be much more expensive than our current fee with IT Right. Discussion followed. Supervisor Sutherland will move forward with planning for a replacement server and will schedule a virtual meeting to review our current service and see if there are any additional items the board needs to consider. He will set the virtual meeting up for the February Work Session meeting.

**Budget Amendments**

Clerk Oswalt presented his proposed 2021-22 proposed amended budget, explaining various line items that needed amending. He also stated the proposed amendments will not require any additional funding. Discussion followed with Clerk Oswalt explaining various changes. These budget amendments will be on the agenda for approval at the January 19, 2022 board meeting.

**PUBLIC COMMENT**

None

**ADJOURNMENT**

Supervisor Sutherland adjourned the meeting at 2:35 p.m.

Respectfully submitted,

Jeff Oswalt,  
Norvell Township Clerk

Garnet Francis  
Deputy Clerk/Recording Secretary