

NORVELL TOWNSHIP
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Regular Meeting-December 13, 2023

Present:

William Sutherland, Supervisor, Jeff Oswalt, Clerk, Deserre Sauers, Treasurer, Andrew Haystead, Trustee, Paul Francis, 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

Supervisor Sutherland stated that Items 11j, Resolution 23-16, Vineyard Lake Sewer Rates and Item 11k, Lakeshore Recycling Services Agreement will be postponed due to information not being available before the meeting and Item 11e amended to include the word “materials”. *A motion was made by Treasurer Sauers, seconded by Trustee Haystead to approve the agenda as amended. Motion carried.*

PUBLIC COMMENT

Nancy Smith, aide to Senator Sue Shink, spoke to the board, explaining her responsibilities as a point of contact aide to the senator, expressed greetings from Senator Shink, and suggested board members and residents attend a meeting with the senator on January 8, 2024 at 6 P.M. in Grass Lake at the Lost Railway Museum.

Scott Zollin, township resident – questioned the availability of township board minutes on the township website.

APPROVAL OF MINUTES

Supervisor Sutherland asked the Deputy Clerk to read and explain the three minor wording and spelling corrections to the November 15, 2023 township board minutes. *A motion was made by Supervisor Sutherland, seconded by Treasurer Sauers to approve the minutes of the November 15, 2023 Norvell Township board meeting, as amended. Motion carried.*

CONSENT AGENDA

A motion was made by Supervisor Sutherland, seconded by Clerk Oswalt to approve the Consent Agenda, as presented. Motion carried.

COUNTY COMMISSIONER REPORT

County Commissioner Duckham spoke, informing the board of the recent activities at the county level, county-wide wi-fi, LED lighted stop signs, jury duty issues, and a millage decision for maintenance and improvement to the county jail system.

SHERIFF’S DEPARTMENT REPORT

Deputy Jay Truchan spoke, giving the board and residents information on the reported incidents that transpired during the month of November.

CONTRUCTION REPORT

Sign for 300 Mill RD.

Supervisor Sutherland spoke, explaining the various types of signage for the new site of the township hall and the potential costs depending on the type of signage the board chooses to use. Prices ranged from approximately \$17,000.00 for a flat electronic sign to be placed on the building or a \$40,000.00 for a two-sided monument electronic sign. Discussion followed. Sutherland will get with suppliers and write an RFP to be sent out.

ROAD FUNDING PRESENTATION BY JIM COLE, JACKSON COUNTY DEPARTMENT OF TRANSPORATION

Supervisor Sutherland introduced Jim Cole from the Jackson County DOT who gave a detailed power point presentation of the roads in Norvell Township and how roads are funded statewide. He then responded to questions from board members. Supervisor Sutherland thanked him for his time.

PAYMENT OF BILLS

A motion was made by Supervisor Sutherland, seconded by Treasurer Sauers to pay the following bills, paid bills totaling \$123,092.43, unpaid bills totaling \$25,693.45, and payroll totaling \$19,523.39 for a total of \$168,309.27. Motion carried on a roll call vote as follows: Ayes-Sutherland, Sauers, Oswald, Haystead and Francis. Nays: None. Supervisor Sutherland commented that the bill payment was so high due to the first payment of \$59,000.00+ having been made on the 300 Mill Rd. project.

UNFINISHED BUSINESS

Blight Ordinance

Supervisor Sutherland stated the changes have been made to the proposed Blight Ordinance, and he submitted the draft to the Court Services Manager of the Jackson County District Court for review with no changes requested. Discussion followed, with Treasurer Sauers suggesting that under Section 4: Enforcement and Penalties the expense costs minimum be increased from \$9.00 to \$25.00. If approved, Supervisor Sutherland will make the change and proceed with publication.

A motion was made by Supervisor Sutherland, seconded by Trustee Haystead to adopt the Blight Ordinance. As amended. Motion carried on a roll call vote as follows: Ayes-Sutherland, Sauers, Oswald, Haystead and Francis. Nays: None.

NEW BUSINESS

Planning Commission Re-Appointments

Supervisor Sutherland asked the board to approve the re-appointment of Monika Cook, Russell Grimes and Amelia Kukla to the Planning Commission for three-year terms ending December 31, 2026. He further stated he has contacted them all to be sure they were interested in continuing to serve. *A motion was made by Treasurer Sauers, seconded by Trustee Haystead to approve the re-appointments of Monica Cook, Russell Grimes and Amelia Kukla to the Planning Commission for a term ending December 31, 2026. Motion carried.*

Zoning Board of Appeals Re-Appointments

Supervisor Sutherland asked the board to approve the re-appointment of Andrew Biegas and Mike McGuire to the Zoning Board of Appeals for terms ending December 31, 2026. He further stated he has contacted both members to be sure they were interested in continuing to serve. *A motion was made by Treasurer Sauers, seconded by Trustee Haystead to approve the appointments of Andrew Biegas and Mike McGuire to the Board of Zoning Appeals for terms ending December 31, 2026. Motion carried.*

Zoning Board of Appeals Status Change

Supervisor Sutherland informed the board of the proposed changes in members status, asking the board to consider changing Michael Reamer from chairman of the ZBA to an alternate since his work takes him out of town on a regular basis. The current alternate member is Wayne Appleyard, and he would become a regular ZBA commissioner. He stated he has corresponded with both and they approve of the change. The ZBA board will be meeting on January 3, 2024, and this change will make it easier for the board to elect officers. *A motion was made by Treasurer Sauers, seconded by Trustee Haystead to approve the request to change Michael Reamer to an alternate on the ZBA board and change Wayne Appleyard to a regular commissioner, as requested. Motion carried.*

Closing of Township Hall Between Christmas and New Years

Supervisor Sutherland stated that currently, the township offices are scheduled to be open on Wednesday December 27th and half day Friday December 29th. Due to the lack of business during that week, he is proposing the township offices be closed for December 27th and 29th and reopen on Tuesday, January 2, 2024 at noon, which will begin the new office hours for 2024. Hourly employees will be paid for the Monday, December 25th holiday, but will not receive compensation for the December 27th and 29th office closure. *A motion was made by Supervisor Sutherland, seconded by Treasurer Sauers to approve the closure of the township hall on December 27th and December 29th 2023, as presented. Motion carried.*

Disposal of Un-Needed Office Furniture and Materials

Supervisor Sutherland informed the board that he and the Clerk toured 300 Mill Rd. to see if there was any furniture that could be salvaged/sold when the township moved the office to that location, They both felt the only items worth selling were a set of lockers, one desk & a small steel typing desk. For possible disposition were 2 old desks, an old refrigerator, and various old office items. There are a few items that could be retained, namely, the election equipment, steel shelving, various chairs, and old records currently stored in the building. Habitat for Humanity came out to 300 Mill Rd., to see if there were any items they might be able to salvage for resale at their store. They are interested in all the slab doors and frames, two mini splits and windows. They will come and get the items A short discussion followed. *A motion was made by Treasurer Sauers, seconded by Trustee Haystead to authorize the Supervisor to dispose of un-needed equipment and materials from 300 Mill Rd. Motion carried on a roll call vote as follows: Ayes-Sutherland, Sauers, Oswald, Haystead, & Francis.*

Rental of Storage Pod

Supervisor presented pricing from three companies for the rental of a storage pod for the items that need to be stored while 300 Mill Rd. is under construction. Discussion followed. *A motion was*

made by Supervisor Sutherland, seconded by Clerk Oswalt to contract with UNITS of Southeast Michigan for a 16-foot container at a cost of \$377.00 for the first month and \$199.00 for every month after. Motion carried on a roll call vote as follows: Ayes-Sutherland, Sauers, Oswalt, Haystead and Francis. Nays: None.

Resolution 2023-14-Relocation of Precinct #1

Clerk Oswalt spoke explaining the reasoning for changing the location of voting Precinct #1 to 300 Mill Rd. for all future elections. A short discussion followed. *A motion was made by Supervisor Sutherland, seconded by Clerk Oswalt to approve Resolution 2023-14, Relocation of Precinct #1 to 300 Mill Rd., for all future elections. Motion carried on a roll call vote as follows: Ayes-Sutherland, Sauers, Oswalt, Haystead and Francis. Nays: None.*

Interlocal Agreement with Cambridge Township

Supervisor Sutherland presented an amended Interlocal Agreement with Cambridge Township for operation, maintenance, service and repair as well as a 24-hour call line for both Norvell and Cambridge Townships for the Vineyard Lake Sewer District. The township attorney drafted the agreement, which Cambridge Township agreed to with a minor change. The township attorney reviewed the amended agreement and stated she had no problem with if the township board approved it. A short discussion followed. *A motion was made by Supervisor Sutherland, seconded by Trustee Francis to approve the Interlocal Agreement with Cambridge Township for operation, maintenance, service, repair and a 24-hour call line for the Vineyard Lake Sewer District. Motion carried on a roll call vote as follows: Ayes-Sutherland, Sauers, Oswalt, Haystead and Francis. Nays: None.*

Resolution 2023-15, Extension of Moratorium on Permits for Commercial Solar Installation

Supervisor Sutherland spoke, stating Resolution 2022-23, a moratorium on permits for Commercial Solar Installation will be expiring this month. Because of the recent legislation passed by the State of Michigan, and signed by Governor Whitmer, planner Scott Pacheco is recommending waiting to adopt a Commercial Solar Energy Ordinance regulating commercial scale solar until the Planning Commission has a clearer picture of the ramifications of the newly adopted laws. The township board needs to extend the moratorium on permits for Commercial Solar Installation for one more year. Resolution 2023-15, if adopted, will give the Planning Commission and the Township Board time to get a clearer picture of the new regulations. A short discussion followed. *A motion was made by Supervisor Sutherland, seconded by Trustee Haystead to adopt Resolution 2023-15 an Extension of the Moratorium on Permits for Commercial Solar Installation, as amended. Motion carried on a roll call vote as follows: Ayes-Sutherland, Sauers, Oswalt, Haystead and Francis. Nays: None. Nays: None.*

Resolution 2023-16, Vineyard Lake Sewer Rates

Supervisor Sutherland stated this item would have to be postponed, due to the Treasurer's Department not having received information on rates from Columbia Township, If the information comes in before the 25th of December, a special meeting will be called to approve this resolution, in order to allow the Treasurer's Department to send out quarterly billing for the Vineyard Lake Sewer District,

Lakeshore Recycling Services Agreement (LRS)

Supervisor Sutherland informed the board this item will have to be postponed due to not having received the proposed agreement from LRS.

Norvell Township 5-year Road Improvement Plan

Supervisor Sutherland spoke, asking the board to approve the proposed 5-year road improvement plan as prepared by Jim Cole, Jackson County Department of Transportation. Approval of this proposed plan would have the township commit to spending \$50,000.00 per year for a total of \$250,000 over the next five years, with the worst roads being first in line for repair. The first road scheduled to be improved in 2024 is Lawrence Road, and Supervisor Sutherland is asking the board to not only approve the 5-year road plan, but to approve up to \$56,000 for Lawrence Road in order to get the improvement on JDOT's list for 2024. Discussion followed. *A motion was made by Supervisor Sutherland, seconded by Trustee Haystead to adopt the 5-year road plan for Norvell Township, as presented. Motion carried on a roll call vote as follows: Ayes-Sutherland, Sauers, Oswalt, Haystead and Francis. Nays: None. A motion was made by Supervisor Sutherland, seconded by Treasurer Sauers to approve up to \$56,000.00 for the repair of Lawrence Road, as presented. Motion carried on a roll call vote as follows: Ayes-Sutherland, Sauers, Oswalt, Haystead and Francis. Nays: None.*

PUBLIC/BOARD COMMENT

Supervisor Sutherland spoke, stating his appreciation for the presentation on roads and the funding of roads given by Jim Cole. Jackson Department of Transportation

ADJOURNMENT

A motion was made by Supervisor Sutherland, seconded by Treasurer Sauers to adjourn the meeting at 7:53 p.m. Motion carried.

Respectfully submitted,

Jeff Oswalt,
Norvell Township Clerk

Garnet Francis,
Deputy Clerk/Recording Secretary