

NORVELL TOWNSHIP
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Regular Meeting-July 12, 2023

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

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

PUBLIC COMMENT

None

APPROVAL OF MINUTES

Approval of minutes for the June 14, 2023 regular board meeting and the June 19, 2023 special board meeting. *A motion was made by Clerk Oswalt, seconded by Trustee Dame to approve the minutes of the June 14, 2023 with the correction of Happy Independence Day instead of Happy 4th of July under the second comment time, the comment being made by Trustee Dame. Motion carried. A motion was made by Supervisor Sutherland, seconded by Trustee Haystead to approve the minutes of the June 19, 2023 Special Meeting, as presented. Motion carried, with Trustee Dame voting no.*

CONSENT AGENDA

Trustee Dame commented on the Construction Committee report, asking if the RFP for 300 Mill Rd. had actually been published twice in the newspaper. Supervisor Sutherland stated he would check on the issue and let him know. *A motion was made by Treasurer Sauers, seconded by Clerk Oswalt to approve the Consent Agenda, as presented. Motion carried.*

COUNTY COMMISSIONER REPORT

No report.

SHERIFF'S DEPARTMENT REPORT

Deputy Sheriff Truchan spoke to the board and audience, giving information on his hours worked in Norvell Township and detailing complaints, arrests, etc. for the month of June. He also informed the board he would be working the weekend of Faster Horses, to ensure the safety of residents in Norvell Township.

PAYMENT OF BILLS

Treasurer Sauers questioned the invoice from Tim Griffith, for work performed on behalf of the Clerk's Dept., stating she felt this item should have been approved by the board before the work was done. Trustee Dame questioned several previously approved invoices from March and April from the township's credit card. Discussion followed. *A motion was made by Supervisor Sutherland, seconded by Clerk Oswalt to pay the following bills of \$28,310.49 in unpaid bills,*

\$24,349.17 in paid bills, and payroll of \$11,653.41. Motion carried on a roll call vote as follows: Ayes-Sutherland, Sauers, Oswald, and Haystead. Nays: Dame.

OLD BUSINESS

Approval of Sale of Hardcastle Road Property

Supervisor Sutherland informed the board of the status of the proposed sale of the Hardcastle Road property, ID #000-20-26-300-001-13. He has received three offers, the first being \$45,000 and a \$1,000 step up to \$60,000. The second and third offers were \$45,000 and \$40,500, respectively. Supervisor Sutherland recommends the board accept the first proposal. Discussion followed, regarding the existing corral on the property, taxes paid, costs the township has incurred, and status of the oil/mineral rights payments. *A motion was made by Supervisor Sutherland, seconded by Treasurer Sauers to accept the offer of \$45,000 with a \$1,000 step up to \$60,000 for the Hardcastle Road property, ID #000-20-26-300-001-13. Motion carried on a roll call vote, as follows: Ayes - Sutherland, Sauers, Oswald, Dame & Haystead. Nays-none.*

Municipal Civil Infraction Policy and Fine Resolution 2023-09

Supervisor Sutherland presented a proposed policy and resolution for the recently approved Municipal Civil Infraction Ordinance. Discussion followed with board members asking questions and suggesting several changes. Sutherland will make the proposed revisions to the policy and send it to legal counsel for approval. *A motion was made by Supervisor Sutherland, seconded by Treasurer Sauers to approve the amended Municipal Civil Infraction Policy and Fine Resolution 2023-09 pending review by township attorney. Motion carried on a roll call vote, as follows: Ayes-Sutherland, Sauers, Oswald, & Haystead. Nays-Dame.*

Amended Purchase Policy

Supervisor Sutherland presented some changes to the current purchase policy, stating the current policy has wording not suitable to a township our size and to more accurately reflect how purchasing is currently being done. None of the proposed changes will circumvent the need for approval of the board, for expenditures exceeding \$500.00, discourage comparison shopping, remove the requirements for multiple bids, and not change the large expenditures (excess of \$25,001.00) Treasurer Sauers asked for one additional change under 3a Purchases to \$500.00, the removal of the words “and services”. Discussion and questions followed. *A motion was made by Supervisor Sutherland, seconded by Treasurer Sauers to approve the revisions to the current township purchase policy, as presented. Motion carried on a roll call vote, as follows: Ayes-Sutherland, Sauers, Oswald, Haystead. Nays-Dame*

Purchase of Outdoor Alert Sirens and Mass Notification Systems

Trustee Haystead presented information regarding the purchase of Outdoor Alert Sirens for the township, an item that has been discussed at previous board meetings. This item is ranked #2 in importance in the current Capital Improvement Plan. Discussion followed. Also discussed was looking at a mass notification system to alert residents of weather or other disaster issues. The county currently has a contract with OnSolve for a county-wide alert system known as “CodeRed”. Discussion followed with the Supervisor agreeing to contact the county about Code Red notifications for Norvell Township only.

A motion was made by Treasurer Sauers, seconded by Clerk Oswald to authorize the Supervisor to enter into an agreement to purchase three outdoor alert sirens from Westshore Services at a cost not to exceed \$90,000, these monies to be paid with ARPA funds. Motion carried on a roll call vote, as follows: Ayes - Sutherland, Sauers, Oswald, Dame & Haystead. Nays-none.

NEW BUSINESS

Resignation of Planning Commissioner Jamie Stevens

Supervisor Sutherland asked the board to approve the resignation of Jamie Stevens from the Planning Commission, effective immediately. *A motion was made by Supervisor Sutherland, seconded by Trustee Dame to approve the resignation of Jamie Stevens from the Planning Commission, effective immediately. Motion carried.*

Appointment of Bob Frontiera to the Planning Commission

Supervisor Sutherland asked the board to approve the appointment of Bob Frontiera to the Planning Commission, completing the term of Jamie Stevens ending December 31, 2025. *A motion was made by Supervisor Sutherland, seconded by Trustee Haystead to approve the appointment of Bob Frontiera to the Planning Commission for the unexpired term ending December 31, 2025. Motion carried.*

Supervisor Sutherland asked the board to approve monies for training for Bob Frontiera. *A motion was made by Supervisor Sutherland, seconded by Treasurer Sauers to approve up to \$500.00 for Planning Commission training for Planning Commissioner Bob Frontiera. Motion carried on a roll call vote, as follows: Ayes - Sutherland, Sauers, Oswald, Dame & Haystead. Nays-none.*

Approval of Large Gathering Permit for Hollerfest Event

Supervisor Sutherland spoke, stating the owners of Frog Holler Farm, 11811 Beech Road, are requesting a Large Gathering permit for their annual Hollerfest event, which has been held there for many years. Both the zoning administrator and legal counsel have read the request, and recommended the board approve the permit. *A motion was made by Supervisor Sutherland, seconded by Trustee Haystead to approve the Large Gathering Permit for Hollerfest, at 11811 Beech Road, from August 23, 2023 thru August 25, 2023, with the following provision of the Jackson County Health Departments approval of the restroom plan. Motion carried.*

Purchase of Back-stops for Ahrens Park

Supervisor Sutherland spoke, stating the back stops at Ahrens Park were in very poor condition and are a safety hazard. He further reminded the board the Capital Improvement Plan of 6/14/2023 listed improvements to Ahrens Park as No. 3 on the list. The Trackside Tornados Baseball team that currently uses the ball diamonds has stated they would install them if the township would purchase new ones and move the back stop that is currently not on township property. We do not have official bids as yet, but the board could approve the purchase with an “up to” limit. Discussion followed as to possible liability issues for installation by Trackside, the size of backstop needed, and other issues. Supervisor Sutherland will bring this issue back to the board at the next meeting with more information for the board.

Payment for Un-used Trailer at Scrap Tire Collection

Supervisor Sutherland stated the board has been approached by JCCD, the Jackson County Conservation District to help pay for the extra trailer that was not needed for the June 10, 2023 scrap tire collection held in Grass Lake Charter Township, for the benefit of Norvell, Napoleon

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and Grass Lake Charter Township residents. The other jurisdictions are also being asked to assist with the cost. The cost to each jurisdiction would be \$375.00. A short discussion followed. *A motion was made by Supervisor Sutherland and seconded by Trustee Haystead to approve payment of \$375.00 for the Norvell Townships portion of the cost of the extra unused trailer at the June 10, 2023 Scrap Tire Collection event, contingent upon both Napoleon Township and Grass Lake Charter Townships approval to pay their share as well. Motion carried on a roll call vote, as follows: Ayes-Sutherland, Sauers, Oswald, Dame & Haystead. Nays-none.*

PUBLIC/BOARD COMMENT

Sylvia Kay – spoke to the board regarding Ahrens Park and the need for training for Planning Commission members.

Connie Lincoln – thanked the board for approval of the Civil Infraction Ordinance, and asked when it would take effect.

Jan Corwin – commented positively on Ahrens Park.

Garnet Francis – commented positively on the “CodeRed” Alert System, and asked Trustee Dame why he would be questioning old invoices he and the board had already approved.

ADJOURNMENT

A motion was made by Supervisor Sutherland, seconded by Trustee Haystead to adjourn the meeting at 7:36 p.m. Motion carried.

Respectfully submitted,

Jeff Oswald,
Norvell Township Clerk

Garnet Francis,
Deputy Clerk/Recording Secretary