

**NORVELL TOWNSHIP**  
**106 E. Commercial St., P.O. Box 188**  
**Norvell, Michigan 49263**  
**(517)-536-4370**  
**Fax (517)-536-0110**

**Regular Meeting-September 13, 2023**

**Present:**

William Sutherland, Supervisor, Jeff Oswalt, Clerk, Deserre Sauers, Treasurer, 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 Treasurer Sauers to approve the agenda, as presented. Motion carried.*

**PUBLIC COMMENT**

Kathy Sutherland-gave the board information regarding the Trunk or Treat event planned for October 21, 2023 from 1 to 3 p.m., at Ahrens Park.

Sylvia Kay-spoke to the board giving updated information on the Raisin River Watershed Council meeting.

**APPROVAL OF MINUTES**

*A motion was made by Treasurer Sauers, seconded by Supervisor Sutherland to approve the minutes of the August 9, 2023 Regular meeting, the August 18, 2023 Special meeting, and the September 11, 2023 Special meeting, as presented. Motion carried.*

**CONSENT AGENDA**

*A motion was made by Supervisor Sutherland, seconded by Trustee Haystead to approve the Consent Agenda, as presented. Motion carried.*

**COUNTY COMMISSIONER REPORT**

Margie Walz, County Commissioner for District 2, spoke to the board, giving highlights of recent county commissioner meetings.

**SHERIFF'S DEPARTMENT REPORT**

Deputy Jay Truchan was unable to attend the meeting due to an accident on 124, but had sent the board his August 2023 activity report, showing he had worked 154 hours, 985 patrol miles, and handled 49 complaints.

**PAYMENT OF BILLS**

*A motion was made by Supervisor Sutherland, seconded by Trustee Haystead to pay \$49,142.99 in paid and unpaid bills and payroll of \$12,726.16, as presented. Motion carried on a roll call vote as follows: Ayes-Sutherland, Sauers, Oswalt, and Haystead. Nays: None.*

**OLD BUSINESS**

**Approval of Funding for 300 Mill Project/Renovation**

Supervisor Sutherland introduced representatives from M-R Builder, Inc. and invited the board to ask any questions they might have regarding the project. The representatives informed the board the project would begin within 60 days. Supervisor Sutherland also mentioned the board had received a revised cost for the project, after certain changes/corrections had been made, to bring the cost down to \$565,098.46. This includes a \$15,000.00 contingency fund to cover any cost overruns. Clerk Oswalt's memo regarding funding for the project suggested using \$171,432.00 in ARPA funds with the remaining costs coming from the General Fund. Discussion followed over concerns about spending all of the remaining ARPA funds on the 300 Mill project and suggesting part of the ARPA funds be used for other township needs, such as road repairs. Clerk Oswalt reminded the board that all of the ARPA funds needed to be encumbered by December 31<sup>st</sup> in order to be eligible for a 1% (approximately

\$30,000) additional payment from the state. *A motion was made by Treasurer Sauers, seconded by Trustee Haystead to approve funding for the 300 Mill project, with \$100,000.00 to be taken from ARPA funds and the remaining balance to come from the General Fund to total \$565,100.00. Motion carried on a roll call vote as follows: Ayes-Sutherland, Sauers, Oswalt, and Haystead. Nays: None.*

**NEW BUSINESS**

**November Board Meeting Date Change**

Clerk Oswalt informed the board that the township will have a Special School election on November 7, 2023, which is the day before the regularly scheduled Norvell Township board meeting on November 8, 2023. He is requesting the board approve changing the meeting date to Wednesday, November 15, 2023. Discussion followed, with concerns that the Planning Commission's regular November 2023 meeting is on that date. It was suggested the township consider changing the meeting time for that November 15, 2023 board meeting to 5:00 p.m. in order to not interfere with the scheduled Planning Commission meeting. *A motion was made by Supervisor Sutherland, seconded by Clerk Oswalt to approve changing the date of Norvell Township's November board meeting to November 15, 2023 at 5:00 p.m. Motion carried.*

**Approval of Early Voting @ Jackson County**

Clerk Oswalt informed the board of some of the changes to the state's election laws with the passing of Proposal 2 in November of 2022, with one of them being 9 days of early voting before an election. He further explained some of the problems associated with this change, which included the costs of additional equipment and having enough election inspectors available to work those 9 days. Because of these issues, the state is allowing counties to handle those 9 days, for jurisdictions that feel they cannot do so. There will still be a need for election inspectors and some additional costs which will be divided among any jurisdictions who wish to contract with the county. At this time, it looks like most if not all of the townships and cities in Jackson County will be contracting with the county. Clerk Oswalt is asking the board to approve the intent to enter into an agreement with the Jackson County Clerk to handle all State and Federal 9 days of early voting for Norvell Township. Discussion followed. *A motion was made by Supervisor Sutherland, seconded by Treasurer Sauers to approve the intent to enter into an agreement with the Jackson County Clerk to handle all State And Federal 9 days of early voting for Norvell Township. Motion carried on a roll call vote as follows: Ayes-Sutherland, Sauers, Oswalt, and Haystead. Nays: None.*

**Renewal of Postage Meter Contract**

Clerk Oswalt spoke, informing the board of the need to either renew our postage meter contract with Quadient or choose a new company. He further stated that three other companies had been contacted for pricing, with only Pitney Bowes responding with pricing in the \$60.00 to \$70.00 per month price range. Quadient is offering a new updated meter and no increase in the price of \$34.99 per month. Discussion followed with board members asking about various issues employees have had with the current meter. *A motion was made by Supervisor Sutherland, seconded by Clerk Oswalt to renew the contract with Quadient, for a three-year period at \$34.99 per month. Motion carried on a roll call vote as follows: Ayes-Sutherland, Sauers, Oswalt, and Haystead. Nays: None.*

**Land Division LD2023-03 – Thomas (000-15-33-476-001-01)**

Supervisor Sutherland spoke to the issue of the proposed land divisions, stating this had been a complicated issue requiring several meetings. The Land Division Committee is recommending to the township that the land divisions (LD2023-03) be approved contingent upon the completion and approval of Boundary Line Adjustment (BLA2023-04). A short discussion followed. *A motion was made by Supervisor Sutherland, seconded by Treasurer Sauers to approve the Land Division no. LD2023-03 for property ID 000-15-33-476-001-01 contingent upon completion and approval of Boundary Line Adjustment BLA2023-04. Motion carried on a roll call vote as follows: Ayes-Sutherland, Sauers, Oswalt, and Haystead. Nays: None.*

**Appointment of Trustee to Fill Unexpired Term**

Supervisor Sutherland spoke, explaining the process the board used to fill the unexpired term for trustee. He then stated there were seven applicants and interviews were held at a special meeting on Monday, September 11<sup>th</sup>, 2023. Discussion followed, with board members expressing their opinions as to which of the seven applicants they felt would be the best choice to fill the position. *A motion was made by Supervisor Sutherland, seconded by Trustee Haystead to select Paul Francis, 1640 Greenwood Ct. as the candidate to serve the unexpired term for Township Trustee, said term to end on November 20, 2024. Motion carried on a roll call vote as follows: Ayes- Sutherland, Oswald, and Haystead. Nays: Sauers.*

**Blight Ordinance – Civil Infraction**

Supervisor Sutherland stated that since the board packets did not contain all the information regarding this issue, he felt it would be better to postpone the discussion and decision until the October 11, 2023 board meeting. The board agreed with his recommendation.

**PUBLIC/BOARD COMMENT**

Paul Francis – Thanked the board for the appointment as township trustee.

Eric Johnson – Congratulated the board and Mr. Francis

Matt Dame – Congratulated Mr. Francis and offered some words of advice.

Supervisor Sutherland – Thanked all the applicants for their interest in serving on the board and encouraged them to attend meetings and stay involved.

Clerk Oswald – encouraged the applicants to stay involved in the community.

**ADJOURNMENT**

*A motion was made by Supervisor Sutherland, seconded by Treasurer Sauers to adjourn the meeting at 7:01 p.m. Motion carried.*

Respectfully submitted,

Jeff Oswald,  
Norvell Township Clerk

Garnet Francis  
Deputy Clerk/Recording Secretary