



Agenda

Norvell Township Board of Trustees Meeting

Wednesday, March 27, 2024, 9:00 am

1. Call to Order
2. Pledge of Allegiance
3. Additions to Agenda
4. Approval of Agenda (Action)
5. Public Comment – Limit to 3 minutes
6. Old Business:
 - a. None
7. New Business:
 - a. Approval of Funding for Accountant (Action)
 - b. Approval of Funding for Help Wanted Advertisement (Action)
 - c. Approval of Hiring of Cleaner (Action)
8. Public/Board Comment – Limit to 3 minutes
9. Adjournment

NORVELL TOWNSHIP

Public Comment Policy

PUBLIC COMMENT

As required by PA 276 of 1976, The Open Meetings Act, there shall be a minimum of one (1) Public Comment period at any Open Meeting of Norvell Township government. Any member of the public wishing to address the public body will limit their comments to one (1) three (3) minute period during each period of Public Comment so that all members of the public wishing to address that body may have an opportunity to be heard. In cases where more than 30 members of the public are present at a meeting and wish to provide public comment, the Township Board limits the length of public comment made by an individual to two (2) minutes in duration during each period of Public Comment. The Chair, at their discretion, may extend that period. A member of the public not using the full three (3) minutes allotted, may not cede any unused time to another speaker. In the event that a group of more than three (3) persons supporting or opposing the same position desires to be heard, in the interest of time, a spokesperson may be designated to express the group's concern and the spokesperson may be allotted up to ten (10) minutes to speak.

MANNER OF ADDRESSING THE BOARD/COMMISSION

Upon recognition by the meeting Chair, each person addressing the Board/Commission is asked (but not required) to stand and give his/her name and address in an audible tone of voice for the record. All comments are to be addressed to the meeting Chair. No person other than members of the Board/Commission and the person recognized shall be permitted to enter into any discussion, either directly or through the members of the Board/Commission. No question shall be asked of the Board/Commission members except through the meeting Chair.

BREACHING THE PEACE

Any person who breaches the peace may be requested to leave. Breaching the peace includes repeatedly speaking without being recognized, threatening harm to any person or property, or otherwise disrupting the orderly proceeding of the meeting. If an individual who is breaching the peace refuses to leave, law enforcement will be called to remove the subject.

RECORDING OF TOWNSHIP MEETINGS

Any person shall have the right to record (either audio or video), broadcast or take pictures of the proceedings of an Open Meeting but shall not utilize the electric outlets of the Township without prior permission of the Township Clerk. Any recording device and picture taking device shall be kept a minimum of ten (10) feet from any Board member and may not be placed behind them. Said devices shall not be placed so as to impede the vision of other members of the public. All cords related to those activities are to be kept in a secure manner so as not to cause a trip/fall hazard.

Adopted 11/15/2023

Memo

Norvell Township

To: Norvell Township Board of Trustees

From: Supervisor

Date: March 27, 2024

Re: Retaining of Accountant for General Ledger Assistance

On Friday, March 15, 2024, Clerk Oswalt and I met with Dave McCumber. He is the Deputy Treasurer for Summit Township and a CPA. He was recommended to me by our Auditor, Scott McClane.

Dave did a preliminary review. He has presented a proposal of 20 hours at \$35 per hour for a total of \$700. He expects that it will take less but wanted to make sure that he put in enough hours for any unexpected issues.

I am asking the Board to approve up to \$700 for Dave McCumber's services.

Memo

Norvell Township

To: Norvell Township Board of Trustees

From: Supervisor

Date: March 27, 2024

Re: Approval of Funding for Ad for Zoning Administrator/Code Enforcement Office

At the March 13, 2024, Board Meeting, the Board approved a draft Job Description for Zoning Administrator/Code Enforcement Office.

We now need to run a Help Wanted Ad to fill that position.

The Duputy Clerk has obtained pricing for such an ad. The Board needs to approve funding for this expenditure.

Jackson Citizen Patriot - Sunday Print Ad (eighth page) and 30 Days Online

Our top solution for jobs that require a broad market reach.

Benefits

* Distributes your job to more than 30 of the best sites on the internet, and sites tailored to diversity, veterans, and college networks.

* Promotes your job on popular social networks like Twitter® and LinkedIn®.

* Reaches passive candidates who meet your requirements on Facebook and Instagram.

* Plus you get 30 days posting on our job board and heightened visibility to local candidates.

\$795

Starting at Per
Job

What's in this package

* After College Max Recruit Platinum Package.

* Eighth page Sunday print ad in the Jackson Citizen Patriot, add additional Sundays insertions for \$200 each, max of 3.

Memo

Norvell Township

To: Norvell Township Board of Trustees

From: Supervisor

Date: March 27, 2024

Re: Cleaner for Township Offices

On Friday, March 15, 2024, the individual that we had contracted with to clean the Township offices resigned.

I have an interview scheduled for a replacement on Tuesday, March 26, 2024.

If the candidate seems to be what we are looking for, I will be asking the Board to approve contracting with that candidate.

It has been 4 weeks since the last time the offices were cleaned.

As we found the last time when we needed to hire a cleaner, it is very difficult to find this service at a reasonable rate.