

NORVELL TOWNSHIP
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Special Meeting-February 28, 2024

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 9:00 a.m. followed by the Pledge of Allegiance.

APPROVAL OF AGENDA

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

PUBLIC COMMENT

None

OLD BUSINESS

None

NEW BUSINESS

Resignation of Richard LaRowe, Township Zoning Administrator/Zoning Enforcement Officer

Supervisor Sutherland spoke, informing the board of the resignation of Richard LaRowe as Norvell Township's Zoning Administrator/Zoning Enforcement Officer, effective March 6th, 2024. He further gave the board some history on Mr. LaRowe's reasons for the resignation. A short discussion followed. *A motion was made by Supervisor Sutherland, seconded by Clerk Oswalt to accept the resignation of Mr. Richard LaRowe as Norvell Township Zoning Administrator/, effective March 6, 2024. Motion carried on a roll call vote, as follows: Ayes-Sutherland, Oswalt, Sauers, Haystead, and Francis.*

Retaining of Scott Pacheco of SP Urban Planning for Zoning Administrator

Supervisor Sutherland informed the board that he had contacted Scott Pacheco of SP Urban Planning, Norvell Township Planner, regarding retaining him to provide Zoning Administrator services on a short-term basis for the township. He presented an amendment to the current agreement with SP Urban Planning for Planning Consulting Services, in which he has agreed to 1. Process Zoning Permits; 2. Answer Questions on the township's zoning ordinance; 3. Prepare reports on Variances Requested; 4. Work with existing staff to prepare ZBA notices and agendas; 5. Other Zoning Administrative duties as needed. All of these duties will be provided on an as needed basis at a cost of \$40.00 per hour, with any travel time to and from the office being charged at ½ the hourly cost (\$20.00 per hour). Scott has also agreed to help train the permanent new hire for the Zoning Administrator position. Discussion followed. *A motion was made by Supervisor Sutherland, seconded by Clerk Oswalt to approve the addendum to Norvell Township Planner Scott Pacheco, of SP Urban Planning's agreement which will hire Mr. Pacheco as the interim Norvell Township Zoning Administrator at a rate of \$40.00 per hour (travel time at \$20.00 per*

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hour, as presented. Motion carried on a roll call vote, as follows: Ayes-Sutherland, Oswalt, Sauers, Haystead, and Francis.

Resolution 2024-02 – Application for PAR Plan Grant – Security Cameras

Supervisor Sutherland informed the board he is planning to apply for a PAR Plan Grant that the township is eligible for. The grant is for up to \$5,000.00 for risk reduction. He is applying to assist with the purchase of security cameras at the 300 Mill Road building. He presented a cost estimate from Red:Letter, in Addison MI, and a required resolution to be approved by the board before the application can be submitted. Discussion followed. *A motion was made by Supervisor Sutherland, seconded by Treasurer Sauers to approve Resolution 2024-02, Par Plan Risk Reduction Grant, as amended. Motion carried on a roll call vote, as follows: Ayes-Sutherland, Oswalt, Sauers, Haystead, and Francis.*

PUBLIC/BOARD COMMENT

Supervisor Sutherland commented on several items that will be on the agenda for the March 2024 Board Meeting

ADJOURNMENT

A motion was made by Supervisor Sutherland, seconded by Clerk Oswalt to adjourn the meeting at 9:54 a.m. Motion carried.

Respectfully submitted,

Jeff Oswalt,
Norvell Township Clerk

Garnet Francis,
Deputy Clerk/Recording Secretary