

NORVELL TOWNSHIP
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Special Meeting-March 27, 2024

Present:

William Sutherland, Supervisor, Norvell Township, Jackson County
Jeff Oswald, Clerk, Norvell Township, Jackson County
Deserre Sauers, Treasurer, Norvell Township, Jackson County
Paul Francis, Trustee, Norvell Township, Jackson County
Andrew Haystead, Trustee, Norvell Township, Jackson County

The Special 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

Supervisor Sutherland informed the board that Item 7c, Approval of Hiring a Cleaner, would be removed from the agenda because he had not received information from a company he was planning to interview. *A motion was made by Supervisor Sutherland, seconded by Clerk Oswald to approve the agenda as amended. Motion carried.*

PUBLIC COMMENT

None

NEW BUSINESS

Approval of Funding for Accountant

Both Supervisor Sutherland and Clerk Oswald spoke about the issue, explaining the need. The township auditor recommended Mr. Dave McCumber, currently the Deputy Treasurer of Summit Township. He was interviewed by both Clerk Oswald and Supervisor Sutherland. He expressed a willingness to assist the township with resolving issues related to governmental accounting within the General Fund.. His proposal is for 20 hours of work at a cost of \$35.00 per hour for a total cost of \$700.00. Discussion followed. *A motion was made by Supervisor Sutherland, seconded by Treasurer Sauers to approve hiring Mr. Dave McCumber at a cost of up to \$700.00 for his services.* Treasurer Sauers left the meeting at 9:10 a.m. *Supervisor Sutherland restated the motion to approve the hiring of Mr. Dave McCumber at a cost of up to \$700.00 for his services;* Clerk Oswald seconded the motion. *Motion carried on a roll call vote as follows: Ayes-Sutherland, Oswald, Haystead & Francis. Nays-none. Excused-Sauers.*

Approval of Funding for Help Wanted Advertisement

Supervisor Sutherland explained to the board that he needs to get approval for funding for a help wanted ad for the position of Zoning Administrator/Code Enforcement Officer due to the cost of advertising for the position being over and above the purchase policy restrictions. He is proposing placing a one-time Sunday ad in the Jackson Citizen Patriot, which would include 30 days of online advertising at a cost of \$795.00. The advertisement will also be in The Exponent, on the township's website, and several other venues. Supervisor Sutherland stated he has received three applications but feels he needs to have a broader pool of candidates to choose from due to the

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importance of the position. Discussion followed. *A motion was made by Supervisor Sutherland, seconded by Trustee Haystead to approve funding of up to \$800.00 for advertising the position of Zoning Administrator/Code Enforcement Officer in the Jackson Patriot newspaper at a cost not to exceed \$800.00. Motion carried on a roll call vote as follows: Ayes-Sutherland, Oswald, Francis & Haystead. Nays-None. Excused-Sauers.*

PUBLIC COMMENT

Supervisor Sutherland spoke to the board regarding the Zoning Administrator/Code Enforcement Officer position, proposed hours, the possibility of remote access and a township cell phone. Discussion followed.

ADJOURNMENT

A motion was made by Supervisor Sutherland, seconded by Trustee Haystead to adjourn the meeting at 9:31 a.m. Motion carried.

Respectfully submitted,

Jeff Oswald,
Norvell Township Clerk

Garnet Francis,
Deputy Clerk/Recording Secretary