

NORVELL TOWNSHIP
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Norvell, Michigan 49263
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Special Meeting-December 2, 2024

Present:

William Sutherland, Supervisor, Dan Goerke, Clerk, Deserre Sauers, Treasurer, Andrew Haystead, Trustee, Paul Francis, 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

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

PUBLIC COMMENT

None

UNFINISHED BUSINESS

None

NEW BUSINESS

Resolution 2024-16 – Signatories for Township Financial Accounts

The board discussed the proposed resolution, with members suggesting several changes. *A motion was made by Supervisor Sutherland, seconded by Treasurer Sauers to adopt Resolution 2024-16, Signatories for Township Financial Accounts, as amended. Motion carried on a roll call vote, as follows: Ayes-Sutherland, Sauers, Goerke, Haystead, & Francis.*

Pay for Former Clerk to Assist with Training of New Clerk

Supervisor Sutherland proposed the board consider hiring the former township clerk to assist the new township clerk during the transition. It is suggested a pay rate of \$25.00 per hour for a maximum of 40 hours, which would cap the total cost at \$1,000.00. Discussion followed. *A motion was made by Sutherland, seconded by Sauers to approve hiring Jeff Oswalt, former township clerk to train and assist the new township clerk, Dan Goerke, at a pay rate of \$25.00 per hours for a maximum of 40 hours. Motion carried on a roll call vote, as follows: Ayes-Sutherland, Sauers, Goerke, Haystead, & Francis.*

Cemetery – Sexton

Supervisor Sutherland explained the position of sexton of the township's cemetery is currently the responsibility of the township clerk, and since it's a non-statutory duty, it is paid separately from the Clerk's statutory duties. The annual salary for the sexton is \$5,280.00, or \$440.00 per month. Clerk Goerke is proposing the township hire the former clerk, Jeff Oswalt to continue as sexton for the township on an interim basis. Clerk Goerke's wages would be reduced by that amount until he is ready to assume the duties of township sexton. This position would be administrative, he would not be required to maintain the cemetery, or to actually dig the graves. Supervisor Sutherland also suggested a job description written for the sexton position. Discussion followed. This item will be on the agenda for the December 11, 2024 board meeting.

Cemetery – Database

Supervisor Sutherland informed the board that during his tenure as township clerk, Jeff Oswalt began the creation of a data base for the records of ownership and interments in Norvell Cemetery, both past and current. It has been proposed that he continue the work and complete the database. Discussion followed as to whether it would be better to purchase some cemetery management software which would have GIS mapping, and if the Supervisor should look into pricing for it. During the discussion, it was also proposed that former clerk Oswalt prepare a proposal for completing his database, who would have access to the database, access to a computer, and days and times to be at the township to handle the completion of the project. This item will be on the agenda for the January 2025 board meeting.

PUBLIC/BOARD COMMENT

None

ADJOURNMENT

A motion was made by Supervisor Sutherland, seconded by Treasurer Sauers to adjourn the meeting at 9:26 a.m. Motion carried.

Respectfully submitted,

Dan Goerke,
Norvell Township Clerk

Garnet Francis,
Recording Secretary