

NORVELL TOWNSHIP
300 Mill Road
Brooklyn, Michigan 49230
(517)-536-4370
Fax (517)-536-0110

Regular Meeting-February 12, 2025

The Regular Meeting of the Norvell Township Board was called to order by Supervisor Bill Sutherland at 6:00 p.m. in Norvell Township, Jackson County followed by the Pledge of Allegiance.

Present, Bill Sutherland – Supervisor, Dan Goerke – Clerk, Deserre Sauers – Treasurer, Paul Francis – Trustee, Andrew Haystead – Trustee

Absent, None

Additions to Agenda

*Supervisor Sutherland stated for Unfinished Business, item b., **Flagpole for Cemetery** had been removed and for New Business, **Pay Increase for Deputy Clerk – Sharon Pero**, had been added as the letter c. with subsequent items moved down one position*

Motion; Approve the agenda as amended

Motion by; Sauers **Second by;** Goerke

In Favor; All Ayes **Opposed;** None **Result;** Motion carried

Public Comment

None

Approval of Minutes for January 8, 2025, Regular Meeting and January 8, 2025, Joint Meeting

Trustee Francis asked that the January 8, 2025, Regular Meeting minutes be amended to include the purchase from and amount paid for Cloud Server Environment for Police Department, Security Cage for Secure Evidence Storage – Reimbursement and Purchase of Safes for Police Department

Motion; Approve the Minutes as amended for the January 8, 2025 Regular Meeting and the January 8, 2025 Joint Meeting

Motion by; Sutherland **Second by;** Francis

In Favor; Four Ayes **Opposed;** One Nay

Result; Motion carried

Consent Agenda; Reports from; Clerk, Treasurer, Building Department, Fire Departments, Assessor, Planning Commission, Sewer, Zoning Enforcement, Police Report

Trustee Francis requested that the monthly Revenue and Expenditure report be included in the Consent Agenda going forward

Motion; Receive the Consent Agenda as Presented

Motion by; Sutherland **Second by;** Sauers

In Favor; All Ayes **Opposed;** None

Result; Motion carried

Other Reports

County Commissioner's Report – Phil Duckham

Commissioner Duckham spoke to the Board regarding activities with Jackson County and answered questions from the Board

Napoleon Fire Department – Jeremy Holbrook, Assistant Fire Chief

Assistant Chief Holbrook updated the Board on activities of the Napoleon Township Fire Department for 2024 and took questions from the Board

Pay Bills

The members of the Board questioned the format and content of the report generated for payment of bills. Clerk Goerke responded to those questions and said that he will look at adjusting the format to fit what the Board would like.

Motion; Pay Unpaid Bills of \$0, Paid Bills of \$997,873.13 and Payroll of \$15,796.29 for a total of \$1,013,669.42

Motion by; Sutherland **Second by;** Goerke

Roll Call Vote; In Favor; Sutherland, Goerke, Francis, Haystead **Opposed;** Sauers

Result; Motion carried

Unfinished Business;

Confirmation of Board of Review Appointments

Supervisor Sutherland stated that this is confirmation of the appointments made at the 12/11/2024 meeting

Motion; Approve the Appointments to the Board of Review of Jim Anderson, Janice Johns and Chelsea Zarr for a 2-year term ending on 12/31/2026

Motion by; Goerke **Second by;** Haystead

In Favor; All Ayes **Opposed;** None

Result; Motion carried

New Business;

BS&A Training for Clerk

Motion; Approve up to \$1,100 for BS&A Training

Motion by; Sutherland **Second by;** Haystead

Roll Call Vote; In Favor; Sutherland, Haystead, Sauers, Francis, Goerke **Opposed;** None

Result; Motion carried

Resolution 25-01, Signatories for Township Bank Accounts

An updated Resolution has been prepared to add the new Deputy Clerk, Sharon Pero

Motion; Approve Resolution 25-01, Signatories for Township Bank Accounts as presented

Motion by; Francis **Second by;** Sauers

Roll Call Vote In Favor; Francis, Sauers, Goerke, Haystead, Sutherland **Opposed;** None

Result; Motion carried

Pay Increase for Deputy Clerk – Sharon Pero

Clerk Goerke spoke to the work that Sharon is doing and the additional training that she has taken and is scheduled to take

Motion; Approve raising the Deputy Clerk (Sharon Pero) wages to \$20 per hour for pay period starting 2/24/2025

Motion by; Sutherland **Second by;** Goerke

Roll Call Vote, In Favor; Sutherland, Goerke, Francis, Haystead, Sauers **Opposed;** None

Result; Motion carried

Resolution 25-02, PAR Plan Risk Reduction Grant Resolution of Support

Chief of Police Truchan spoke regarding the need to adopt a Resolution of Support so that the Township would qualify for the grant

Motion; Adopt Resolution 25-02, Par Plan Risk Reduction Grant Resolution of Support with corrections

Motion by; Sauers **Second by;** Haystead

Roll Call Vote; In Favor; Sauers, Haystead, Sutherland, Goerke, Francis **Opposed;** None

Result; Motion carried

Police Executives' and New Chiefs' School Tuition

The Board had discussion regarding whether the Chief needs to be reimbursed for meals, mileage and lodging. Chief Truchan is planning on commuting using the Township vehicle and can submit his meals for reimbursement using the Township Expense Voucher.

Motion; Approve up to \$1,200 for tuition so Chief of Police Jay Truchan can attend Police Executives and New Chiefs School

Motion by; Sutherland **Second by;** Haystead

Roll Call Vote In Favor; Sutherland, Haystead, Sauers, Goerke, Francis **Opposed;** None

Result; Motion carried

Resignation of Cemetery Sexton

Motion; Accept the Resignation of Jeff Oswalt as Cemetery Sexton effective 1/23/2025

Motion by; Sutherland **Second by;** Sauers **In Favor;** All Ayes **Opposed;** None

Result; Motion carried

Purchase of Computer for Zoning Administrator

The Board had a discussion regarding purchasing either a laptop computer or tower computer for the Zoning Administrator's office

Supervisor called for a 5-minute recess at 7:00 pm

Meeting called to order 7:04 pm

Motion; Approve up to \$1,700 for a laptop computer and docking station from VC3

Motion by; Sutherland **Second by;** Sauers

Roll Call Vote, In Favor; Sutherland, Sauers, Goerke, Francis, Haystead **Opposed;** None

Result; Motion carried

Fire and Burn Ordinance – MCIO

Members of the Board had questions and concerns related to the Ordinance as presented. Supervisor Sutherland and Zoning Administrator Truchan will research similar Ordinances to see if an acceptable alternative can be located

Motion; Postpone the Fire and Burn Ordinance to a later date

Motion by; Sutherland **Second by;** Haystead

In Favor; All Ayes **Opposed;** None

Result; Motion carried

Hire of Zoning Administrator – Peter Breckner

Mr. Breckner was present and answered questions from the Board

Motion; Authorize Supervisor Sutherland to offer the position of Zoning Administrator to Mr. Peter Breckner for 10 hours per week at a pay rate of \$25 per hour

Motion by; Goerke **Second by;** Haystead

Roll Call Vote, In Favor; Goerke, Haystead, Francis, Sauers, Sutherland **Opposed;** None

Result; Motion carried

Personnel Administration Policy - Earned Sick Time Act (ESTA), Office Closing

The Board discussed breaking the issue into 2 discussions. First the Office Closing Policy, second the provisions regarding ESTA.

Extensive discussion was held regarding the Office Closing Policy

Motion; Call the previous Question

Motion by; Sutherland **Second by;** Francis

Roll Call Vote, In Favor; Sutherland, Francis, Goerke **Opposed;** Sauers, Haystead

Result; Motion carried

Motion; Adopt changes to the Office Closing Policy as presented

Motion by; Sutherland **Second by;** Francis

Roll Call Vote, In Favor; Sutherland, Francis, Goerke **Opposed;** Sauers, Haystead

Result; Motion carried

Motion; Adopt the remainder of the Personnel Administration Policy as presented

Motion by; Sutherland **Second by;** Haystead

The Board held a discussion regarding the proposed changes

No vote taken

Motion; Table the item until 2/18/2025 @ 9:00 am when a Special Meeting will be held

Motion by; Sutherland **Second by;** Haystead

In Favor; All Ayes **Opposed;** None

Scanning of Township Records

Information was provided to Board members for reference on a possible future project

Audio/Video for Meeting Room

Information was provided to Board members for reference on a possible future project

Public/Board Comment

Trustee Francis asked the Supervisor to prepare a proposal for additional lighting in the parking lot

Motion to; Adjourn

Motion by; Sutherland **Second by;** Haystead **In Favor;** All Ayes **Opposed;** None

Result; Motion carried

Meeting Adjourned 8:05 pm

- Respectfully submitted by Bill Sutherland, Supervisor