

**NORVELL TOWNSHIP
300 Mill Road
Brooklyn, Michigan 49230
(517)-536-4370
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Regular Meeting-March 12, 2025

The Regular Meeting of the Norvell Township Board was called to order by Supervisor Bill Sutherland at 6:01 p.m. in Norvell Township, Jackson County followed by the Pledge of Allegiance.

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

Excused, Dan Goerke - Clerk

Additions to Agenda

*Supervisor Sutherland stated for New Business, item e. **New IT Provider Search** would be added as a discussion item*

Motion: Approve the agenda as amended

Motion by: Sutherland **Second by:** Sauers

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

Public Comment

None

Approval of Minutes for February 12, 2025, Regular Meeting

Treasurer Sauers asked that the February 12, 2025, Regular Meeting minutes be amended to include that the Minutes were prepared by Supervisor Sutherland

Motion: Approve the Minutes as amended for the February 12, 2025 Regular Meeting

Motion by: Sauers **Second by:** Haystead

In Favor: All Ayes **Opposed:** None

Result: Motion carried.

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

Questions were raised regarding the Revenue and Expense Report. As the Clerk was absent, these questions will be addressed at the next meeting.

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 – Marge Walz

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

Pay Bills

A revised format for Payment of Bills was presented. The members of the Board questioned why the Township Tax Distributions and VL Sewer were included in the request as these items do not require Board approval. It was also questioned why there are no Unpaid Bills. A discussion with the Clerk needs to be had regarding this matter. Request was made that Township Tax Distributions and VL Sewer be struck from the Payment of Bills.

Motion: Approve amended Payment of Bills request as follows, Pay Unpaid Bills of \$0, Paid Bills of \$168,401 and Payroll of \$19,367 for a total of \$187,768

Motion by: Sutherland **Second by:** Sauers

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

Excused: Goerke **Result:** Motion carried.

Unfinished Business;

Fire and Burn Ordinance - MCIO

It was requested that under Section 2: Fires and Burning, letter H. be struck.

Motion: Approve Fire and Burn Ordinance – 56 as amended.

Motion by: Sauers **Second by:** Haystead

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

Excused: Goerke **Result:** Motion carried.

Sexton

Questions were raised by the Board regarding how the Township would handle the payment of Mr. Holmquist and the process of reducing the pay of the Clerk. The Clerk was not in attendance to respond.

Motion: To Postpone

Motion by: Sutherland **Second by:** Sauers

In Favor: All Ayes **Opposed:** None

Result: Motion carried.

New Business

MTA Training for new Township Officials

Motion: Approve up to \$400 for MTA Training for new Township Officials as presented

Motion by: Sauers **Second by:** Sutherland

Roll Call Vote; In Favor: Sauers, Sutherland, Haystead, Francis **Opposed:** None
Excused: Goerke **Result:** Motion carried.

Purchase of Poll Books

The Board had questions regarding the Memo that was prepared and the associated documentation that was presented. The Clerk was not present to answer questions.

Motion: To Postpone

Motion by: Sauers **Second by:** Sutherland

In Favor: All Ayes **Opposed:** None

Result: Motion carried.

Revised Cemetery Fee Schedule

The Board discussed the proposed changes. It was noted that the Cemetery Fees are to be set by Resolution per Township Cemetery Ordinance #30 and that there was no Resolution presented.

Motion: To Postpone

Motion by: Sauers **Second by:** Francis

In Favor: All Ayes **Opposed:** None

Result: Motion carried.

Approval of Payroll Service

The Board discussed the need for documentation (a contract) for review. There were also questions regarding how the service would work with the existing BS&A Payroll module. The Clerk was not present to answer questions.

Motion: To Postpone

Motion by: Sutherland **Second by:** Sauers

In Favor: All Ayes **Opposed:** None

Result: Motion carried.

New IT Provider Search – Discussion Only

Supervisor Sutherland presented a memo outlining the actions that he has taken to date regarding a search for a new IT provider. He requested input from the Board regarding that Memo. He will take that input and prepare a proposal for the Board to consider.

Public/Board Comment

Members of the Public addressed the Board regarding,

- *Clarification of the Township representative to the River Raisian Watershed Council*
- *A River Raisin Watershed map in the Township Hall*
- *Traffic enforcement issues at the intersection of Norvell and Sharon Valley Rds.*
- *Posting of Board Meeting Minutes*

Motion to: Adjourn

Motion by: Sutherland **Second by:** Sauers

In Favor: All Ayes **Opposed:** None

Result: Motion carried.

Meeting Adjourned 6:55 pm

- Respectfully submitted by Bill Sutherland, Supervisor