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## THE TOWNSHIP OF NORVELL

106 East Commercial, P.O. Box 188

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Gloria J. Hubbell, Clerk  
Pamela Johnson, Trustee

Eric Johnson, Supervisor

Deserre Sauers, Treasurer  
Matt Dame, Trustee

### MINUTES OF A WORK SESSION AND SPECIAL MEETING OF THE NORVELL TOWNSHIP BOARD

Wednesday, January 22, 2020, 106 E. Commercial St, Norvell, MI 49263 at 1:30 pm.

Present: Supervisor Eric Johnson, Treasurer Deserre Sauers, Trustee Pamela Johnson, Trustee Matt Dame, Clerk Gloria J. Hubbell arrived at 1:45 pm

1 – 2. The work session was called to order by Supervisor Johnson at 1:30 pm and the Pledge of Allegiance was given.

Notices were posted on the front door of the township hall, the office door and on the Norvell Township Web Site by the supervisor.

Public Comment - None

### 3. Old Business

- a. Construction Board of Appeals The supervisor handed out the STILLE-DEROSSETT-HALE SINGLE STATE CONSTRUCTION CODE ACT (EXCERPT) Act 230 of 1972. He recommended John Drlicka, Harry Proctor and Terry Shaffer be appointed to the Construction Board of Appeals. They need someone to facilitate the meetings and take minutes. He is recommending Katrina Reamer.
- b. Matching Proposal for Brooklyn to Manchester Trail  
The board discussed a donation to the Irish Hills Community Legacy for a feasibility study of Brooklyn to Manchester Trail. We have \$1,000 in our budget for parks and recreation. We will discuss this at budget meetings.
- c. Zoning Amendments Recommendations from Region 2 Planning  
The board discussed the many recommendations from Region 2 Planning Commission in regards to wireless communications facilities and the keeping of animals and miniature horses currently proposed by our planning commission. The recommendations should be referred to the Norvell Township Planning Commission.
- d. Close Work session  
Moved by Trustee Dame, seconded by Clerk Hubbell the work session be closed at 2:36 pm. Ayes all. Motion Carried.

e. Open Special Meeting

Moved by Trustee Johnson, seconded by Clerk Hubbell the Special Meeting be opened at 2:36 pm.

Ayes all. Motion Carried.

Public Comment – None

4. Old Business

a. Jackson ISD Summer Tax Collection Agreement

Moved by Trustee Johnson, Seconded by Treasurer Sauers the board approve the Summer Tax Collections for all school districts with a fee of \$1.50 per parcel and contracts be signed. Roll call vote.

Ayes: Trustee Dame, Treasurer Sauers, Trustee Johnson, Clerk Hubbell, Supervisor Johnson. Nays: None. Motion carried.

b. River Raisin Watershed Council – Representatives

Moved by Clerk Hubbell, seconded by Treasurer Sauers the board reappoint David Lamb as Norvell Townships Representative and Buck Alar as the alternative. Ayes All. Motion carried.

5. New Business:

a. Staffing needs of the township office

The Zoning Ordinance Official job description was discussed. Moved by Trustee Johnson, seconded by Treasurer Sauers the supervisor develops a job description for the current position of Zoning Ordinance Official/Enforcement Officer. Ayes: Treasurer Sauers, Trustee Johnson, Clerk Hubbell, Supervisor Johnson. Nays: Trustee Dame. Motion carried.

The supervisor stated he does not have any clerical work for his deputy and is thinking of cutting her hours back for a few weeks. He also stated he would like to discuss how to make the office work more efficiently and what would promote continuity within the township and between administrations. There are different staffing models that townships use. Some hire Controllers. Others use their deputies.

Public/Board Comments

The board discussed the issues with the Leoni Sewer Authority and the contracts that were handed out at the last meeting.

Upon motion the meeting was adjourned at 4:25 pm.

Respectfully submitted,  
Gloria J. Hubbell, Clerk