
THE TOWNSHIP OF NORVELL

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Norvell, Michigan 49263

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Gloria J. Hubbell, Clerk
Pamela Johnson, Trustee

Eric Johnson, Supervisor

Deserre Sauers, Treasurer
Matt Dame, Trustee

MINUTES OF A CLOSED SESSION AND SPECIAL MEETING OF THE NORVELL TOWNSHIP BOARD HELD Wednesday, March 4, 2020, 106 E. Commercial St, Norvell, MI 49263 1:45 pm

Present: Supervisor Eric Johnson, Treasurer Deserre Sauers, Trustee Pamela Johnson, Trustee Matt Dame, Clerk Gloria J. Hubbell, Township Attorney Keith Schroeder.

1-2. The special meeting was called to order by Supervisor Johnson at 1:45 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

3-4. Close regular special meeting and open closed meeting session

Motion by Treasurer Sauers, seconded by Trustee Dame to recess special meeting and go into closed session with our attorney for the purpose of discussing personnel issues and staffing needs in the township office. Roll call vote. Ayes: Trustee Dame, Supervisor Johnson, Treasurer Sauers, Trustee Johnson, Clerk Hubbell. Nays: None. Motion carried. All recording devices were turned off.

Closed session meeting minutes are attached and are not to be given to the public, and will be destroyed according to MCL, 15.267 one year and one day after approval.

5. Motion to close Closed Session and Reopen Special Meeting

Moved by Treasurer Sauers, seconded by Trustee Dame to close the Closed Board meeting and reopen the Special Board meeting. Ayes: All. Nays: None. Motion Carried.

Moved by Trustee Johnson, seconded by Treasurer Sauers that a job description for clerical support be developed for review by the board. There is no guarantee that a job will be created. Supervisor Johnson will use the list of duties that the deputy supervisor has been doing as a guideline for the clerical support job. Ayes: All. Nays: None. Motion Carried.

6. New Business

a) Accept resignation of Zoning Enforcement Officer

Charlie Miller turned in his letter of resignation effective February 29, 2020 along with his keys to the supervisor.

Moved by Trustee Johnson, seconded by Clerk Hubbell the board accept the resignation of Charlie Miller as the zoning officer with regret. Ayes: All. Nays: None. Motion Carried.

b) Revised Zoning Enforcement Officer Job Description

Supervisor Johnson presented the board with a draft job description for the Zoning Enforcement Official for review. It was suggested the following items be included: Maintain continuing education as necessary and as needed. Keep accurate records of hourly duties and record mileage. This will be an hourly position and not salaried. The township will reimburse for job related expenses. This is a part time position not to exceed 20 hours per week. No benefits.

Moved by Trustee Johnson, seconded by Treasurer Sauers the board advertise for the position of Zoning Enforcement Official on the web site, the Salesman and The Exponent. Ayes: All. Nays: None. Motion Carried.

c) IT Right proposal for replacing Cisco Ethernet & Port Switch

The office is having issues with our Network. IT Right has been contacted several times. However, they have not come out to diagnose the issue. The supervisor will contact IT Right and request them to come on site and diagnose the issue.

d) Cambridge Township proposal for new fire and rescue contract

The supervisor will invite Cambridge Township Supervisor Bill Gentner to next week's board meeting to discuss the increases.

e) South Central Michigan Utility Authority Articles of Incorporation

The Amended and Restated Articles of Incorporation for South Central Utility Authority was presented to the board as well as the agenda for the Business Meeting/Work Session dated March 5, 2020 for discussion. There was vigorous discussion and no action.

7. Old Businessa) Township Office Closings for 2020

Moved by Clerk Hubbell, seconded by Trustee Johnson the board approved the official Office Closings for calendar year 2020 and post them. Copy attached. Also, there will be no pay for snow days. Ayes: All. Nays: None. Motion Carried.

8 Public/Board Comment – None

9. Adjournment at 4:45 pm

Respectfully

Gloria J. Hubbell, Clerk
Norvell Township

OFFICE CLOSINGS 2020 CALENDAR YEAR

New Year's Day	Wednesday	January 1, 2020
Martin Luther King, Jr Day	Monday	January 20, 2020
President's Day	Monday	February 17, 2020
Memorial Day	Monday	May 25, 2020
Independence Day	Friday	July 3, 2020
Labor Day	Monday	September 7, 2020
Columbus Day	Monday	October 12, 2020
Veterans Day	Wednesday	November 11, 2020
Day Before Thanksgiving	Wednesday	November 25, 2020
Day After Thanksgiving	Friday	November 27, 2020
Day Before Christmas Eve	Wednesday	December 23, 2020
Christmas Day	Friday	December 25, 2020

Snow Days: If both Columbia and Napoleon Schools are closed due to inclement weather the office will be closed.