

**NORMAN TOWNSHIP
BOARD OF TRUSTEES SPECIAL MEETING MINUTES
DECEMBER 14, 2022**

Supervisor Mobley called the meeting to order at 7:00 p.m. Present: Supervisor Mobley, Treasurer Tighe, Clerk Montgomery, Trustee Skiera and Trustee Fraley and a maximum audience of Eighteen (18).

ADOPTION OF CONSENT AGENDA: Montgomery moved, Skiera seconded to approve the Consent Agenda: Board Meeting Minutes of November 3, 2022; Voucher List of December 14, 2022 and Treasurer's Statement of November 2022 as presented. Yeas: Mobley, Tighe, Montgomery, Skiera and Fraley. Motion Passed.

REPORTS:

1. Fire Department: Reported a total of 38 runs last month (27 EMS, 11 Fire). The Department has received a grant for swift water rescue suites and equipment and ice water rescue training at Crystal Lake will occur next week. Board thanked the Fire Department for the safe arrival of Santa at Township Hall on Saturday.
2. Ambulance Department: No changes or concerns
3. Assessor: Board of Review met at 6 p.m. on December 14, 2022 to correct errors and omissions and Supervisor Mobley indicated the Township experienced property assessment increases of 3.2% for vacant land and approximately 5% for improved properties.
4. Custodian: Snow plow repairs are completed, some roof stacks are too short, some vents need replaced, recommendation of twice annual furnace inspections and a request to look into costs for seamless gutters.
5. Transfer Station: Request to print operational hours on cards for both Summer and Winter hours beginning in 2024 and thanked the workers.
6. Management Council: Community Center scheduled activities continue through the remainder of the year.
7. Park and Recreation: No changes or concerns
8. Planning: No changes or concerns
9. Zoning: Hearing on Tuesday to address a concern, annual meeting schedule for 2023 to change to the third (3rd) Tuesday of the month at 6:00 p.m. with meetings in April, May, June, August September and October with review of Master Plan to begin at the April meeting.

PUBLIC COMMENT/COMMUNICATION: Representatives from KND Schools requested use of the Community Center at reduced or no cost for January 21, 2022 to host a paint night and Chili Cook-Off and Bake and Craft Sale fundraisers with all proceeds to benefit the high school students traveling to Eastern Europe in June of 2023. Board members unanimously supported use of the center at no cost.

UNFINISHED BUSINESS:

Mobley moved; Skiera seconded to approve the appointment of Starr Daniels to the planning commission for the balance of the vacant term expiring in October 2023. Yeas: Mobley, Tighe, Montgomery, Skiera and Fraley. Motion Passed.

NEW BUSINESS:

Presentation by Manistee County Drain Commissioner Schwaiger on the possible abandonment (closure) of the Mud Lake Drain. Commissioner Schwaiger recommends abandonment of the drain which has not been maintained in approximately 32 years. Vegetation in the drain is significantly absorbing the majority of the water. Cost to the Township for attorney fees and required publications for the abandonment is \$1000 to \$2000. Private property ownership in the drain district appears to be 200 acres with the balance of 1290 acres being owned by the USA Forest Service. Commissioner Schwaiger requested the Board consider the abandonment and approve, by resolution, the cost up to \$2000. Board members requested time to review materials presented and will revisit the request at the January meeting of the Board of Trustees.

Skiera moved; Tighe seconded to approve the appointment of Clerk Montgomery at Freedom of Information (FOIA) coordinator. Yeas: Mobley, Tighe, Montgomery, Skiera and Fraley. Motion Passed.

Mobley moved; Skiera seconded to approve a budget of 160 hours @ \$14.00 per hour for Deputy Clerk Training. Yeas: Mobley, Tighe, Montgomery, Skiera and Fraley. Motion Passed.

Montgomery moved; Tighe seconded to approve the Manistee County Contractual Services agreement for 2023 Tax preparation and 2023 State Education tax. Yeas: Mobley, Tighe, Montgomery, Skiera and Fraley. Motion Passed.

Mobley moved; Montgomery seconded to approve the Community Center usage request by MSU extension services at no cost to provide a six-week Nutrition class series beginning in February 2023. Upon completion participants will receive a \$100 fruit and vegetable voucher. Yeas: Mobley, Tighe, Montgomery, Skiera and Fraley. Motion Passed.

Montgomery moved; Mobley seconded to approve Resolution 2022-12-01: The 2023 Federal Poverty Guidelines. Yeas: Mobley, Tighe, Montgomery, Skiera and Fraley. Motion Passed.

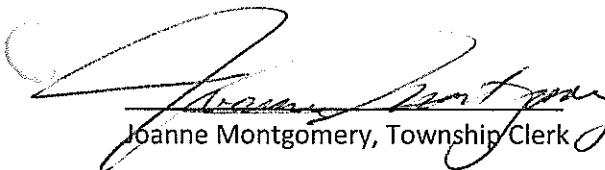
Mobley moved; Tighe seconded to approve rescheduling the January 10, 2023 regular Board of Trustees meeting to January 11, 2023. Yeas: Mobley, Tighe, Montgomery, Skiera and Fraley. Motion Passed.

Mobley moved; Montgomery seconded to go into closed session at 7:39 p.m. to discuss personnel issues. Roll Call Vote. Yeas: Mobley, Tighe, Montgomery, Skiera and Fraley. Motion Passed.

The Board meeting reconvened at 7:50 p.m.

Mobley moved; Skiera seconded to establish a Health Savings Account (HSA) for Tim Kortman with Burnham and Flower and deposit \$833.33 per month once established to cover health insurance and medical costs. Yeas: Mobley, Tighe, Montgomery, Skiera and Fraley. Motion Passed.

Skiera moved; Tighe seconded to adjourn at 7:53 p.m. Yeas: Mobley, Tighe, Montgomery, Skiera and Fraley. Motion Passed.


Joanne Montgomery, Township Clerk

Date: 1-12-2023