

**NORMAN TOWNSHIP  
BOARD OF TRUSTEES MEETING MINUTES  
OCTOBER 10, 2023**

Supervisor Mobley called the meeting to order at 7:00 p.m. Present: Supervisor Mobley, Treasurer Tighe, Clerk Montgomery, Trustee Skiera, Trustee Fraley and a maximum audience of eleven (11).

**ADOPTION OF CONSENT AGENDA:** Montgomery moved, Skiera seconded to approve the Consent Agenda: Board Meeting Minutes of September 12, 2023, Special Board Meeting Minutes of September 28, 2023, Expense Voucher of October 10, 2023, Treasurers Report of September 2023 and adoption of the agenda. Motion Passed unanimously.

**REPORTS:**

1. Fire Department: Reported the Self-Contained Breathing Apparatus (SCBA units and compressor have been ordered, Fire prevention week is this week and the fire department will be at the school tomorrow. There have been 312 runs already this year.
2. Ambulance: Reported a busy month and indicated the ambulance will be out of service for a brief period while the scene lighting is replaced from halogen to LED's. The new lights will have a lifetime warranty.
3. Assessors: Reported permit checks have all been done to this point, the list of improved parcels (those with an improvement valued at \$1000+) increased by 10 this year for a total of 1632 parcels. These parcels are those that will be issued a rubbish disposal card with their Winter Tax bill.
4. Custodian: Reported the decaying garden boxes have been removed, leaf season has begun, and the Community Center will tentatively be shut down in order to wax the floors from March 4<sup>th</sup> through March 9<sup>th</sup> (date may change if Presidential Primary ends up being in March).
5. Transfer Station: Reported the focus group met again, flyer is near completion, annual clean-up will be scheduled for June, flyer will be sent with assessment notices, ads will be placed in the Bulletin Board News, volunteers will be needed, Padnos will handle scrap metal during the day, limit of two mattress/box spring sets, 3 cubic yard limit with additional disposal available at the cost of \$20.00 per 3 cubic yards.
6. Management Council: No report. Request by Jenna Mahoney to use Community Center at no cost for Thanksgiving Dinner and waxing of the Community Center floor tentatively scheduled for March 4, 2023 through March 9, 2023.
7. Park and Recreation Reported new dock replacement at Crystal Lake completed, pontoon removed, old dock removed, and pea gravel spread in areas where erosion had occurred.
8. Planning: Request by planning commission for Board to consider using Networks Northwest to format and proof master plan because the Township zoning administrators are too busy to assist. Township to provide laptop(s) to planning commission members to allow on-line document updating access to those working on master plan. MSU is only providing training and the Supervisor will request a refund of funds paid for Township zoning to do the formatting and proofing. Cost for Networks Northwest to be determined.
9. Zoning: Reports slowing down with only 2 land use permits issued.

**PUBLIC COMMENT/COMMUNICATION:** Request by Starr Daniels to host a Trunk or Treat/Halloween event on Halloween night from 6:00 p.m. until 8:00 p.m. at Crystal Lake.

**NEW BUSINESS:**

Fraley moved; Skiera seconded to approve the re-appointment of Starr Daniels to the Planning Commission with a term to expire October 2026. Yeas: Mobley, Montgomery, Tighe, Fraley and Skiera. Motion passed unanimously.

Montgomery moved; Fraley seconded to approve the parcel list for Rubbish assessment. Yeas: Mobley, Montgomery, Tighe, Fraley and Skiera. Motion passed unanimously.

**ADJOURNMENT:** Fraley moved; Skiera seconded to adjourn at 7:30 p.m. Motion passed unanimously.