Call to Order – Meeting called to order at 7:00 P.M.

Pledge of Allegiance – by all present

Roll Call – Doyle-excused absense, Kolka-present, Warner-present, Vermeesch-present, Reibel-present

Approval of Agenda- Chairman Vermeesch ask to add an update on the new Township emails to be presented by Treasurer Lynn Smolenyak be added to New Business. **MM by Warner to amend the Agenda as presented, 2nd by Kolka. Motion carried to approve Agenda 4-0**

Conflict of Interest – none noted.

Public Comment related to Agenda Items – none

Approval of November 13, 2017 Meeting Minutes – **MM by Warner to approve the minutes as presented, 2nd by Kolka. Motion carried to approve Minutes 4-0**

Zoning Administrator’s Report –
Read by Zoning Administrator, Robert Dutcher. Report is also available on the Township website.

New Business –
Township Treasurer, Lynn Smolenyak, gave an update to the PC on the new email addresses that are going to go into effect for the Township Board and Planning Commission. These emails are being used on the new Web Site server, Revise. Lynn will send out instructions on how to set up each email address and how everyone can get their emails set up. She asked that any Board Members or PC Members not use Yahoo as Yahoo emails have been frequently hacked.

Site Plan Review for Alex Mitchell, AM MFG, USA, LLC. Alex Mitchell again presented the Site Plan that was dated August 8, 2014 and approved by the PC but due to personal circumstances was not able to be completed at that time. The Township Board agreed to revise the re-application fee to $250 for Alex to re-apply. Alex stated there will be no US 31 access right away until building is started per M-DOT. They will use access off of Block Rd and they may have to change the area of the drain field but that would be up to the Health Department. **MM by Warner to approve the re-application Site Plan for AM MFG, USA, LLC, 2nd by Kolka. Motion carried to approve 4-0.**
Old Business –
Ongoing Ordinance Update Review by Township Planner Meyers. Planner was not present at meeting due to road conditions so this was tabled until the January meeting.

Announcements & Correspondence – Warner explained that there will be a heated box/closet built at the Township Hall for the election equipment.

Next Planning Commission meeting will be January 15, 2018 at 7:00pm at the Norwood Township Hall

Public Comment – ZA reminded PC that Planner Meyers will be Acting ZA while he is away starting December 15, 2017 through May 1, 2018.

Meeting Adjourned at 7:35 p.m.
Submitted by Shari M. Jones, Recording Secretary