

**NORWICH TOWNSHIP BOARD MINUTES
APPROVED MINUTES
OCTOBER 8, 2025**

The Norwich Township Board met at 7:00 P.M. on Wednesday, October 8, 2025 at the Norwich Township Hall.

The following Board members were present: Supervisor Daniel Wanink, Clerk Stacie Langworthy, Treasurer Phyllis Carlson, Trustee Jennifer Kailing.

Absent: Trustee Stephanie Morgan

Staff present: Nick Vawter, Zoning Admin.

Dan Wanink called the meeting to order at 7:07 PM and led the attendees in the Pledge of Allegiance.

Motion to approve September 10, 2025 Draft minutes was made by Jennifer Kailing. 2nd by Phyllis Carlson. All Ayes. Motion carried.

COMMITTEE REPORTS

- Zoning Admin. Report- See attached
- Planning Commission Report- None
- ZBA- None
- BOR- None

PUBLIC COMMENT

Dan said all the lines are painted in the parking lot and the rails and sign are painted.

UNFINISHED BUSINESS

- Posting Board members hours, tabled from last month. It was agreed that the web page will say, " Contact Board members directly for availability". Phyllis will put on web page.
- Stacie has everything set for Notary. Phyllis will put on web page. It is a free service. Contact Stacie Langworthy, Clerk to make an appointment if you need notary services.
- Stacie showed the Board the letter head.

- The vacant seat on the Planning Commission is still in the works to be filled as well as the Chair position.
- Dan is making progress with Great Lakes Energy on the light bill issue. It is going to take some more time. He will update the Board next month.

NEW BUSINESS

- Stacie brought the FOIA Guidelines and Procedures and all supporting forms for Phyllis to put on the web page.
- Resolution No. 2025-08 Paid Sick Time policy was voted on by Roll Call Vote. Resolution was declared adopted.
- Resolution No. 2025-09 FOIA Coordinator was voted on by Roll Call Vote. Resolution was declared adopted.

TREASURER'S REPORT

ROADS	151,641.42
EMS	53,040.80
FIRE	779.80
GEN. FUND	<u>259,366.65</u>
TOTAL \$	464,828.67

Motion to approve Treasurer's report was made by Dan Wanink 2nd by Stacie Langworthy. All Ayes. Motion carried.

PRESENTATION OF CHECKS

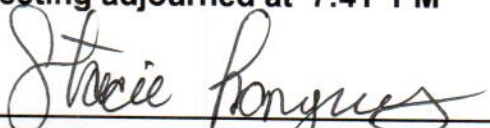
Treasurer Phyllis Carlson presented the following checks for approval:

SEE ATTACHED PRESENTATION OF CHECKS/ EXPENDITURES REPORT

Motion to approve the checks to pay the bills was made by Phyllis Carlson 2nd by Jennifer Kailing. All Ayes. Motion carried.

Motion to adjourn the meeting was made by Jennifer Kailing. 2nd by Stacie Langworthy. All Ayes. Motion carried.

Meeting adjourned at 7:41 PM


 Stacie Langworthy, Clerk

Norwich Township

Zoning Administrator's Monthly Report September 2025

Nick Vawter

9-30-25

I received a visit from Joel Schultz to obtain a Zoning Permit to erect a pole barn on his property at 5667 N Elm. I am awaiting his return.

Township of Norwich, County of Newaygo, State of Michigan
Presentation of Checks/Expenditures Draft Report: October 8, 2025

Accounts Payable

Check Date	Check #	Payee	Amount	Memo
10/08/2025	7716	Great Lakes Energy Cooperative	\$144.84	Utilities: Electric for Town Hall (\$95.66) & Cemetery (\$49.18) for Period: 08/22/2025 - 09/22/2025
10/08/2025	7717	Trustream (Great Lakes Energy Cooperative)	\$73.99	Utilities: Internet for Town Hall (Billing Period: 11/01/2025 - 11/30/2025)
10/08/2025	7718	TruGreen Commercial	\$62.00	Invoice #: 216315250 for Town Hall Lawn Treatment on 09/15/2025
10/08/2025	7719	The Pioneer Group	\$238.65	Planning Board Publication of Ordinance #2025-01 (Billing Period: 09/01/2025 - 09/30/2025)
10/08/2025	7720	BHS Insurance	\$55.00	Invoice #: 56539 for Clerk's Notary Bond
10/08/2025	7721	Jeff Berkompas Custom Cut	\$226.00	Invoice #: 20930 for October Mowing Services / Town Hall (\$96.00) & Cemetery (\$130.00)
10/08/2025	7722	Gabridge & Company PLC	\$8,230.00	Invoice #: 7345769 for FYE25 Financial Statement Audit Report & F65 Submission
10/08/2025	7723	Newaygo Co. Drain Commission	\$1,123.50	2025 Invoice for Drains at Large / Drain #8155 - Conklin (\$1,120.00) & Drain #8789 - Stevens (\$3.50)
10/08/2025	7724	White Cloud Computer Services	\$935.00	Invoice for Cemetery Manager Laptop & Accessories / Laptop (\$875.00), USB Mouse (\$30.00), & Laptop Carrying Bag (\$30.00)
10/08/2025	7725	Freeman Propane	\$175.60	Invoice #: U0155189 / Account #: 20625 for Town Hall Propane Fill-up
10/08/2025	7726	United States Treasury	\$1,909.40	Tax Year 2025 Quarter 3 Payroll Taxes (1/2 Employee Deductions & 1/2 Employer Liability)
Total Accounts Payable			\$13,173.98	

Payroll & Employee Reimbursements

Check Date	Check #	Payee	Amount	Memo
10/08/2025	7727	Jill Gregory	\$22.03	Hall Janitor Per Diem for 09/20/2025 Rental (\$25.00) - Deductions (\$2.97)
10/08/2025	7728	VOIDED	\$0.00	VOIDED
10/08/2025	7729	Stacie Langworthy	\$429.88	Payroll & Reimbursements Check: 1. Clerk Training Wages for MTA Clerk's Conference in Frankenmuth [14.5 hours @ \$17/hr] (\$246.50) - 2. Minus: Payroll Deductions (\$29.33) 2. Reimb. Mileage to MTA Clerk's Conference in Frankenmuth from Home on 09/28/2025 [138 miles @ \$0.70/mi] (\$96.60) + 3. Reimb. Mileage Home from MTA Clerk's Conference in Frankenmuth on 09/30/2025 [138 miles @ \$0.70/mi] (\$96.60) + 4. Payroll Corrections to Check #77705 on 09/10/2025 [Social Sec. \$15.81 + Medicare \$3.70] (\$19.51) *Due to the training wages being election related
08/13/2025	7715	Stacie Langworthy	\$265.55	Reimbursements Check: 1. Reimb. QuickBooks Online [Expense split between Clerk & Treasurer \$82.50 each] (\$165.00) 2. Reimb. Clerk Office Supplies for Printer Toner (\$80.55) + 3. Reimb. Newaygo County Notary Bond & Application (\$10.00) 4. Reimb. State of Michigan Notary Bond & Application (\$10.00)
Total Payroll & Reimbursements			\$717.46	

Total Accounts Payable & Payroll Expenditures \$13,891.44