

# **NORWICH TOWNSHIP BOARD MINUTES**

**JULY 9, 2025**

## **APPROVED MINUTES**

The Norwich Township Board met at 7:00 PM on Wednesday July 9, 2025.

The following members were present: Supervisor Daniel Wanink, Clerk Stacie Langworthy, Treasurer Phyllis Carlson, Trustees Jennifer Kailing and Stephanie Morgan.

Absent: None

Public Present: Nick Vawter, Rachel and Chuck Bonning, Judy Davis

Dan Wanink called the meeting to order at 7:00 pm and led the attendees in the Pledge of Allegiance.

Motion to approve June 11, 2025 Draft minutes was made by Stacie Langworthy, 2nd by Phyllis Carlson. All Ayes. Motion carried.

## **COMMITTEE REPORTS**

- Zoning Admin. Report- See attached
- Planning Commission report- Jennifer Kailing will let the Planning Commission know that the survey is not posted on the web page only the due date.
- ZBA - None
- BOR - None

## **UNFINISHED BUSINESS**

Stacie will keep checking on the Sick Time Policy.

Stacie talked with Tara at the County regarding the cemetery ordinance. Tara said we still need to follow protocol even though we only cleaned up the language.

Stacie is going to reach out to Carol Oliver about the flags and holders for the cemetery. Carol uses a company that is cheaper to purchase these items.

Dan is still trying to contact Amy in regards to the 55 plus group and will update at the August meeting.

Stacie received Marcia Stroko's resignation letter effective July 6, 2025 from her seat on the Planning Commission.

## **NEW BUSINESS**

Phyllis informed the Board that they used 2 ½ dumpsters and there were 33 participants. Next year we will budget for 3 dumpsters. Stacie will list on the flyer no household trash in dumpsters.

Phyllis updated the Board that Huntington Bank will be charging a large fee if a certain average balance is not maintained. The account receives only a minimal amount of monthly interest, less than \$5.00 per month. To avoid the fees, the account was changed to a non-interest bearing account.

Phyllis said that we got approved for the .gov domain. There are a lot more steps until the website can be completed. We will still use Godaddy as the host of the website. Phyllis will have another update next month.

Dan brought a quote to seal coat the parking lot and the Board agreed to wait until we can repave it.

At the August meeting the Supervisor will appoint someone for the open seat on the Planning Commission. There are a couple of candidates, and there may be more. If there are multiple candidates, they will be invited to the Board meeting for the Board members to speak with prior to the seat being appointed.

Dan mentioned that there needs to be some cemetery maintenance on headstones. Chad Lacross is going to give the Board a quote on what it would cost and the Board will discuss at the August meeting.

Dan Wanink made a motion and Phyllis seconded to pay \$100 to scrape and paint the railing and sign at the townhall. All Ayes. Motion carried.

## **PUBLIC COMMENT**

Sending out a huge THANK YOU to Scott McCumber for donating his time and equipment to mow the back property at the hall.

Chuck Bonning stated that there is a flag pole at the Cemetery but no flag. Dan is going to check into the price of a flag and light.

### **TREASURER'S REPORT**

|           |                      |
|-----------|----------------------|
| ROADS     | \$ 52,510.26         |
| EMS       | \$ 772.17            |
| FIRE      | \$ 151,018.08        |
| GEN. FUND | \$ <u>268,990.06</u> |
| Total     | \$ 473,290.57        |

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

### **PRESENTATION OF CHECKS**

Treasurer Phyllis Carlson presented the following checks for approval:

### **SEE ATTACHED PRESENTATION OF CHECKS/ EXPENDITURES REPORT**

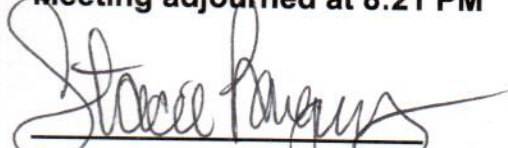
Motion to approve the checks to pay the bills was made by Stacie Langworthy, 2nd by Dan Wanink. All Ayes. Motion carried.

### **PUBLIC COMMENT**

NONE

Motion to adjourn the meeting was made by Dan Wanink, 2nd by Jennifer Kailing. All Ayes. Motion carried.

Meeting adjourned at 8:21 PM



Stacie Langworthy, Clerk

Norwich Township

Zoning Administrator's Monthly Report June 2025

Nick Vawter

6-4-25

I received a call from Tony Foster. He was wanting to obtain a Zoning permit to erect a Pole Barn. I approved his conforming request.

6-5-25

I received a call/visit from Christine Yeager. She was wanting to obtain a Zoning permit to move a trailer onto her daughters property property at ~~4685 Cottonwood Ave.~~ 7855 E 6 Mile Rd. I approved her conforming request.

6-10-25

I drafted a letter for Kevin McReynolds to Great Lakes Energy and the County advising that the township does not require a zoning permit for residents to install a small solar array for personal use.

6-12-25

I received a Zoning permit request from David and Stephanie Morgan for a pool installation. Their request was conforming and was approved.

6-13-25

I received a Zoning permit request from Jim and Susan Toogood for a pool installation. Their request was conforming and was approved.

6-23-25

I received a zoning application for Special Use from Duke Vander Ark for erection of some structures on property that he owns. I forwarded the request to the Planning Commission.

## Norwich Township Presentation of Checks/Expenditures for July 2025

| Check Date                       | Check # | Payee                                | Amount            | Memo                                                                                                                                                                        |
|----------------------------------|---------|--------------------------------------|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 07/09/2025                       | 7661    | Great Lakes Energy Cooperative       | \$161.77          | Hall Electric \$113 & Cemetery Electric \$50.60 (Billing Period: 05/22/2025 - 06/21/2025)                                                                                   |
| 07/09/2025                       | 7662    | Trustream (Great Lakes Energy Coop.  | \$73.99           | Hall Internet Service (Billing Period: 08/01/2025 - 08/31/2025)                                                                                                             |
| 07/09/2025                       | 7663    | Jeff Berkompas (Custom Cut)          | \$522.00          | Invoice #20256 for Contracted Lawn Care Services: Town Hall \$144 & Cemetery \$378                                                                                          |
| 07/09/2025                       | 7664    | TruGreen Commercial                  | \$311.00          | Invoice #212106725 for Cemetery Lawn Treatment Service on 07/01/2025 for \$311                                                                                              |
| 07/09/2025                       | 7665    | Accident Fund Insurance Co.          | \$757.00          | Invoice #1002129236 for Worker's Comp Insurance Premium (07/15/2025 - 07/15/2026)                                                                                           |
| 07/09/2025                       | 7666    | D. & B. Brine, Inc.                  | \$1,820.00        | Road Brining Contracted Services on 06/02/2025                                                                                                                              |
| 07/09/2025                       | 7667    | Ferris Printing Services             | \$99.91           | Invoice #23953 for Treasurer Print & Publishing (Summer Tax Rolls and Bills)                                                                                                |
| 07/09/2025                       | 7668    | United States Postal Service         | \$73.00           | Treasurer Stamps for Summer Tax Bills                                                                                                                                       |
| 07/09/2025                       | 7669    | Phyllis Carlson                      | \$486.14          | Reimb. Township Operating Exp for Website Renewal - 1 yr (\$275.88) + Domain Name Renewal - 1 yr (\$56.16) + Reimb. Treasurer Office Supplies for Toner and File (\$154.10) |
| 07/09/2025                       | 7670    | Stacie Langworthy                    | \$146.41          | Reimb. Election Mileage (\$23.80) + Clerk Operating Expenses for Checks (\$122.61)                                                                                          |
| 07/09/2025                       | 7671    | Internal Revenue Service             | \$1,902.10        | 2025 Quarter 2 Form 941 Employment Taxes & Withholdings                                                                                                                     |
| 07/09/2025                       | 7672    | Transparent Accounting Solutions LLC | \$140.00          | Invoice #25-0701 for Contracted Accounting Services (June 12 - July 9, 2025)                                                                                                |
| <b>Total Checks #7661 - 7672</b> |         |                                      | <b>\$6,493.32</b> |                                                                                                                                                                             |