

**NORWICH TOWNSHIP  
GENERAL APPROPRIATIONS ACT  
FIRE FUND  
(Resolution No. 2025 - 01)**

**A resolution to establish a general appropriations act for Norwich Township; to define the powers and duties of the Norwich Township officers in relation to the administration of the budget; and to provide remedies for refusal to comply with the requirements of this resolution.**

**The Board of Trustees of Norwich Township resolves:**

**Section 1: Title**

**This resolution shall be known as the Norwich Township Appropriations Act – Fire Fund.**

**Section 2: Chief Administrative Officer**

**The Supervisor shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this act.**

**Section 3: Fiscal Officer**

**The Clerk shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this act.**

**Section 4: Public Hearings on the Budget**

**Pursuant to MCLA 151.412, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on Wednesday, March 7, 2025 and a public hearing was held on Wednesday, March 12, 2025.**

**Section 5: Estimated Revenues**

**Estimated Township Fire Fund revenues for fiscal year 2025-2026, including an allocated millage of 0; voter authorized millage of 1 mill or less pursuant to Headlee rollback as set forth under state law; and various miscellaneous revenues.**

**Total estimated funds available for the budget are: \$27,698.17**

#### **Section 6: Millage Levy**

The Norwich Township shall cause to be levied and collected the general property tax on all real and personal property within the township upon the current tax roll an amount equal to 1.000 mills or less pursuant to the Headlee rollback, as set forth by state law and approved by the electorate.

#### **Section 7: Estimated Expenditures**

Estimated township fire fund expenditures for fiscal year 2025-2026 for the various township expenditures are as follows:

206-000-81    Fire Protection    \$27,698.17

#### **Section 8: Adoption of Budget by Reference**

The Fire fund budget of Norwich Township is hereby adopted by reference, with revenues and expenditures as indicated in Section 5 and 7 of this act.

#### **Section 9: Adoption of Budget**

The Board of Trustees of Norwich Township Adopts the 2025-2026 fiscal year Fire Fund Budget for revenues by source and expenditures for contracted services. Township officials responsible for the expenditures authorized in the budget may expend township funds up to, but not to exceed, the total appropriation authorized for contracted services. However, no transfers of appropriations for line items related to personnel or capital outlays may be made without prior board approval by budget amendment.

#### **Section 10: Appropriation not a Mandate to Spend**

Appropriations will be deemed maximum authorizations to incur expenditures. The fiscal officer shall exercise supervision and control to ensure that expenditures are within appropriations, and shall not issue any township order for expenditures that exceed appropriations.

#### **Section 11: Periodic Fiscal Reports**

The fiscal officer shall transmit to the board at the end of each of the first three quarters, and at the end of each month occurring during the fourth quarter, a report of financial operations, including, but not limited to:

- a.     A summary statement of the actual financial condition of the fire fund at the end of the previous quarter;
- b.     A summary statement showing the receipts and expenditures and encumbrances for the previous quarter and for the current fiscal year to the end of the previous year.

**Section 12: Limit on Obligations and Payments**

No obligation shall be incurred against, and no payment shall be made from any appropriation account, unless there is sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

**Section 13: Budget Monitoring**

Whenever it appears to the Chief Administrative Officer or the Township Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures shall exceed an appropriation, the Chief Administrative Officer shall present to the township board recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

**Section 14: Violations of This Act**

Any obligation incurred or payment authorized in violation of this resolution shall be void and shall subject any responsible official(s) or employee(s) to disciplinary action as outlined in Public Act 621 of 1978.

**Section 15: Board Adoption**

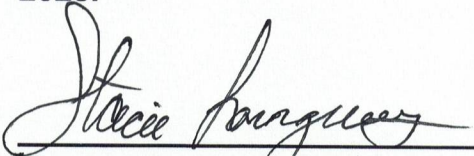
Motion made by Jennifer Kailing, to adopt the foregoing resolution.

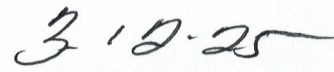
Upon roll call vote, the following voted Aye: Daniel Wanink Supervisor, Stacie Langworthy Clerk, Phyllis Carlson Treasurer, Jennifer Kailing and Stephanie Morgan Trustees

The following voted nay: 0

Absent/Abstain: None

The motion carried and the resolution duly adopted on the 12th day of March, 2025.

  
\_\_\_\_\_  
Stacie Langworthy, Clerk

  
\_\_\_\_\_  
Date

**NORWICH TOWNSHIP  
GENERAL APPROPRIATIONS ACT  
EMS FUND  
(Resolution No. 2025 - 02)**

A resolution to establish a general appropriations act for Norwich Township; to define the powers and duties of the Norwich Township officers in relation to the administration of the budget; and to provide remedies for refusal to comply with the requirements of this resolution.

The Board of Trustees of Norwich Township resolves:

**Section 1: Title**

This resolution shall be known as the Norwich Township Appropriations Act – EMS Fund.

**Section 2: Chief Administrative Officer**

The Supervisor shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this act.

**Section 3: Fiscal Officer**

The Clerk shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this act.

**Section 4: Public Hearings on the Budget**

Pursuant to MCLA 151.412, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on Wednesday, March 7, 2025 and a public hearing was held on Wednesday, March 12, 2025.

**Section 5: Estimated Revenues**

Estimated Township EMS Fund revenues for fiscal year 2025-2026, including an allocated millage of 0; voter authorized millage of 1.000 mill or less pursuant to Headlee rollback as set forth under state law; and various miscellaneous revenues.

Total estimated funds available for the budget are: \$ 27,698.17

### **Section 6: Millage Levy**

The Norwich Township Board shall cause to be levied and collected the general property tax on all real and personal property within the township upon the current tax roll an amount equal to 1.000 mills or less pursuant to Headlee rollback, as set forth by state law and approved by the electorate.

### **Section 7: Estimated Expenditures**

Estimated township EMS fund expenditures for fiscal year 2025-2026 for the contracted service are as follows:

210-000-810	EMS	\$27,698.17
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### **Section 8: Adoption of Budget by Reference**

The general fund budget of Norwich Township is hereby adopted by reference, with revenues and contracted services as indicated in Section 5 and 7 of this act.

### **Section 9: Adoption of EMS Budget**

The Board of Trustees of Norwich Township Adopts the 2025-2026 fiscal year EMS Fund Budget for revenues by source and expenditures for contracted services. Township officials responsible for the expenditures authorized in the budget may expend township funds up to, but not to exceed, the total appropriation authorized for the contracted service. However, no transfers of appropriations for line items related to personnel or capital outlays may be made without prior board approval by budget amendment.

### **Section 10: Appropriation not a Mandate to Spend**

Appropriations will be deemed maximum authorizations to incur expenditures. The fiscal officer shall exercise supervision and control to ensure that expenditures are within appropriations, and shall not issue any township order for expenditures that exceed appropriations.

### **Section 11: Periodic Fiscal Reports**

The fiscal officer shall transmit to the board at the end of each of the first three quarters, and at the end of each month occurring during the fourth quarter, a report of financial operations, including, but not limited to:

- a. A summary statement of the actual financial condition of the General fund at the end of the previous quarter;
- b. A summary statement showing the receipts and expenditures and encumbrances for the previous quarter and for the current fiscal year to the end of the previous year.

**Section 12: Limit on Obligations and Payments**

No obligation shall be incurred against, and no payment shall be made from any appropriation account, unless there is sufficient unencumbered balance in the appropriation and sufficient funds are, or will be available to meet the obligation.

**Section 13: Budget Monitoring**

Whenever it appears to the Chief Administrative Officer or the Township Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures shall exceed an appropriation, the Chief Administrative Officer shall present to the township board recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

**Section 14: Violations of This Act**

Any obligation incurred or payment authorized in violation of this resolution shall be void and shall subject any responsible official(s) or employee(s) to disciplinary action as outlined in Public Act 621 of 1978.

**Section 15: Board Adoption**

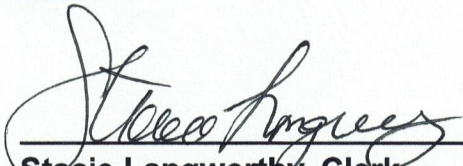
Motion made by Jennifer Kailing , to adopt the forgoing resolution.

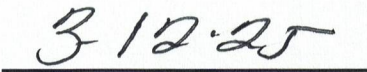
Upon roll call vote, the following voted Aye: Daniel Wanink Supervisor, Stacie Langworthy Clerk, Phyllis Carlson Treasurer, Jennifer Kailing and Stephanie Morgan Trustees.

The following voted Nay: 0

Absent/Abstain: None

The motion carried and the resolution duly adopted on the 12th day of March, 2025.

  
Stacie Langworthy, Clerk

  
Date

**NORWICH TOWNSHIP  
GENERAL APPROPRIATIONS ACT  
ROAD FUND  
(Resolution No. 2025 - 03)**

**A resolution to establish a general appropriations act for Norwich Township; to define the powers and duties of the Norwich Township officers in relation to the administration of the budget; and to provide remedies for refusal to comply with the requirements of this resolution.**

**The Board of Trustees of Norwich Township resolves:**

**Section 1: Title**

**This resolution shall be known as the Norwich Township Appropriations Act – Road Fund.**

**Section 2: Chief Administrative Officer**

**The Supervisor shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this act.**

**Section 3: Fiscal Officer**

**The Clerk shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this act.**

**Section 4: Public Hearings on the Budget**

**Pursuant to MCLA 151.412, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on Wednesday, March 7, 2025 and a public hearing was held on Wednesday, March 12, 2025.**

**Section 5: Estimated Revenues**

**Estimated Township Road Fund revenues for fiscal year 2025-2026, including an allocated millage of 0; voter authorized millage of 3.000 mills or less pursuant to Headlee rollback as set forth under state law; and various miscellaneous revenues.**

**Total estimated funds available for the budget are: \$83,098.21**

In addition to the 2025-2026 estimated revenues, the balance of \$139,373.14 from the 2024-2025 revenues in the Road Fund will be used to offset the estimated expenditures.

**Section 6: Millage Levy**

The Norwich Township shall cause to be levied and collected the general property tax on all real and personal property within the township upon the current tax roll an amount equal to 3.000 mills or less pursuant to Headlee rollback as set forth under state law; and various miscellaneous revenues as authorized by state law and approved by the electorate.

**Section 7: Estimated Expenditures**

Estimated township road fund expenditures for fiscal year 2025-2026 for the various township expenditures are as follows:

204-000-810	Roads	\$ 70,980
204-000-806	Brining	\$ 3,640

**Section 8: Adoption of Budget by Reference**

The general fund budget of Norwich Township is hereby adopted by reference, with revenues and expenditures as indicated in Section 5 and 7 of this act.

**Section 9: Adoption of Road Budget**

The Board of Trustees of Norwich Township Adopts the 2025-2026 fiscal year Road Fund Budget for revenues by source and expenditures for contracted services. Township officials responsible for the expenditures authorized in the budget may expend township funds up to, but not to exceed, the total appropriation authorized for contracted services. However, no transfers of appropriations for line items related to personnel or capital outlays may be made without prior board approval by budget amendment.

**Section 10: Appropriation not a Mandate to Spend**

Appropriations will be deemed maximum authorizations to incur expenditures. The fiscal officer shall exercise supervision and control to ensure that expenditures are within appropriations, and shall not issue any township order for expenditures that exceed appropriations.

### **Section 11: Periodic Fiscal Reports**

The fiscal officer shall transmit to the board at the end of each of the first three quarters, and at the end of each month occurring during the fourth quarter, a report of financial operations, including, but not limited to:

- a. A summary statement of the actual financial condition of the Road fund at the end of the previous quarter;
- b. A summary statement showing the receipts and expenditures and encumbrances for the previous quarter and for the current fiscal year to the end of the previous year.

### **Section 12: Limit on Obligations and Payments**

No obligation shall be incurred against, and no payment shall be made from any appropriation account, unless there is sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

### **Section 13: Budget Monitoring**

Whenever it appears to the Chief Administrative Officer or the Township Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures shall exceed an appropriation, the Chief Administrative Officer shall present to the township board recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

### **Section 14: Violations of This Act**

Any obligation incurred or payment authorized in violation of this resolution shall be void and shall subject any responsible official(s) or employee(s) to disciplinary action as outlined in Public Act 621 of 1978.

**Section 15: Board Adoption**

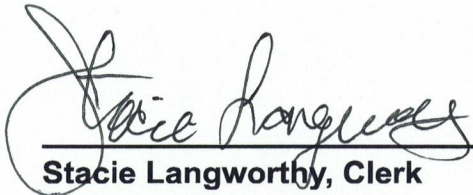
**Motion made by Phyllis Carlson , to adopt the foregoing resolution.**


**Upon roll call vote, the following voted Aye: Daniel Wanink Supervisor, Stacie Langworthy Clerk, Phyllis Carlson Treasurer, Jennifer Kailing and Stephanie Morgan Trustees.**

**The following voted Nay: 0**

**Absent/Abstain: None**

**The motion carried and the resolution duly adopted on the 12th day of March, 2025.**

  
\_\_\_\_\_  
Stacie Langworthy, Clerk

  
\_\_\_\_\_  
Date

**NORWICH TOWNSHIP  
GENERAL APPROPRIATIONS ACT  
GENERAL FUND  
(Resolution No. 2025 - 04)**

A resolution to establish a general appropriations act for Norwich Township; to define the powers and duties of Norwich Township officers in relation to the administration of the budget; and to provide remedies for refusal or neglect to comply with the requirements of the resolution.

The Board of Trustees of Norwich Township resolves:

**Section 1: Title**

This resolution shall be known as the Norwich Township General Appropriations Act for FY 2025-2026.

**Section 2: Chief Administrative Officer**

The Supervisor shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this act.

**Section 3: Fiscal Officer**

The Clerk shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this act.

**Section 4: Public Hearings on the Budget**

Pursuant to MCLA 141.412; MCLA 141.413, notice of a public hearing on the proposed budget was published in the PIONEER, a newspaper of general circulation, on March 7, 2025, and a public hearing on the proposed budget was held on March 12, 2025, at 7:30 p.m.

**Section 5: Estimated Revenues and Amount from Fund Balance**

Estimated township general fund revenues for fiscal year 2025-2026, including an allocated millage of 1.000 mill or less pursuant to Headlee rollback; 1% administration fees; and various miscellaneous revenues:

Total estimated funds available to the budget are: \$108,600

In addition to the 2025-2026 estimated revenues, the balance of \$264,959.66 from the 2024-2025 revenues in the General Fund will be used to offset the estimated expenditures.

**Section 6: Millage Levy**

The Norwich Township Board shall cause to be levied and collected the general property tax on all real and personal property within the township upon the current tax roll an amount equal to 1.000 mills or less pursuant to Headlee rollback as set forth under state law.

**Section 7: Estimated Expenditures**

Estimated township general fund expenditures for fiscal year 2025-2026 for the various township activities are as follows:

101-101-000	Township Board	\$18,394
101-171-000	Supervisor	\$10,450
101-215-000	Clerk	\$14,725
101-247-000	Board of Review	\$ 2,200
101-253-000	Treasurer	\$15,675
101-257-000	Assessor/Equalization	\$11,100
101-262-000	Elections	\$ 2,550
101-265-000	Building and Grounds	\$16,700
101-266-000	Attorney	\$ 700
101-373-000	Zoning Administrator	\$ 4,345
101-455-000	Drains	\$ 1,500
101-567-000	Cemetery	\$ 6,800
101-701-000	Planning Commission	\$ 3,650
101-723-000	Zoning Board of Appeals	\$ 1,150
101-851-000	Insurance and Bonds	\$ 8,000
101-861-000	Soc Sec & Medicare Taxes	\$ 4,500
101-900-000	Capital Outlay	\$30,000
Total General Fund Expenditures		\$152,439

**Section 8: Adoption of Budget by Reference**

The general fund budget of Norwich Township is hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 5 and 7 of this act.

## **Section 9: Adoption of General Fund Budget**

The Board of Trustees of Norwich Township adopts the 2025-2026 fiscal year general fund budget for revenues by source and expenditures by activity. Township officials responsible for the expenditures authorized in the budget may expand township funds up to, but not to exceed, the total appropriation authorized for each activity, and may make transfers among the various line items contained in the activity appropriation. Transfers of appropriations between activities may occur with prior board approval by budget amendment. No transfers of appropriations for the line items related to personnel or capital outlays may be made without prior board approval by budget amendment.

## **Section 10: Appropriation Not a Mandate to Spend**

Appropriations will be deemed maximum authorizations to incur expenditures. The Fiscal Officer shall exercise supervision and control to ensure that expenditures are within appropriations and shall not issue any township order for expenditures that exceed appropriations.

## **Section 11: Periodic Fiscal Reports**

The Fiscal Officer shall transmit to the board at the end of each of the first three quarters, and at the end of each month occurring during the fourth quarter, a report of financial operations, including but not limited to:

- a. A summary statement of the actual financial condition of the General fund at the end of the previous quarter;
- b. A summary statement showing the receipts and expenditures and encumbrances for the previous quarter and for the current fiscal year to the end of the previous year.

## **Section 12: Limits on Obligations and Payments**

No obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

## **Section 13: Budget Monitoring**

Whenever it appears to the Chief Administrative Officer or the Township Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures shall exceed an appropriation, the Chief Administrative Officer shall present the Township Board recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues or both.

**Section 14: Violations of this Act**

Any obligation incurred or payment authorized in violation of this resolution shall be void and shall subject any responsible official(s) or employee(s) to disciplinary action as outlined in P.A. 621 (1978).

**Section 15: Board Adoption**

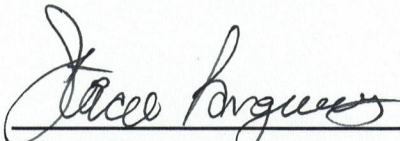
Motion made by Jennifer Kailing to adopt the foregoing resolution.

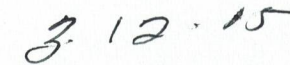
Upon roll call vote, the following voted Aye: Daniel Wanink Supervisor, Stacie Langworthy Clerk, Phyllis Carlson Treasurer, Jennifer Kailing and Stephanie Morgan Trustees.

The following voted Nay: 0

Absent/Abstain: None

The motion carried and the resolution duly adopted on the 12th day of March, 2025.

  
\_\_\_\_\_  
Stacie Langworthy, Clerk

  
\_\_\_\_\_  
Date

**TOWNSHIP BOARD  
NORWICH TOWNSHIP  
NEWAYGO COUNTY, MICHIGAN**  
Resolution to Set Board members wages for trainings  
(Resolution No. 2025-5)

WHEREAS, according to MLC 41.95 (3) in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board: and

WHEREAS, the Township Board deems that an hourly wage is to be set for township board members when attending trainings;

Township Supervisor, Clerk, Treasurer and Trustees shall be paid at a rate of \$17.00 per hour to attend trainings. There will be NO pay for drive times.

The foregoing resolution motioned by Phyllis Carlson

Seconded by Stephanie Morgan

Upon a roll call vote the following voted:

AYES: Daniel Wanink Supervisor, Stacie Langworthy  
Clerk, Phyllis Carlson Treasurer, Jennifer Kuling & Stephanie Morgan  
Trustees

NAYS: X

ABSENT X

The Supervisor declared the Motion carried and this Resolution No. 2025-5  
Duly adopted this, 12th day of March, 2025.

Stacie Langworthy  
Stacie Langworthy, Clerk

**TOWNSHIP BOARD  
NORWICH TOWNSHIP  
NEWAYGO COUNTY, MICHIGAN  
(RESOLUTION NO. 2025-06)**

At a board meeting of the Norwich Township Board ("Township Board") held on September 10, 2025 beginning at 7:00 p.m. at the Norwich Township Hall, the following resolution was offered for adoption by Township Board member Stacie Langworthy, Clerk and was seconded by Township Board member Dan Wanink, Supervisor.

Whereas, a rate of \$17.00 per hour shall be paid for Board members performing duties beyond their statutory duties.

**NOW THEREFORE, BE IT RESOLVED,** the Board is approving this resolution NO. 2025-06 upon a roll call vote to have the hourly pay of \$17.00 for Board members performing duties beyond their statutory duties.

Upon Roll Call, the following voted:

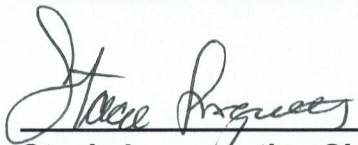
**AYE:** Phyllis Carlson Treasurer, Stephanie Morgan and Jennifer Kailing, Trustees, Daniel Wanink, Supervisor and stacie Langworthy, Clerk.

**NAY:** None

**ABSENT:** None

**ABSTAIN:** None

Resolution declared adopted.

 _____ Stacie Langworthy, Clerk	9-10-25 _____ Date
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**Certificate**

I, Stacie Langworthy, Clerk of the Township of Norwich, certify the above Resolution NO. 2025-06 was duly presented and adopted on September 10, 2025, at the Norwich Township Hall, 7213 N Cypress Ave. Big Rapids, MI 49307

**TOWNSHIP BOARD  
NORWICH TOWNSHIP  
NEWAYGO COUNTY, MICHIGAN  
( RESOLUTION NO. 2025-07)**

At a Board meeting of the Norwich Township Board ( "Township Board") held on September 10, 2025 beginning at 7:00 p.m. at the Norwich Township Hall, the following resolution was offered for adoption by Township Board member Stacie Langworthy, Clerk and was seconded by Township Board member Phyllis Carlson, Treasurer.

Whereas, a rate of \$378.00 Quarterly shall be paid to the Cemetery Manager , Daniel Wanink to perform the duties of the Cemetery Manager. ( he took over the position on July 1, 2025) This resolution covers the rest of the 2025-2026 Fiscal year and will be renewed/ reviewed on a fiscal year basis.

**NOW THEREFORE, BE IT RESOLVED**, the Board is approving this resolution NO. 2025-07 upon a roll call vote to have the Cemetery Manager wages at a rate of \$378.00 Quarterly for the rest of the 2025-2026.

UPON ROLL CALL, the following voted:

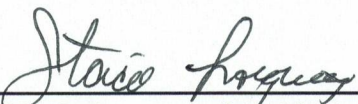
AYE: Phyllis Carlson, Treasurer, Jennifer Kailing and Stephanie Morgan, Trustees and Stacie Langworthy, Clerk

NAY: None

ABSENT: None

ABSTAIN: Daniel Wanink, supervisor

Resolution declared adopted.

 9.10.25  
Stacie Langworthy, Clerk                      Date

**Certificate**

I, Stacie Langworthy, Clerk of the Township of Norwich, certify the above Resolution NO. 2025-07 was duly presented and adopted on September 10, 2025, at the Norwich Township Hall, 7213 N Cypress Ave. Big Rapids, MI 49307

**TOWNSHIP BOARD  
NORWICH TOWNSHIP  
NEWAYGO COUNTY, MICHIGAN  
( RESOLUTION 2025-08 )  
PAID SICK TIME POLICY**

At a Board meeting of the Norwich Township Board ("Township Board") held on October 8, 2025 beginning at 7:00 p.m. at the Norwich Township Hall, the following resolution was offered for adoption by Township Board member Stacie Langworthy, Clerk and was seconded by Township Board member Dan Wanink.

Whereas, The Norwich Township Paid Sick Time Policy shall be effective as of February 21, 2025 per the Michigan Earned Sick Time Act (ESTA).

NOW THEREFORE, BE IT RESOLVED, the Board is approving this Resolution No. 2025-08 upon roll call vote to have the Norwich Township Sick Time Policy per Michigan Earned Sick Time Act (ESTA).

Upon Roll Call, the following voted:

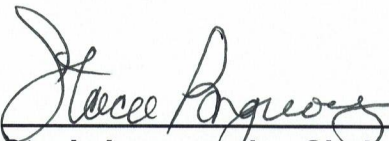
**AYE :** Supervisor Dan Wanink, Clerk Stacie Langworthy, Treasurer Phyllis Carlson, Trustee Jennifer Kailing.

**NAY:** NONE

**ABSTAIN:** NONE

**ABSENT:** Trustee Stephanie Morgan

**Resolution declared adopted.**

 10-08-2025  
Stacie Langworthy, Clerk Date

**Certificate**

**I, Stacie Langworthy, Clerk of the Township of Norwich, certify the above Resolution No. 2025-08 was duly presented and adopted on October 8, 2025, at the Norwich Township Hall, 7213 N. Cypress Ave. Big Rapids, MI 49307**

Norwich Township  
County of Newaygo, MI  
Paid Sick Time Policy

All full-time, part-time, office, and seasonal Township employees will be eligible for paid sick time, beginning effective February 21, 2025. Paid sick time is paid at the employee's regular straight-time rate of pay at the time the paid sick time is used. Paid sick time may be used for any purpose permitted by the Michigan Earned Sick Time Act (ESTA) which includes, but is not limited to, time off for an employee's mental or physical illness or injury, or the mental or physical illness or injury of an employee's family member. For purposes of this Policy, a year will be considered to run from January 1 to December 31.

All Township employees (full-time, part-time, office and seasonal) will earn paid sick time at a rate of no less than one (1) hour of paid sick time for every thirty (30) hours of work. Paid sick time shall be accumulated in a "paid sick time bank" for each employee. There is no limit to the amount of paid sick time that an employee may accumulate. Paid sick time may be used in increments of as little as one (1) hour, or the smallest increment permitted by the Township payroll system. No Township employee may use more than 72 hours of paid sick time in any given year. Any paid sick time that is accrued but not used by an employee in one (1) year will roll over to the following year.

New Township employees will begin to accrue paid sick time when they commence employment with the Township.

Upon separation from employment (for any reason), an employee shall not be entitled to a payout of any accrued but unused paid sick leave time.

 10-8-25  
Stacie Langworthy, Clerk Date

**Norwich Township, Newaygo County , MI**  
**FREEDOM OF INFORMATION ACT COORDINATOR**  
**RESOLUTION NO. 2025-09**

WHEREAS, the Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq., provides for public access to certain public records of public bodies and prescribes the powers and duties of certain public officers and public bodies; and Dan Wanink.

WHEREAS, it is the public policy of this state that all persons, except those persons incarcerated in state or local correctional facilities, are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and public employees, and that the people shall be informed so that they may fully participate in the democratic process; and

WHEREAS, section 6 of the Act requires that a township shall designate an individual as the public body's Freedom of Information Act Coordinator, who shall be responsible for accepting and processing requests for the township's public records, and for approving a denial under section 5 of the Act;

NOW, THEREFORE, BE IT RESOLVED that on (*October 8*), 2025, the Norwich Township Board designates Stacie Langworthy, Clerk to serve as the Township FOIA Coordinator.

Resolution offered by Board Member: Clerk Stacie Langworthy.

Second offered by Board Member: Supervisor Dan Wanink.

Upon roll call vote the following voted:

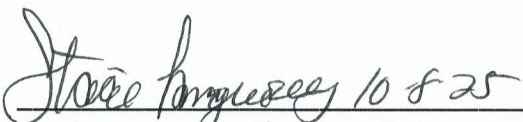
Aye: Supervisor Dan Wanink, Clerk Stacie Langworthy, Treasurer Phyllis Carlson, Trustee Jennifer Kailing.

NAY: NONE

ABSTAIN: NONE

ABSENT: Trustee Stephanie Morgan

The Supervisor declared the resolution adopted.

  
Stacie Langworthy, Clerk      Date 10 8 25