

**NORWICH TOWNSHIP BOARD MINUTES
DRAFT MINUTES
JANUARY 14, 2026**

The Norwich Township Board met at 7:00 P.M. on Wednesday, January 14, 2026 at the Norwich Township Hall.

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

Absent: None

Staff present: Nick Vawter and Ben Avery

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

Motion to approve December 10, 2025 Draft minutes was made by Stacie Langworthy and 2nd by Stephanie Morgan. All Ayes. Motion carried.

PUBLIC COMMENT

None

COMMITTEE REPORTS

- Zoning Admin report- see attached
- Planning Commission report- None
- ZBA report- None
- BOR report- None

UNFINISHED BUSINESS

Great Lakes Energy- Dan reported that he spoke with a lady at Great Lakes Energy and she said she could only go back 1 year. Dan told her we can go back 5 years and see the over charge. She said that she would send it to someone higher up to look at.

Stacie updated the Board that all election records are completed and that she and Phyllis spent 5 hours last Saturday going through records at the hall. Stacie will have a final box count for the next meeting and the information on shredding and getting a certificate of the shredding completion.

NEW BUSINESS

Dan explained the County's Hazardous Materials Cost Recovery to the Board. Stacie shared the summary that she drafted to publish in the Pioneer. This will be voted on by resolution with a roll call vote and will be added to the Township's ordinance.

Resolution NO. 2026-01 Alternate start dates for Board of Review was voted on by roll call vote. All Ayes. Resolution adopted.

Resolution NO. 2026-02 Accepting March Board of Review Letters of Protest was voted on by roll call vote. All Ayes. Resolution adopted.

Resolution NO. 2026-03 Property Tax Poverty Exemption was voted on by roll call vote. All Ayes. Resolution adopted.

Resolution NO. 2026-04 Hazardous Materials Cost Recovery was voted on by roll call vote. All Ayes. Resolution adopted.

Resolution NO. 2026-05 Clerk's salary was voted on by roll call vote. 3 Ayes. 2 Abstain. Resolution adopted.

Resolution NO. 2026-06 Treasurer's salary was voted on by roll call vote. 3 Ayes. 2 Abstain. Resolution adopted.

Resolution NO. 2026-07 Supervisor's salary was voted on by roll call vote. 3 Ayes. 2 Abstain. Resolution adopted.

Stacie shared the County's Early Voting Agreement with the Board and she will be signing it this month at the County.

Stacie notified the Board of the amended meeting dates for the BOR for 2026.

D & B brine quote was brought to the board. Phyllis Carlson made a motion to approve and Stephanie Morgan 2nd. All Aye. Motion carried.

Stacie will send the Board of Review notice to the Pioneer to be published.

Stacie provided the Board with the monthly budget report.

Phyllis updated the Board on some upcoming requirements for the web page. Phyllis is going to do some more checking on this.

A motion was made by Phyllis Carlson and 2nd by Stacie Langworthy to approve Dan Wanink to go to the Annual MTA Conference. All Ayes. Motion carried.

Dan gave an update on the Broken Wheel Ministries application.

TREASURER'S REPORT

| | |
|----------------------------|-----------------------------|
| EMS | 48,044.78 |
| FIRE | 4,047.93 |
| ROADS | 113,809.12 |
| <u>GENERAL FUND</u> | <u>257,889.55</u> |
| <u>TOTAL</u> | <u>\$ 423,791.38</u> |

Motion to approve Treasurer's report was made by Stacie Langworthy and 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 check #7764 through check # 7779 to pay the bills was made by Dan Wanink and 2nd by Stephanie Morgan. All Ayes. Motion carried.

Motion to adjourn the meeting was made by Stacie Langworthy and 2nd by Stephanie Morgan. All Ayes. Motion carried.

Meeting adjourned at 8:18 P.M.

Stacie Langworthy, Clerk

Norwich Township

Zoning Administrator's Monthly Report December 2025

Nick Vawter

12-04-25

I received a call from Joel Scott. He was inquiring about the possibility of converting a pole barn into a dwelling. I informed him that he would need a new Zoning Compliance form completed and would need to pursue a building permit from the County. He is weighing his options.

12-04-25

I received an email from Bruce Dilg. He was in need of a letter from me to submit to his mortgage company stating that if he proceeded with a hypothetical land division that all parcels would be conforming to current zoning ordinances. I drafted him a letter and emailed it back.

Township of Norwich, County of Newaygo, State of Michigan
Presentation of Checks/Expenditures Draft Report: January 14, 2025

Accounts Payable

| Check Date | Check # | Payee | Amount | Memo |
|-------------------|----------------|--|---------------|---|
| 01/14/2026 | 7764 | Great Lakes Energy Cooperative | \$162.54 | 1. Utilities: Electric for Town Hall for Period 11/22/25 - 12/22/25 (\$106.48) 2. Utilities: Electric for Cemetery for Period 11/22/25 - 12/22/25 (\$56.06) |
| 01/14/2026 | 7765 | Truestream (Great Lakes Energy Cooperative) | \$73.99 | Utilities: Internet for Town Hall (Billing Period: 02/01/25 - 02/28/25) |
| 01/14/2026 | 7766 | Michigan Media Group | \$87.36 | Invoice #: 810138602 [Breakdown of Expense by Activity/Department] 1. Township Board: Printing & Publishing: 2026 Meeting Dates (\$36.04) 2. Planning Commission: Printing & Publishing: 2026 Meeting Dates (\$20.75) 3. Zoning Board of Appeals: Print & Publishing: 2026 Meeting Dates (\$12.01) 4. Board of Review: Print & Publishing: 2026 Meeting Dates (\$18.56) |
| 01/14/2026 | 7767 | ElectionSource | \$615.00 | Invoice #: 25-3672 for Election Equipment Annual Maintenance Contract - Mandatory per State of Michigan Contract (Elections: Operating Expense) |
| 01/14/2026 | 7768 | Newaygo County Equalization | \$1,152.80 | Invoice #: 26-01-388 for 2026 Property Tax Administration (Treasurer: Operating Expense) |
| 01/14/2026 | 7769 | Michigan Townships Association | \$33.00 | Invoice #: 450941 for Michigan Township Focus Magazine Subscription (Zoning Administrator Operating Expense) |
| 01/14/2026 | 7770 | Bloom Sluggett, PC | \$1,887.00 | Invoice #: 27476 for Township Board: Contracted Legal Services |
| 01/14/2026 | 7771 | Scott McCumber | \$45.00 | Invoice #: 1-2026 for Building & Grounds: Contracted Services - Shoveling (Dates of Service: 11/28/25, 11/30/25, 12/16/25 @ \$15.00 each) |
| 01/14/2026 | 7772 | Bob Spedoski | \$245.00 | Invoice #: 824313 1. Building & Grounds: Contracted Services - Snowplowing (Dates of Services: 11/28/25, 11/30/25, 12/15/25 @ \$65.00 each = \$195.00) 2. Cemetery: Contracted Services - Snowplowing (Date of Service: 12/05/25 @ \$50.00) |
| 01/14/2026 | 7773 | Accident Fund | \$379.00 | Invoice #: 1002305675 for Worker's Comp. Audit Non-Compliance Charge Note: This charge will be refunded in the form of a check to the Township once they receive the rest of the documents in regard to contracted service providers. |
| 01/14/2026 | 7774 | VOIDED (Due to Misprint) | \$0.00 | VOIDED (Due to Misprint) |
| 01/14/2026 | 7775 | United States Treasury | \$2,006.76 | 2024 Q4 Form 941 Payroll Taxes: Employer & Employee Equal Portions |
| 01/14/2026 | 7777 | Transparent Accounting Solutions LLC (Dakota Jones) | \$385.00 | Invoice #: 26-0101 Contracted Accounting Services (Billing Period: 12/11/2025 - 01/14/2026) |

| Total Accounts Payable | | \$7,072.45 | | |
|--|---------|-------------------|-------------------|--|
| Payroll & Employee Reimbursements | | | | |
| Check Date | Check # | Payee | Amount | Memo |
| 01/14/2026 | 7778 | Jill Gregory | \$66.07 | 1. Hall Janitor Per Diem for 3 Rentals (Rental Dates: 12/20/25, 12/13/25, 12/24/25 @ \$25.00 each = \$75.00) 2. - Payroll Deductions (\$8.93) |
| 01/14/2026 | 7779 | Stacie Langworthy | \$221.88 | 1. Reimbursement: Elections Mileage: Dropped off ballot bags to County Clerk (34 miles @ \$0.725/mile = \$24.65) 2. + Reimbursement: Clerk Office Supplies: Sticky Binder Tabs (\$4.23) 3. + Reimbursement: Clerk's Operating Expense: QuickBooks (\$57.50) 4. + Reimbursement: Treasurer's Operating Expense: QuickBooks (\$57.50) 5. + Reimbursement: Clerk Postage (\$78.00) |
| Total Payroll & Reimbursements | | | \$287.95 | |
| Total Accounts Payable & Payroll Expenditures | | | \$7,360.40 | |