

NORWICH TOWNSHIP BOARD MINUTES
MAY 14, 2025
APPROVED MINUTES

The Norwich Township Board met at 7:00 PM on Wednesday May 14, 2025.

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

Absent: none

Public present: Richelle Boerma, Tim Boerma, Nick Vawter, Kevin Luciani, Chuck Koll and Duke VanderArk.

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

Motion to approve April 9, 2025 Draft minutes was made by Stacie Langworthy and seconded by Phyllis Carlson. All Ayes. Motion carried.

COMMITTEE REPORTS

Zoning Admin. Report- See attached

Planning Commission Report- None

ZBA Report- None

BOR Report- None

UNFINISHED BUSINESS

The Board decided to make no changes to Board members emails- No vote necessary
Hold Harmless contract for opening and closing graves looked good. Was approved prior. No vote needed.

The Township Board reviewed the survey after changes were made. Jennifer Kailing made a motion to approve the survey and Stacie Langworthy seconded. All Ayes. Motion carried.

NEW BUSINESS

Phyllis Carlson informed the Board that Huntington Bank is charging fees for the cash deposits she makes when property owners pay their taxes in cash. She will talk with the taxpayers that pay in cash and see if they would pay by bank check, personal check or money order to save the Township on fees.

Phyllis Carlson updated the Board on the cost for GoDaddy (our provider for our Township web page) the price keeps increasing. We will pay for one year at the rate of \$275.88. She will be working on the .GOV site. In the meantime, Stephanie Morgan is going to check with other townships/ counties that may use the .Gov site and gather information for the Board.

The Township hall needs the carpet cleaned. Phyllis will locate the phone number of the man who cleaned it prior and give the information to Stacie to contact for carpet cleaning.

PUBLIC COMMENT

Nick Vawter commented that we should gather hall rental information from our rental agreements.

Duke VanderArk commented and provided a map and drawing of the non-profit he is looking to construct on 9 Mile Rd across from Cottonwood Ave. He will be doing the proper paperwork to take to the Planning Commission for a Special use permit.

Dan Wanink mentioned that Barton Township puts out signs for their Township clean up day and wondered if we should do the same. The Board agreed not to do signs.

TREASURER'S REPORT

ROADS	\$144,089.67
EMS	\$ 51,411.84
FIRE	\$ 20.36
GEN. FUND	<u>\$273,414.77</u>
TOTAL	\$468,936.69

Motion to approve Treasurer's report was made by Stacie Langworthy and seconded by Stephanie Morgan. 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 Dan Wanink and seconded by Stacie Langworthy. All Ayes. Motion carried.

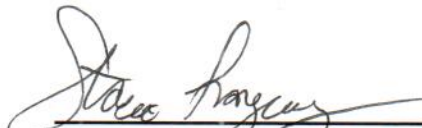
PUBLIC COMMENT

Dan Wanink brought the news letter that is currently being produced to go out in the tax bills.

Tim Boerma commented that Nick Vawter is not paid in his contract to enforce a junk ordinance and would have to be paid more to do so.

Motion to adjourn the meeting was made by Dan Wanink and seconded by Stephanie Morgan. All Ayes. Motion carried.

Meeting adjourned at 8 :03 PM


Stacie Langworthy, Clerk

Norwich Township

Zoning Administrator's Monthly Report April 2025

Nick Vawter

4-11-25

I received a call from Christine Yeager about which mobile homes are permitted to be placed on property. I reviewed this with her and am awaiting her Zoning Application.

4-12-25

I received a visit from Duke VanderArk and he was inquiring about erecting 3 bunkhouses on a separate parcel he owns adjoining his Broken Wheel Ranch. I'm awaiting a site plan from him to review.

4/14/25

I received a call from a realtor named Collen Willis who was showing the house at 6827 E Hungerford Dr. She wanted to know if there were additional development plans for the property where the Bed and Breakfast is. I informed her they have plans to build a home on a parcel that was divided last year and that's all I'm aware of.

4/22/25

I received a call from Ben Avery who owns a home on Pierce Dr. He had questions about erecting a fence in his front yard. I reviewed the ordinance with him and he will proceed with a fence that aligns with the ordinance.

4/25/25

I received a call from Paul Mally. He was concerned about septic tanks that had placed in his neighbors driveway. I told him I don't approve septic installations, and at this time I don't have any zoning permit requests for construction.

4/30/25

I received a call from a prospective home buyer named Pete, looking at the home at 6827 E Hungerford Dr. He was requesting information about erecting a pole barn once he completes the purchase. I informed him of his restrictions and sent him a Zoning Permit.

Norwich Township Presentation of Checks/Expenditures for May 2025

Check Date	Check #	Payee	Amount	Memo
05/14/2025	7619	Great Lakes Energy Cooperative	\$167.80	Hall Electric \$119 & Cemetery Electric \$48.80 (Billing Period: 03/23/2025 - 04/23/2025)
05/14/2025	7620	Bloom Sluggett, PC	\$37.00	Invoice #: 26293 for Phone Call w/ Clerk regarding sick leave and election workers' accumulation of sick leave benefits (0.20 hours)
05/14/2025	7621	TruGreen Commercial	\$62.00	Invoice #: 207039198 for Town Hall Lawn Treatment Service on 04/17/2025
05/14/2025	7622	BS&A Software	\$504.00	Invoice #: 160530 for Assessing System - Annual Service/Support Fee per Contract (Dates: 05/01/2025 - 05/01/2026)
05/14/2025	7623	Ferris Printing Services	\$130.00	Invoice #: 23515 for Hall Rental Agreement forms \$65 & Internet Agreement Forms \$65
05/14/2025	7624	Trustream (Great Lakes Energy C	\$207.17	Internet Service for Partial April \$56.72, May \$76.46 & June \$73.99
05/14/2025	7625	State of Michigan	\$112.14	MI Withholding Annual Return 2024 Penalty \$96.17 and Interest \$15.97
05/14/2025	7626	David Adams	\$37.43	ZBA Per Diem (\$42.50) - Deductions (\$5.07)
05/14/2025	7627	Angela Barnes	\$150.00	Election Worker Wages
05/14/2025	7628	Elery Barnes	\$112.43	Election Worker Wages (\$75) + ZBA Per Diem (\$42.50) - Deductions (\$5.07)
05/14/2025	7629	Richelle Boerma	\$375.90	Election Assistant Wages (\$357) + Election Mileage Reimbursement (\$18.90)
05/14/2025	7630	William Bonning	\$37.43	ZBA Per Diem (\$42.50) - Deductions (\$5.07)
05/14/2025	7631	Phyllis Carlson	\$86.70	Election Worker Wages (\$82.50) + Election Mileage Reimbursement (\$4.20)
05/14/2025	7632	Jill Gregory	\$157.03	Election Worker Wages (\$135) + Hall Janitor Per Diem (\$25) - Deductions (\$2.97)
05/14/2025	7633	Dakota Jones	\$290.28	Election Training Wages (\$30) + Election Worker Wages (\$225) + Election Mileage Reimbursement (\$35.28)
05/14/2025	7634	Stacie Langworthy	\$705.70	Election Assistant Wages (\$433.50) + Election Mileage Reimbursement (\$123.20) + QuickBooks Online Reimbursement (\$149)
05/14/2025	7635	Joel Schultz	\$46.25	ZBA Chairperson Per Diem (\$52.50) - Deductions (\$6.25)
05/14/2025	7636	Daniel Wanink	\$516.61	Election Worker Wages (\$15) + Contracted Cemetery Stump Grinding (\$250) + Hall Light Bulbs & Supplies Reimbursement (\$223.61) + Hall Mileage Reimbursement (\$19.60) + Cemetery Mileage Reimbursement (\$8.40)
05/14/2025	7637	Janet Wenger	\$81.49	ZBA Secretary Per Diem (\$92.50) - Deductions (\$11.01)
Total Checks #7619 - 7637			\$3,817.36	