

NORWICH TOWNSHIP BOARD MEETING

SEPTEMBER 11, 2024

APPROVED MINUTES

The Norwich Township Board met at 7:00 PM on Wednesday, September 11, 2024.

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

Public present: Nick Vawter, Richelle Boerma, Dakota Jones, Stephanie Morgan, Judy Davis

Tim Boerma called the meeting to order at 7:00 PM and led the attendees with the Pledge of Allegiance.

Motion to Approve August 14, 2024 Draft Minutes was made by Tim and seconded by Stacie. All Ayes motion carried.

OLD BUSINESS

Dan gave update on Town hall bids. He is still waiting to hear back.

Dan gave an update on cemetery tree bids: Saving Grace gave an \$8,200 Bid cutting trees and no hauling of wood and not removing stumps. Cooks gave a Bid of \$15,400 cutting trees and no hauling of wood and not removing stumps.

A motion was made by Stacie and seconded by Tim to accept Saving Grace Tree removal Bid. All Ayes. Motion carried.

The Board discussed the Sexton position. Tim is going to contact Mark and get a job description and Stacie is going to locate the Sexton's contract to find out pay information. Phyllis will be putting availability of Sexton position on the web page. The Board is sending the Cemetery Ordinance to the Planning Commission for review because it has not been reviewed since 2005. Phyllis is working on the cemetery map.

NEW BUSINESS

Stacie updated the Board on security camera reimbursement. She is currently waiting for the Government to add her as an Administrator to the Sams account so she can submit the paperwork.

Stacie brought the information to the Board about getting a free ballot box . It is a \$1,725.00 savings. The Township will have to pay for the installation and then submit for reimbursement. Motion was made by Tim and Seconded by Dan to go ahead with ordering the ballot box. All Ayes. Motion carried.

The Board approved the L4029. Motion was made by Tim and seconded by Dan. All Ayes. Motion carried.

Stacie provided the Board with the Quarterly Budget Reports.

Stacie gave an update on Workers Comp Audit. The audit will be submitted Thursday or Friday. Had a delay because people were on vacation that she needed information from.

Dakota Jones gave an update on the SSA and IRS corrections. The Township received a letter from the IRS stating that we needed to make some corrections on our prior withholdings. We will also have to correct our 941 quarterlies. The Township is paying back workers for taxes that should not have been taken. This also means that we will have to issue a corrected W-2 to employees. A letter will have to be signed by each employee and when that is completed our corrected 941 forms can be submitted. Stacie and Dakota will be in touch with the employees that were affected..

An Amendment to the budget was needed for the tree work at the cemetery. A motion was made by Tim to move \$8500.00 from the GF to the cemetery professional fund and seconded by Stacie. All Ayes. Motion carried.

ZONING ADMIN. REPORT

See attached

PUBLIC COMMENT

None

TREASURER'S REPORT

EMS \$ 50,563.86

FIRE \$ 370.57

ROADS \$ 69,587.75

GENERAL FUND \$ 286,507.38

TOTAL \$407,029.56

A motion was made to approve Treasurer's report by Stacie and seconded by Jennifer. All Ayes. motion carried.

PRESENTATION OF CHECKS

Treasurer Phyllis Carlson presented the following checks for approval:

7445 Elery Barnes

\$ 4.02 SS & Medicare reim.

7446 Angela Barnes

\$ 18.07 SS & Medicare reim.

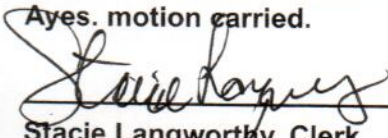
7447 Richelle Boerma	\$ 22.27 SS & Medicare reim.
7448 Timothy Boerma	\$ 8.82 SS & Medicare reim.
7449 Jill Gregory	\$ 8.03 SS & Medicare reim.
7450 Eric Morgan	\$ 7.46 SS & Medicare reim.
7451 Joni Morgan	\$ 74.93 SS & Medicare reim.
7452 Michael Morgan	\$ 2.53 SS & medicare reim.
7453 Pamela Morgan	\$ 3.21 SS & Medicare reim.
7454 Joel Schultz	\$ 5.58 SS & Medicare reim.
7455 Joel Schultz	\$ 14.06 SS & Medicare reim.
7456 Jill Gregory	\$ 13.66 SS & Medicare reim.
7457 Elery Barnes	\$ 28.23 SS & Medicare reim.
7458 Richelle Boerma	\$ 40.93 SS & Medicare reim.
7459 Timothy Boerma	\$ 14.40 SS & Medicare reim.
7460 Angela Barnes	\$ 65.10 SS & Medicare reim.
7461 Marla Estes	\$ 13.66 SS & Medicare reim.
7462 Jennifer Kailing	\$ 10.35 SS & Medicare reim.
7463 Phyllis Carlson	\$ 15.29 SS & Medicare reim.
7464 Great Lakes Energy	\$ 156.80 Hall/Cemetery
7465 James Dennis	\$ 340.00 Lawn care hall/cemetery
7466 Brian Story	\$ 2,308.75 Assessor wages
7467 Richelle Boerma	\$ 121.21 Deputy Sup. wages
7468 VOID	VOID
7469 Nick Vawter	\$ 848.47 Zoning Admin. Wages
7470 Jennifer Kailing	\$ 349.08 Trustee wages
7471 Daniel Wanink	\$ 349.08 Trustee wages
7472 Dakota Jones	\$ 121.21 Deputy Clerk wages
7473 Judith Davis	\$ 121.21 Deputy Treas. Wages
7474 Stacie Langworthy	\$ 2,746.76 Clerk wages/reimb.
7475 Phyllis Carlson	\$ 2,451.51 Treasurer wages/ reim.
7476 Timothy Boerma	\$ 1,685.39 Supervisor wages

Dan made a motion to approve the checks to pay the bills and Stacie seconded. All ayes. Motion carried.

Motion made by Phyllis to approve check number 7476 for Tim Boerma to replace voided check number 7468 seconded by Stacie. All Ayes. Motion carried.

PUBLIC COMMENT

Motion to adjourn meeting was made by Jennifer and seconded by Tim at 8:00PM. All Ayes. motion carried.


Stacie Langworthy, Clerk

Norwich Township

Zoning Administrator's Report August 2024

Nick Vawter

08/08/24

I received a call from Christina Witte on 6291 E Tyler St. She was needing a Zoning permit to erect a 14'x32' Storage building. Her request was conforming so I issued her permit.

08/14/2024

I received a call from Lori Hatchew about adding an enclosed porch on her mother's home at 7453 9 Mile Rd. She filled out a Zoning application which I approved.

08/26/24

I received a call from Tony Foster inquiring how to obtain a parcel ID for a 40 acre parcel that he purchased from his Father-in-Law at 6836 N Cottonwood. After numerous phone calls with Tony, his realtor, Ryan Coffee, and the County. He has obtained his parcel ID. I had to process his land division without a survey. The Land Division Act allows for a person to forego a survey as long as the remaining parent parcel, and the newly created child parcel are no less than 40 acres.