

**NORWICH TOWNSHIP BOARD MINUTES
JUNE 11, 2025
DRAFT MINUTES**

The Norwich Township Board met at 7:00 PM on Wednesday June 11, 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

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

Motion to approve May 14, 2025 Draft minutes was made by Jennifer Kailing 2nd by Phyllis Carlson. All Ayes. Motion carried.

COMMITTEE REPORTS

- Zoning Admin. Report- See attached
- Planning Com. Report- Jennifer Kailing stated that Survey was complete. It also has a QR code for easy use. Surveys are due back by September 1, 2025.
- ZBA Report- None
- BOR Report- None

UNFINISHED BUSINESS

Stephanie Morgan gave an update on . GOV . She found one in Bridgeton Township and the Board is going to look at it.

Stacie Langworthy updated the Board that the carpet cleaning will cost the same as last time. She will call the company and have them contact Phyllis for a time to clean the carpets, so she can unlock the door for them.

Stacie Langworthy updated the Board that the sick time policy needs to be completed by October 2025. She is going to do some more checking on this matter.

Our clean up day volunteers this Saturday will be Joel Schultz, Phyllis Carlson, Stephanie Morgan. Thank you for volunteering.

The Cemetery Ordinance is ready for the next steps. There were no changes to the rules, only cleaning up some wording. Stacie is doing some checking to see how we need to proceed with the finalization of the ordinance.

NEW BUSINESS

Stacie Langworthy is going to find out if it is cheaper to order checks by quantity and purchase more checks accordingly.

The purchase of flags and holders for the cemetery have been tabled to next month so Stacie Langworthy can get prices. She will provide the information to the Board next month.

The Board read over the engagement letter from Gabridge and CO prior to the meeting and all members were satisfied with the letter.

The Board discussed whether 2 dumpsters are enough for clean-up day. Phyllis Carlson will order another dumpster if at 10:00 AM it looks like they will both be full before noon.

The Board discussed the hall use for 55+ group. Dan Wanink will reach out to Amy, the supervisor of the outreach program for the 55+ group, to determine if the program will continue and under what conditions.

Stacie Langworthy is going to talk with Richelle Boerma about getting a resignation letter from Marcia Stroko effective July 1, 2025 and the Board can look for a replacement for her spot on the Planning Commission.

PUBLIC COMMENT

Dan Wanink went to the visitors Bureau and brought brochures and things to the hall for people to take.

TREASURER'S REPORT

ROADS	\$ 52,337.80
EMS	\$ 770.43
FIRE	\$ 146,813.87
GEN. FUND	<u>\$ 271,322.15</u>
TOTAL	\$ 471,244.25

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

PRESENTATION OF CHECKS

Treasurer Phyllis Carlcon presented the following checks for approval:

SEE ATTACHED PRESENTATION OF CHECKS/EXPENDITURES REPORT

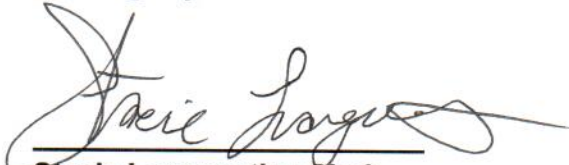
Motion to approve the checks to pay the bills was made by Stacie Langworthy 2nd Dan Wanink . All Ayes. Motion carried.

PUBLIC COMMENT

NONE

Motion to adjourn the meeting was made by Jennifer Kailing 2nd Stephanie Morgan. All Ayes. Motion carried.

Meeting adjourned at 7 :50 PM



Stacie Langworthy, Clerk

Norwich Township

Zoning Administrator's Monthly Report May 2025

Nick Vawter

5-28-25

I received a visit from Louise Johnson who recently purchased property at 6155 E 7mile Rd. She filled out a Zoning permit for construction to an existing structure on her property to have a contractor convert it into a Barndaminium. I approved her application.

Norwich Township Presentation of Checks/Expenditures for June 2025

Check Date	Check #	Payee	Amount	Memo
06/11/2025	7638	Great Lakes Energy Cooperative	\$161.77	Hall Electric \$112 & Cemetery Electric \$49.77 (Billing Period: 04/23/2025 - 05/22/2025)
06/11/2025	7639	Truestream (Great Lakes Energy Coop.	\$73.99	Internet Service (Billing Period: 07/01/2025 - 07/31/2025)
06/11/2025	7640	TruGreen Commercial	\$373.00	Invoice #: 208868142 for Town Hall Lawn Treatment Service on 05/16/2025 for \$62 Invoice #: 208868077 for Cemetery Lawn Treatment Service on 05/16/2025 for \$311
06/11/2025	7641	Newaygo County Equalization	\$1,152.80	Invoice #Tw25Contracts-020 for Tax Administration Contract
06/11/2025	7642	Complete Cleaning & Restoration Inc.	\$377.55	Carpet Cleaning for Town Hall on 06/04/2025
06/11/2025	7643	Michigan Townships Association	\$557.38	MTA Township Dues for 07/01/2025 - 06/30/2026
06/11/2025	7644	Jeff Berkompas (Custom Cut)	\$392.00	Invoice #20255 for Contracted Lawn Care Services: Town Hall \$144 & Cemetery \$248
06/11/2025	7645	Transparent Accounting Solutions	\$210.00	Invoice #25-0604 for Contracted Accounting Services (March - June 11, 2025)
06/11/2025	7646	Angela Barnes	\$37.46	Planning Board Per Diem (\$42.50) - Deductions (\$5.04)
06/11/2025	7647	Richelle Boerma	\$46.26	Planning Board Chairperson Per Diem (\$52.50) - Deductions (\$6.24)
06/11/2025	7648	Timothy Boerma	\$115.62	Deputy Supervisor Quarterly Salary (\$131.25) - Deductions (\$15.63)
06/11/2025	7649	Phyllis Carlson	\$2,308.22	Treasurer Quarterly Salary (\$2,500) + Website Manager Quarterly Salary (\$120) - Deductions (\$311.78)
06/11/2025	7650	Judith Davis	\$115.62	Deputy Treasurer Quarterly Salary (\$131.25) - Deductions (\$15.63)
06/11/2025	7651	Jill Gregory	\$59.47	Planning Board Per Diem (\$42.50) + Hall Janitor Per Diem (\$25) - Deductions (\$8.03)
06/11/2025	7652	Dakota Jones	\$115.62	Deputy Clerk Quarterly Salary (\$131.25) - Deductions (\$15.63)
06/11/2025	7653	Jennifer Kailing	\$370.47	Trustee Quarterly Salary (\$378) + Planning Board Per Diem (\$42.50) - Deductions (\$50.03)
06/11/2025	7654	Stephanie Morgan	\$333.03	Trustee Quarterly Salary (\$378) - Deductions (\$44.97)
06/11/2025	7655	Stacie Langworthy	\$2,424.50	Clerk Quarterly Salary (\$2,500) - Deductions (\$297.50) + Election Stamps Reimb. (\$73) + QuickBooks Reimb. (\$149)
06/11/2025	7656	Ezra Scott	\$37.46	Planning Board Per Diem (\$42.50) - Deductions (\$5.04)
06/11/2025	7657	Brian Story	\$2,202.50	Assessor Quarterly Salary (\$2,500) - Deductions (\$297.50)
06/11/2025	7658	Marcia Stroko	\$37.46	Planning Board Per Diem (\$42.50) - Deductions (\$5.04)
06/11/2025	7659	Nick Vawter	\$809.42	Zoning Admin Quarterly Salary (\$918.75) - Deductions (\$109.33)
06/11/2025	7660	Daniel Wanink	\$1,637.23	Supervisor Quarterly Salary (\$1,825) - Deductions (\$217.17) + Supervisor Mileage Reimb. (\$29.40)
Total Checks #7638 - 7660			\$13,948.83	