

**NORWICH TOWNSHIP BOARD MINUTES
DRAFT MINUTES
NOVEMBER 12, 2025**

The Norwich Township Board met at 7:00 PM on Wednesday, November 12, 2025 at the Norwich Township Hall.

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

Absent: Supervisor Dan Wanink.

Clerk Stacie Langworthy appointed Treasurer, Phyllis Carlson to lead the meeting with other board members' approval.

Staff present: Nick Vawter, Zoning administrator

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

Motion to approve October 8, 2025 Draft minutes was made by Stacie Langworthy 2nd by Jennifer Kailing. All Ayes. Motion carried.

PUBLIC COMMENT

None

COMMITTEE REPORTS

- Zoning Admin. report- See attached
- Planning Commission report- Jennifer Kailing updated the Board that Angela Barnes will be accepting the Planning Commission Chair position.
- ZBA report- Stacie Langworthy updated the Board that they had training at their last meeting.
- BOR- report- None

UNFINISHED BUSINESS

Stacie Langworthy updated the Board that the township did not have a light bill this month. We have received some credit for the incorrect charges that Dan has been working on. It is a work in progress.

NEW BUSINESS

Stacie Langworthy asked the Board about purchasing an outside locked bulletin board for posting meeting and election materials etc. The cost should not exceed \$260.00 including tax and shipping. Phyllis Carlson made a motion to approve and Stacie Langworthy 2nd. All Ayes. Motion carried.

TREASURER'S REPORT

EMS	53,212.20
FIRE	782.11
ROADS	152,101.85
GEN. FUND.	<u>257,212.24</u>
TOTAL \$	463,308.40

A Motion to approve Treasurer's report was made by Stacie Langworthy and 2nd by Stephanie Morgan. All Ayes. Motion Carried.

PRESENTATION OF CHECKS

Deputy Treasurer Nick Vawter 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 Stephanie Morgan 2nd by Jennifer Kailing. All Ayes. Motion carried.

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

Meeting adjourned at 7:00 PM.

Stacie Langworthy, Clerk

Norwich Township

Zoning Administrator's Monthly Report October 2025

Nick Vawter

10-02-25

I received an email and voicemail from Joseph Hewlett who was inquiring about building a home on his parents property in Norwich Township. I returned his call and voicemail asking for more information, but haven't heard back.

10-07-25

I received an email from an Amy with Mill's Roofing and Siding. She was wanting a permit to replace a roof on a customers home in Norwich Township. I replied that no permit was required from the Township.

10-09-25

I received a visit from matt Knight who owns property on 5004 N Cypress Ave. He was looking for a Zoning permit to have GLE install his electrical service. I made a call to the Newaygo Co building Dept and let them know a Zoning permit is not required.

10-15-25

I received a call from realtor Taylor Kobacher who was inquiring for a client if they were permitted to have 3-4 goats on a property they were looking at on 6618 N Cypress Ave. should they purchase it. I replied Yes.

Township of Norwich, County of Newaygo, State of Michigan
Presentation of Checks/Expenditures Draft Report: November 12, 2025

Accounts Payable

Check Date	Check #	Payee	Amount	Memo
11/12/2025	7731	Truestream (Great Lakes Energy Cooperative)	\$73.99	Utilities: Internet for Town Hall (Billing Period: 12/01/2025 - 12/31/2025)
11/12/2025	7732	Michigan Townships Association	\$417.00	Order #: 460790 for the 2025 Supervisors' Professional Development Retreat
11/12/2025	7733	Transparent Accounting Solutions LLC (Dakota Jones)	\$166.25	Invoice #: 25-1101 for Accounting Services
11/12/2025	7734	Mecosta County EMS	\$8,709.79	Invoice #: 2024 for EMS Service Response Year 2024 (Levy 0.3000 for Taxable Value \$29,032,645)
11/12/2025	7735	Newaygo County Road Commission	\$48,763.29	1. Final Invoice #: 2025-041 for Project #497.08.11 (\$13,926.14) [Reseal 9 Mile Rd West of Cypress Ave and Dogwood South - approx. 0.75 miles] 2. Final Invoice #: 2025-042 for Project #497.08.12 (\$18,305.41) [Reseal Hungerford Lake Dr. West of Cypress Ave - approx. 0.75 miles] 3. Final Invoice #: 2025-042 for Project #497.08.13 (\$13,009.06) [Reseal Pierce Dr. East of Cypress Ave - approx. 0.50 miles] 4. Final Invoice #: 2025-042 for Project #497.08.14 (\$3,522.68) [Reseal Hardwick Dr. East of Pine Ave - approx. 600 ft]
Total Accounts Payable			\$58,130.32	

Payroll & Employee Reimbursements

Check Date	Check #	Payee	Amount	Memo
11/12/2025	7736	Jill Gregory	\$103.52	ZBA Member Per Diem for the 10/15/2025 Meeting (\$42.50) + Hall Janitor Per Diems for 10/18/2025, 11/01/2025 & 11/08/2025 Rentals (\$25.00 x 3 = \$75.00) - Deductions (\$13.98)
11/12/2025	7737	David Adams	\$37.43	ZBA Member Per Diem for the 10/15/2025 Meeting (\$42.50) - Deductions (\$5.07)
11/12/2025	7738	Elery Barnes	\$37.43	ZBA Member Per Diem for the 10/15/2025 Meeting (\$42.50) - Deductions (\$5.07)
11/12/2025	7739	Stacie Langworthy	\$510.54	Reimbursements Check: 1. Reimb. Clerk's Office Supplies: Printer Toner [Brother - 4 pack] (\$304.21) 2. Reimb. QuickBooks Online Accounting Software Subscription [Invoice #10001434654667 on 10/12/2025] (\$165.00) Note: Expense is split 50/50 between Clerk and Treasurer Operating Expenses 3. Reimb. Clerk's Office Supplies: Binders & Clips [Meijer on 10/18/2025] (\$16.93) 3. Reimb. Election Postage [United States Postal Service on 11/08/2025] (\$24.40)
11/12/2025	7740	Daniel Wanink	\$513.84	Reimbursements Check: 1. Reimb. Hotel Expense for MTA Supervisors' Professional Development Retreat in Frankenmuth, MI [Bavarian Inn on 10/09/2025 for \$171.52 & 10/13/2025 for \$171.52] (\$343.04) 2. Reimb. Mileage to MTA Supervisors' Professional Development Retreat in Frankenmuth, MI (244 miles @ 0.70/mile = \$170.80)
11/12/2025	7741	Janet Wenger	\$81.49	ZBA Secretary Per Diem for the 10/15/2025 Meeting (\$92.50) - Deductions (\$11.01)
Total Payroll & Reimbursements			\$1,284.25	

Total Accounts Payable & Payroll Expenditures \$59,414.57