

**NORWICH TOWNSHIP BOARD MEETING
NOVEMBER 13, 2024
APPROVED MINUTES**

The Norwich Township Board met at 7:00 PM on Wednesday, November 13, 2024.

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

Absent: None

Public Present: Richelle Boerma, Judy Davis, Stephanie Morgan

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

Motion to approve October 9, 2024 minutes was made by Jennifer Kailing and seconded by Tim Boerma. All Ayes. Motion carried.

OLD BUSINESS

Dan gave an update on mowing. He met with Matt from M & M. They discussed a couple different ways for contracting prices for the Hall and the Cemetery. Dan is going to get a firm quote so the Board can make a more accurate price for next year's contract. The Supervisor and Clerk will have a better idea of the funds needed to prepare the next year's budget.

The Board discussed the Sexton duties list and Dan mentioned that he may be interested in the position. A couple of pay options were mentioned as follows: \$25 an hour at 5 hours a month paid quarterly or \$126 a month paid quarterly. The Board decided to table until next month and let the Planning Commission discuss it at their December meeting and give a report to the Board at the December Board meeting.

The Board also discussed designing the Cemetery map on the computer. Jennifer from Goodwell Township may be able to provide some assistance with this project. Dan and Phyllis are going to be checking on this. Dan will talk to Mark and see what he already has on the computer. Phyllis will talk to Jennifer. They will give the Board an update on the information they gather.

It was also mentioned that the Cemetery has headstones that no longer have family to care for and they need to be cleaned. Some suggestions were to ask for volunteers from the Township or Boy/Girl Scouts or even Community Service.

Dan updated the Board that he has sprayed 3 times for the bees and they are still there.

Dan said that the tree removal at the Cemetery was complete and looks good. They did a nice job .

Stacie mentioned that Joel Schultz had offered to rent a stump grinder for \$550.00 and grind the stumps at no charge for labor. The Board discussed this and decided that the large stumps outside the fence would be fine to leave. The 2 spruce stumps in the Cemetery should be cleaned up. Tim felt that Joel could possibly rent a smaller grinder for those trees for less. The Board decided to ask Joel if he could rent a smaller grinder for no more than \$250.00 to grind the 2 spruce stumps.

A motion was made by Dan Wanink and seconded by Stacie Langworthy for the rental of a stump grinder no more than \$250.00. All Ayes. Motion carried.

NEW BUSINESS

Stacie informed the Board that we received our Election reimbursement from the February Primary Election.

Tim installed the new ballot box

Stacie will submit for reimbursement for the security cameras and supplies to install ballot box within 9 days after the November election.

Dan talked about seal coating the parking lot before painting the lines. Tim said that it was just done a couple years ago and did not last. Tim mentioned re-paving the parking lot. Dan agreed to get quotes on both paving and seal coating the parking lot.

A motion was made by Phyllis Carlson and seconded by Stacie Langworthy to amend the budget by moving \$20.00 from the General Fund to the Chargeback for Admin. Fees. All ayes. Motion carried.

Dakota is to submit the Medicare and Social Security correction papers for the years 2022-2023.

Dan Wanink asked about purchasing 2 Plat Books and an updated wall map for the Hall.

Tim Boerma made a motion to purchase a plat book for Dan and one for Nick Vawter along with an updated wall map not to exceed \$100.00 and Jennifer Kailing seconded it. All Ayes. Motion carried.

Stacie updated the Board that she has new reimbursement forms at the hall and will be having new time sheets soon. She needs to have all of these submitted no later than the Sunday before the monthly Board meeting.

Stacie provided Dan Wanink with this year's snow plowing contract to get signed and that she will be making the new shoveling contract ASAP.

Phyllis Carlson updated the Board regarding the State of Michigan's requirement of an annual audit. The Township is no longer eligible for filing a biennial audit due to the failure of H&S Companies to file the 2020-21 audit by September 30, 2021. The 2022-23 annual was also delinquent and not filed by September 30, 2023 but instead was filed in March of 2024. The State is requiring an audit of 2023-24 and five consecutive annual audits thereafter. Board agreed that Phyllis should contact the Township's new audit firm of Gabridge Co. to set up the 2023-24 audit.

ZONING ADMIN REPORT

See Attached

PUBLIC COMMENT

None

TREASURER'S REPORT

EMS	\$ 23,625.75
FIRE	\$ 373.29
ROADS	\$ 70,093.15
GEN. Fund	\$ <u>291,117.05</u>
TOTAL	\$ 385,209.24

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

PRESENTATION OF CHECKS

Treasurer Phyllis Carlson presented the following checks for approval:

7492 Great Lakes Energy	\$ 159.84 Hall/Cemetery
7493 Newaygo Co. Rd Comm.	\$ 38,638.17 Cottonwood Ave
7494 Amazing Grace Tree Serv.	\$ 8,200.00 Cem. tree removal
7495 Freeman Propane	\$ 79.30 Hall
7496 Stratz Heating	\$ 253.00 Furnace repair/Hall

7497 Newaygo Co. Clerk	\$ 345.74 Early Voting fee
7498 Newaygo Co. Drains	\$ 961.13 Drains
7499 Newaygo Co. Treasurer	\$ 6.10 Charge back fee
7500 Tim Boerma	\$ 320.14 Elect. Wages /Reimb
7501 Richelle Boerma	\$ 325.55 Election wages
7502 Pat Wentland	\$ 71.81 Election wages
7503 James Dennis	\$ 340.00 mowing Hall/Cem.
7504 Jill Gregory	\$ 298.24 wages /Reimb/other
7505 Joel Schultz	\$ 109.25 ZBA/ Elect. Wages
7506 Janet Wenger	\$ 81.49 ZBA Secretary wages
7507 Elery Barnes	\$ 112.43 ZBA/Elect. Wages
7508 Judith Davis	\$ 157.99 Election Wages
7509 Angela Barnes	\$ 258.52 Election Wages
7510 Marla Estes	\$ 86.17 Election Wages
7511 Phyllis Carlson	\$ 228.11 Reimbursement
7512 Stacie Langworthy	\$ 349.30 Mileage/Reimb.
7513 Daniel Wanink	\$ 90.71 Reimb./ Mileage
7514 William Bonning	\$ 37.43 ZBA wage
7515 Dakota Jones	\$ 1,155.00 Account. / Training

A motion was made by Dan Wanink and seconded by Tim Boerma to approve the checks to pay the bills. All Ayes. Motion carried.

PUBLIC COMMENT

Richelle asked if she should keep her keys because she is on the Planning Board Chair. The Board said yes to keep her keys.

Motion to adjourn meeting was made at 8:27 PM by Stacie Langworthy and seconded by Tim Boerma. All Ayes. Motion carried.


Stacie Langworthy, Clerk

Norwich Township

Zoning Administrator's Monthly Report October 2024

Nick Vawter

10/03/2024

I received a call from Jeff Thomas who wanted to do a 5 acre split off his 73 acre parcel at 9410 N Pine Ave. His split was conforming so I approved his request.

10/07//2024

I received a call from Jim Widdis who owns property at 8455 E 7 mile rd. He was requesting a Zoning permit to make an addition onto his pole barn I approved his request.