

**NORWICH TOWNSHIP BOARD MINUTES
AUGUST 13, 2025
DRAFT MINUTES**

The Norwich Township Board met at 7:00 PM on Wednesday, August 13, 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 July 9, 2025 Draft minutes was made by Stacie Langworthy 2nd by Stephanie Morgan. All Ayes. Motion carried.

COMMITTEE REPORTS

- Zoning Admin. Report- See attached
- Planning Com. Report- Jennifer will talk with Richelle on the progress with the Cemetery ordinance for its final steps.
- ZBA Report- None
- BOR Report- The Board met and there was no business. See attached.

UNFINISHED BUSINESS

Stacie will order flags and holders but at a later date.

Dan updated the Board that the weeds are looking better at the cemetery and there was a water leak as well. Dan fixed the leak.

Dan placed a solar light at the cemetery and if the flag rope needs replacing Andy Cook will assist with his boomtruck. Thank you Andy.

Dan has been talking with GLE in regards to some light charges on the light bill. They are determining location and charges for the second light; it is possible

there is a billing error. An LED light was put in place of the Mercury vapor light at the Townhall.

Dan has not heard back from Chad Lacross in regards to the headstones.

Dan updated the Board that we are going to stay with GoDaddy for service provider and domain name for our website.

Dan Wanink appointed Josh Cline to fill the empty position on the Planning Commission. Stacie will meet with Josh and swear him in.

NEW BUSINESS

Stacie updated the Board of an error in the minutes for January 8, 2025. The minutes cannot be changed or corrected after they have been approved. She provided an Addendum to the Board and it will be added to the minutes.

Dan updated the Board that our road projects will still be completed but they are not to our area yet. Also the County will be doing some tree trimming along the roads.

Stacie updated the Board that there are no budget amendments needed at this time.

Stacie talked with Dan prior to the meeting about a free water sensor program for the Townhall and Dan agreed to install them and be in charge of them. Dan will be working on that shortly.

Dan is also the Cemetery manager and needs a computer to make the cemetery records digital. He asked the Board for approval to buy a computer. Phyllis Carlson made a motion for Dan to purchase a computer and software for up to \$1500.00 and Jennifer Kailing seconded. All Ayes. Motion carried.

Stacie informed the Board that check # 7635, issued to Joel Schultz for \$46.25 on May 14, 2025, was voided. The check was misplaced and a new check, #7687, was issued in its place.

PUBLIC COMMENT

None

TREASURER'S REPORT

ROADS	150,690.49
EMS	52,689.75
FIRE	774.99
GEN. FUND	<u>267,754.82</u>
TOTAL \$	471,910.05

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

PUBLIC COMMENT

NONE

Motion to adjourn the meeting was made by Stacie Langworthy, 2nd Phyllis Carlson . All Ayes. Motion carried.

Meeting adjourned at 8:02 PM

Stacie Langworthy, Clerk

Norwich Township

Zoning Administrator's Monthly Report July 2025

Nick Vawter

7-21-25

I received a Zoning permit request from Jim and Susan Toogood for a pool house. I'm still awaiting the completed form.

7-25-25

I received a call from Charles Cargill inquiring if his home could be made into a duplex for rentals. After consulting with our township supervisor it was determined that this is not in accordance with our ordinances.

Norwich Township Board of Review
Tuesday, July 22, 2025

July 22, 2025

Present:

Joel Schultz-Chairman

Elery Barnes-Member

Jill Gregory-Member

Brian Story-Assessor

Dan Wanink-Supervisor/Secretary

Joel Schultz called the meeting to order@1:00pm

No business

Meeting adjourned at 1:20pm.

Township of Norwich, County of Newaygo, State of Michigan
Presentation of Checks/Expenditures Draft Report: August 13, 2025

Accounts Payable

Check Date	Check #	Payee	Amount	Memo
08/13/2025	7673	D. & B. Brine, Inc.	\$1,820.00	Road Brining Contracted Services for 07/28/2025 Spread
08/13/2025	7674	TruGreen Commercial	\$62.00	Invoice #: 213527332 / Contracted Town Hall Lawn Treatment on 07/25/2025
08/13/2025	7675	Great Lakes Energy Cooperative	\$143.93	Utilities: Electric for Town Hall (\$93.47) & Cemetery (\$50.46) for Period: 06/21/2025 - 07/22/2025
08/13/2025	7676	Newaygo County Equalization	\$223.68	Invoice #: 2025-07-605 / Treasurer Operating Expenses (Revised Invoice for 2024 Prop Tax Admin)
08/13/2025	7677	Complete Cleaning & Restoration Inc	\$330.00	Invoice #: 5981 / Contracted Town Hall Carpet Cleaning on 07/10/2025
08/13/2025	7678	Mike's Dumpster Rentals	\$1,950.00	Invoice #: 2099 / Clean-up Day Dumpster Rental (3 Dumpsters @ \$650/each)
08/13/2025	7679	Trustream (Great Lakes Energy Cooperative)	\$73.99	Utilities: Internet for Town Hall (Billing Period: 09/01/2025 - 09/30/2025)
08/13/2025	7680	Transparent Accounting Solutions LLC (Dakota Jones)	\$420.00	Invoice #: 2025-0802 / Accounting & Audit Prep Services (Billing Period: 07/09/2025 - 08/13/2025)
08/13/2025	7686	BHS Insurance	\$5,940.00	Invoice #: 56078 / Property & Liability Insurance (+ Surety Bonds) Policy (Period: 08/01/2025 - 08/01/2026)
Total Accounts Payable			\$10,963.60	

Payroll & Employee Reimbursements

Check Date	Check #	Payee	Amount	Memo
08/13/2025	7681	VOIDED	VOIDED	VOIDED DUE TO ERROR
08/13/2025	7682	VOIDED	VOIDED	VOIDED DUE TO ERROR
08/13/2025	7683	VOIDED	VOIDED	VOIDED DUE TO ERROR
08/13/2025	7684	Daniel Wanink	\$109.18	Cemetery Repair Wages (\$34) - Taxes & W/H (\$4.05) + Reimb. Cemetery Repair Parts (\$15.25) + Reimb. Cemetery Misc - Solar Light (\$15.89) + Reimb. Town Hall Misc. - Solar Light (\$15.89) + Reimb. Hall Mileage (\$14) + Reimb. Cemetery Mileage (\$18.20)
08/13/2025	7685	Stacie Langworthy	\$992.70	Reimb. Clerk Office Supplies - Toner (\$86.38) + Reimb. Election Postage (\$12.20) + Reimb. QuickBooks Online - 2 Months (\$248) + Reimb. Hotels for 2 Conferences (\$646.12)
08/13/2025	7687	Joel Schultz	\$46.25	Replaces Voided Check #7635 (ZBA Wages - Taxes & W/H) from 05/14/2025
08/13/2025	7688	Joel Schultz	\$44.04	Board of Review Per Diem for 07/21/2025 Mtg (\$50) - Taxes & W/H (\$5.96)
08/13/2025	7689	Jill Gregory	\$44.04	Board of Review Per Diem for 07/21/2025 Mtg (\$50) - Taxes & W/H (\$5.96)
08/13/2025	7690	Elery Barnes	\$44.04	Board of Review Per Diem for 07/21/2025 Mtg (\$50) - Taxes & W/H (\$5.96)
Total Payroll & Reimbursements			\$1,280.25	

Total Accounts Payable & Payroll Expenditures \$12,243.85