

**NORWICH TOWNSHIP BOARD MINUTES
MARCH 12, 2025
APPROVED MINUTES**

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

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

Public present: Nick Vawter, Judy Davis, Richelle Boerma, Jill Gregory, Joel Schultz, Elery Barnes and Tim Boerma.

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

Motion to approve the February 12, 2025 minutes was made by Jennifer Kailing and seconded by Stephanie Morgan. All Ayes. Motion carried.

COMMITTEE REPORTS

Zoning Admin. Report
See attached

UNFINISHED BUSINESS

Phyllis Carlson made a motion to approve Board Members Wages for Trainings Resolution No. 2025-5 and seconded by Stephanie Morgan. All ayes. Motion carried.

Dan Wanink made a motion to approve Internet Usage agreement and Phyllis Carlson seconded. All Ayes. Motion carried.

Stacie Langworthy made a motion to approve hall rental agreement and seconded by Phyllis Carlson. All Ayes. Motion carried.

Phyllis Carlson noted the only change to Procedures and Internal Controls was on page 2. The review of invoices will be documented by both the Clerk and the Treasurer

Jennifer Kailing updated the Board on the Sexton's Duties and Cemetery Ordinance. Planning Board requested a hearing on the ordinance be held at their next regular meeting in June.

Phyllis Carlson made a motion to approve Dan Wanink to go to the MTA conference and Stacie Langworthy seconded it. All Ayes. Motion Carried.

NEW BUSINESS

The meeting was closed at 7:28 PM to have the Budget Hearing at 7:30 PM.

Meeting was reopened at 7:55 PM after the closing of the Budget Hearing.

Phyllis Carlson made a motion to approve Transparent Business Solutions LLC (Dakota Jones) Contract for FY 2025-2026 and was seconded by Stephanie Morgan. It was approved for wages up to \$1500.00 and any further charges be approved by the Board in advance. All Ayes. Motion carried.

Gabridge & Co are not able to prepare a financial statement, but one is required. It may be possible to engage the services of Dakota Jones, for an additional fee, to complete the statement.

Resolution No. 2025-01 to 2025-04 were approved in the Budget Hearing with Roll Call Vote.

Phyllis Carlson requested a balance of \$40.00 remain in the property tax checking account, during the off-season of March through June. Stacie Langworthy made a motion to approve this and Daniel Wanink seconded. All Ayes. Motion carried.

2023-2024 Audit review- the audit went very well and Gabridge and Company suggested that the Clerk have a sheet for the Treasurer to sign after she views the invoices. The Clerk made a sheet and started it at this meeting on March 12, 2025. The Board approved the audit.

Stacie Langworthy notified the Board that we fall under the new State Sick Leave Law. Stacie received approval from two Board members to call the lawyer and talk with them. The lawyer said that they could draw up a policy for this and it would cost between \$500 and a \$1,000. It would affect the election workers only. Board members are doing some more research before going forward with having the lawyer draw up a policy and will keep the Board updated on the progress.

Stacie Langworthy notified the Board that they need to have Township emails and not use their personal emails. There has been some issue in other townships with personal emails. The Supervisor and Trustees are the only Board members without Township emails at this time. Stacie stated that she will not be sending Township emails to their personal emails. The Board members will have an update on this at the next meeting.

The County sent their yearly estimates on the roads that they feel need our attention first. The board agreed to have Daniel Wanink talk with the County about these because there were a few questions the Board members had. Daniel Wanink has the Board's approval to go ahead with the 5 chip and seal projects and to omit any that may not be beneficial to do. Daniel Wanink made the motion to approve this and Jennifer Kailing seconded. All Ayes. Motion carried.

Phyllis Carlson made a motion to approve raising the Capitalization and Asset Policy from \$5,000 to \$10,000 and Stacie Langworthy seconded. All Ayes. Motion carried.

Phyllis Carlson made a motion to approve the final amendments to the 2024-25 Fiscal Year budget and seconded by Stephanie Morgan. All Ayes. Motion carried.

Phyllis Carlson made a motion to approve moving unused funds from some accounts back into the General Fund balance on hand. This allows savings to be replaced from what was borrowed during the 2024-25 Fiscal Year. Seconded by Daniel Wanink. All Ayes. Motion carried.

We need to have the newsletter completed by the May meeting for it to go out in the tax bills.

PUBLIC COMMENT

None

TREASURER'S REPORT

A portion of Constitutional Revenue Sharing was set aside in MI CLASS for road projects.

ROADS	\$ 139,373.14
EMS	\$ 50,555.76
FIRE	\$ 26,950.88
GEN. FUND	<u>\$ 286,686.99</u>
 TOTAL	 \$ 503,566.77

Motion to approve Treasurer's report : Stacie Langworthy seconded by Stephanie Morgan. All Ayes. Motion carried.

PRESENTATION OF CHECKS

Treasurer Phyllis Carlson presented the following checks for approval:

7567	Richelle Boerma	\$ 30.95	2024 Emp. Reimb. FICA
7568	Angela Barnes	32.80	2024 Emp. Reimb. FICA
7569	Elery Barnes	13.80	2024 Emp. Reimb. FICA

7570 Phyllis Carlson	10.04 2024 Emp. Reimb. FICA
7571 Marla Estes	5.46 2024 Emp. Reimb. FICA
7572 Stacie Langworthy	32.51 2024 Emp. Reimb. FICA
7573 Joel Schultz	11.50 2024 Emp. Reimb. FICA
7574 Jill Gregory	13.78 2024 Emp. Reimb. FICA
7575 Jennifer Kailling	8.05 2024 Emp. Reimb. FICA
7576 Bob Spedoski	390.00 Snow plowing X6
7577 Freeman Propane	305.94 Propane for Hall
7578 Scott McCumber	45.00 Shoveling
7579 Great Lakes Energy	189.80 electricity hall/ cemetery
7580 Apex Software	260.00 Maint. Renewal software
7581 Phyllis Carlson	2,354.04 salary/web/reimb.
7582 Stacie Langworthy	2,608.50 salary/QB/Reimb.
7583 Jennifer Kailing	370.46 Pl. Brd./ Trustee salary
7584 Stephanie Morgan	333.01 Trustee Salary
7585 Nick Vawter	809.42 Zoning Admin. Salary
7586 Elery Barnes	220.24 BOR wage
7587 Elery Barnes	44.04 BOR wages
7588 Joel Schultz	176.20 BOR wages
7589 Joel Schultz	44.04 BOR wages
7590 Timothy Boerma	115.63 Deputy Sup. wages
7591 Judith Davis	115.63 Deputy Tres. wages
7592 Dakota Jones	115.63 Deputy Clerk wages
7593 Richelle Boerma	46.25 Pl. Brd, wages
7594 Brian Story	2,202.50 Assessor salary
7595 Ezra Scott	37.43 Pl Brd. Wage
7596 Angela Barnes	37.43 Pl Brd Wage
7597 Marcia Stroko	37.43 Pl Brd Wage
7598 Jill Gregory	301.73 Pl. Brd/ BOR/ Janitor
7599 Jill Gregory	66.07 BOR/ Janitor
7600 Gabridge & Co. PLC	7,000.00 FY Audit 23-24
7601 The Pioneer Group	391.50 BOR notice
7602 Daniel Wanink	1,937.73 Sup. wages/Reim.
7603 Newaygo County Treasurer	731.36 Tax rolls
7604 Dakota Jones	280.00 FY 24-25 work
7605 Ferris Printing Services	Approved up to \$150.00 Printing Hall rental and Internet policies.
7606 Judith Davis	1.43 Emp. Reimb. FICA

Motion to approve checks to pay the bills made by Stacie Langworthy seconded by Daniel Wanink. All Ayes. Motion carried.

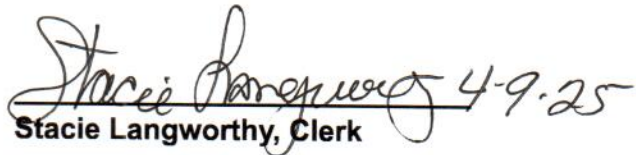
PUBLIC COMMENT

Joel Schultz asked the Board if there was a way that he could be paid very little or not at all for BOR and when he works elections. Stacie Langworthy, Clerk told him that she would be getting clarification on that and would get back to him.

Thank you to Dave Sillman for donating 3 pictures to the Town hall.

Motion to adjourn the meeting made by Jennifer Kailing and seconded by Daniel Wanink.
All Ayes. Motion carried.

Meeting adjourned 8:46 PM

 4-9-25
Stacie Langworthy, Clerk

Norwich Township

Zoning Administrator's Monthly Report February 2025

Nick Vawter

2-15-25

I received an email from a Charlie Chapman doing Solar research for a company called Paces. She was inquiring to see if our Ordinances on Solar and Wind have expanded beyond personal and residential use? Also wanting to know how we define Commercial use of such. And, if we have an Ordinance for BESS; Battery Energy Storage Systems. I replied that our Ordinances are strickly limited o personal use and that we don't expect then to change to commercial use.

2/22/2025

Dakota Thomas came to me for a Zoning Application to build a new home on his newly acquired 5 acre parcel at 9212 N Pine Ave. I provided him the application and he returned the same day and I approved his Zoning Application

2/24/2025

I received a call from a Jerry who was looking into purchasing 20 acres on Hungerford Dr. His questions were if he would be allowed to hunt on his property, which I replied that his only limitations would be to follow State regulations. He also asked it stick built homes were permitted, which I replied yes.

2/26/25

I received a call from a Tim Jelsema researching a property in Norwich Township. His questions involved well and septic placement which I replied the only township ordinance would be to follow the setback rules for property lines and whatever rules the County has. He also asked if we were still considering reducing the 330' road frontage rule. To which I replied, not to my knowledge.