

**NORWICH TOWNSHIP BOARD MINUTES  
SEPTEMBER 10, 2025  
DRAFT MINUTES**

The Norwich Township Board met at 7:00 PM on Wednesday, September 10, 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, Brian Fetterly and Larry Myers

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

Motion to approve August 13, 2025 Draft Minutes was made by Jennifer Kailing, 2nd by Daniel Wanink. All Ayes. Motion carried.

**COMMITTEE REPORTS**

- Zoning Admin. Report- See attached
- Planning Commission- Jennifer Kailing gave an update on the survey results.
- ZBA- None
- BOR-None

**UNFINISHED BUSINESS**

Dan Wanink made a motion to adopt the Cemetery Ordinance # 2025-01 and Phyllis Carlson 2nd. Clerk Stacie Langworthy held a roll call vote and all Ayes. Individual votes are recorded on the Ordinance. Ordinance declared adopted.

**NEW BUSINESS**

- Phyllis Carlson made a motion to adopt Resolution No. 2025-06 (hourly pay for Board members performing duties outside their statutory duties) and Daniel Wanink 2nd. Clerk Stacie Langworthy held a roll call vote and all Ayes. Individual votes are recorded on the Resolution. Resolution declared adopted.

- Stacie Langworthy made a motion to adopt Resolution No. 2025-07 (Cemetery managers pay of \$ 378.00 per quarter) Phyllis Carlson 2nd. Clerk Stacie Langworthy held a roll call vote and 4 Ayes and 1 Abstain. Individual votes are recorded on the Resolution. Resolution declared adopted.
- Judy Davis Deputy Treasurer put in her resignation effective September 30, 2025. Nick Vawter was sworn in by Clerk Stacie Langworthy to take over October 1, 2025 as Deputy Treasurer.
- The County was made aware of the road damage on 9 mile rd. that was caused by a car accident. They are going to see what they can do to fix it.
- Dan Wanink made a motion to approve up to \$100.00 for Stacie Langworthy, Clerk to be a notary and if her bond is good for no less than 5 years. Stephanie Morgan 2nd. All Ayes. Motion carried.
- Stacie talked about her conference for the Bureau of Elections and how much valuable information there was at the conference.
- Stacie learned at the conference that we should have the Board members hours posted. The board agreed to table until next month.
- The township needs letterhead. Stacie is going to type a letterhead and send it to Dan to look at.
- Clerk Stacie Langworthy provided the board with the quarterly budget.
- Dan and Stacie signed the representation letter from the auditors. The township had a good audit this fiscal year.
- Richelle Boerma resigned from the Planning Commission Chair and Election Assistant. The Planning Commission will see if any of the members are interested in being Chair. Stacie will be looking for an Election assistant.
- Stacie needs to purchase an election transfer bag. The cost is \$17.00. Dan Wanink made a motion to approve the purchase of the transfer bag and Stephanie Morgan 2nd. All Ayes. Motion carried.
- September 23, 2025 @ 9 AM the 55 plus group will be meeting at the Norwich Township hall for games and snacks.

### **PUBLIC COMMENT**

Larry Myers asked about where to obtain a building permit and who to talk to about lowering his property taxes.



### **TREASURER'S REPORT**

ROADS	151,177.56
EMS	52,869.45
FIRE	777.46
GEN. FUND	<u>267,248.81</u>
TOTAL	\$ 472,073.28

Motion to approve Treasurer's report was made by Stacie Langworthy 2nd by Stephanie Morgan. 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 Stacie Langworthy 2nd by Jennifer Kailing. All Ayes. Motion carried.

### **PUBLIC COMMENT**

none

Motion to adjourn the meeting was made by Stephanie Morgan, 2nd by Daniel Wanink. All Ayes. Motion carried.

Meeting adjourned at 7:57 PM.

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Stacie Langworthy, Clerk

Norwich Township

Zoning Administrator's Monthly Report August 2025

Nick Vawter

8-208-25

I received a Zoning permit request from Tracy Parker for a utility shed.  
I'm still awaiting the completed form.

8-18-25

I received a call from Eric Morgan asking for me to approve his land division request.  
He portioned off 5 acres/home from his property at 6752 8 Mile Rd. I was on vacation so  
I contacted Phyliss Carlson and she assisted by signing my name and helping Eric get his  
approval.

**Township of Norwich, County of Newaygo, State of Michigan**  
**Presentation of Checks/Expenditures Draft Report: September 10, 2025**

**Accounts Payable**

Check Date	Check #	Payee	Amount	Memo
09/10/2025	7691	Great Lakes Energy Cooperative	\$143.66	Utilities: Electric for Town Hall (\$94.72) & Cemetery (\$48.94) for Period: 07/22/25 - 08/22/25
09/10/2025	7692	Truestream (Great Lakes Energy Cooperative)	\$73.99	Utilities: Internet for Town Hall (Billing Period: 10/01/25 - 10/31/25)
09/10/2025	7693	Jeff Berkompas Custom Cut	\$570.00	Invoice #: 20259 for July Mowing Services & Invoice #: 20829 for August Mowing Services
09/10/2025	7694	Michigan Townships Association	\$367.00	Invoice #: 425941 (2025 Clerks' Professional Development Retreat in Frankenmuth)
09/10/2025	7695	Finley Robinson (Daniel Wanink)	\$300.00	Contracted Town Hall Repair & Maintenance Services (Weeding, painting sign & parking lot lines)
09/10/2025	7696	Transparent Accounting Solutions LLC (Dakota Jones)	\$280.00	Invoice #: 25-0902 for Contracted Accounting Services (Billing Period: 08/14/25 - 09/10/25)
<b>Total Accounts Payable</b>			<b>\$1,734.65</b>	

**Payroll & Employee Reimbursements**

Check Date	Check #	Payee	Amount	Memo
09/10/2025	7697	Angela Barnes	\$37.40	Planning Board Member Per Diem for 09/03/25 Mtg (\$42.50) - Taxes (\$5.10)
09/10/2025	7698	Richelle Boerma	\$63.25	Planning Board Chairperson Per Diem for 09/03/25 Mtg (\$52.50) + Election Assistant (\$17.00) - Taxes (\$6.25)
09/10/2025	7699	Timothy Boerma	\$115.64	Deputy Supervisor Quarterly Salary for FYE26 Q2 (\$131.25) - Taxes (\$15.61)
09/10/2025	7700	Phyllis Carlson	\$2,308.22	Treasurer Quarterly Salary for FYE26 Q2 (\$2,500.00) + Website Manager Quarterly Salary FYE26 Q2 (\$120.00) - Taxes (\$311.78)
09/10/2025	7701	Judith Davis	\$115.64	Deputy Treasurer Quarterly Salary for FYE26 Q2 (\$131.25) - Taxes (\$15.61)
09/10/2025	7702	Jill Gregory	\$37.42	Planning Board Member Per Diem for 09/03/25 Mtg (\$42.50) - Taxes (\$5.08)
09/10/2025	7703	Dakota Jones	\$115.64	Deputy Clerk Quarterly Salary for FYE26 Q2 (\$131.25) - Taxes (\$15.61)
09/10/2025	7704	Jennifer Kailing	\$370.45	Trustee Quarterly Salary for FYE Q2 (\$378.00) + Planning Board Member Per Diem for 09/03/25 Mtg (\$42.50) - Taxes (\$50.05)
09/10/2025	7705	Stacie Langworthy	\$2,427.15	Clerk Quarterly Salary for FYE26 Q2 (\$2,500.00) + Clerk Training Wages for Board of Elections (BOE) Conference in Lansing (\$255.00) - Taxes (\$327.85)
09/10/2025	7706	Stephanie Morgan	\$332.99	Trustee Quarterly Salary for FYE Q2 (\$378.00) - Taxes (\$45.01)
09/10/2025	7707	Ezra Scott	\$37.40	Planning Board Member Per Diem for 09/03/25 Mtg (\$42.50) - Taxes (\$5.10)
09/10/2025	7708	VOIDED (Ruth Scott)	VOIDED	VOIDED DUE TO PAPER JAM
09/10/2025	7709	VOIDED (Blank)	VOIDED	VOIDED DUE TO PAPER JAM
09/10/2025	7710	Ruth Scott	\$81.49	Planning Board Secretary Per Diem for 09/03/25 Mtg (\$92.50) - Taxes (\$11.01)
09/10/2025	7711	Brian Story	\$2,202.50	Assessor Quarterly Salary for FYE Q2 (\$2,500.00) - Taxes (\$297.50)



09/10/2025	7712	Nick Vawter	\$890.36	Zoning Admin Quarterly Salary for FYE Q2 (\$964.69) + Zoning Admin Quarterly Salary for FYE26 Q1 [Correction due to not paying wage increase on original check] (\$45.94) - Taxes (\$120.27)
08/13/2025	7713	Daniel Wanink	\$1,940.84	Supervisor Quarterly Salary for FYE26 Q2 (\$1,825.00) + Cemetery Manager Quarterly Salary for FYE26 Q2 (\$378.00) - Taxes (\$262.16)
08/13/2025	7714	Joshua Cline	\$37.43	Planning Board Member Per Diem for 09/03/25 Mtg (\$42.50) - Taxes (\$5.07)
08/13/2025	7715	Stacie Langworthy	\$425.62	Reimbursements Check: 1. Reimb. Mileage to Lansing Board of Elections Conference on 09/01/25 [125 miles @ \$0.70/mi] (\$87.50) + 2. Reimb. Mileage from Lansing Board of Elections Conference on 09/03/25 [125 miles @ \$0.70/mi] (\$87.50) + 3. Reimb. Parking for Lansing Board of Elections Conference [\$15/day x 2 days - City of Lansing Parking Services] (\$30.00) + 4. Reimb. Election Postage Stamps for Voter ID Cards [United States Postal Service on 08/30/25] (\$12.20) + 5. Reimb. Clerk Office Supplies for Copy Paper [Sam's Club on 09/03/25] (\$43.42) + 6. Reimb. QuickBooks Invoice #: 10001418168525 [Expense split between Clerk & Treasurer \$82.50 each] (\$165.00)

**Total Payroll & Reimbursements** **\$11,539.44**

**Total Accounts Payable & Payroll Expenditures** **\$13,274.09**