

Approved Minutes
Of the September 20, 2022
Conway Township
Regular Board Meeting
7:00 pm

REGULAR MEETING

Supervisor Grubb called the meeting to order at 7:00 p.m. with the pledge of allegiance to the American flag.

Roll call: Trustee Richard Hohenstein, Trustee George Pushies, Supervisor William Grubb, Clerk Elizabeth Whitt

Absent: Treasurer Debra Grubb

Consent Agenda approved by roll call: Pushies – no, W. Grubb – yes, Whitt – yes, Hohenstein – yes. Motion approved.

Call to the public: three attendees spoke regarding secluded acres, waiving fees for non-profit groups and Broadband.

Motion to move to closed session regarding the resignation of a Planning Commissioner made by Pushies, supported by Whitt at 7:29pm. Returned from closed session at 7:57pm.

Motion to approve the Board Meeting Agenda with the following amendments: Add items 15 – PC Resolution, 16- accessory structures, 17-Amend land division ordinance, 18-ZA report, 19-masterplan for commercial zoning, 20- passing solar ordinance, 21-Dawn Patrol. Motion by Whitt. Supported by Pushies. Motion approved.

Motion to adopt the investment policy with revision (change report requirements to semi-annually) made by Whitt. Supported by Hohenstein. Motion approved with amendments.

Motion to send Ordinance Officer Agreement, including Trustee Hohenstein notes, to attorney, make changes as appropriate, return the new agreement to township for board review at a regular or special meeting. Motion by W Grubb, supported by Whitt. Motion approved.

Sound system purchase – no action

Motion to adjust Planning Secretary pay back to \$105 to be in line with the other secretary positions on various committees and commissions. Motion by Whitt, supported by Hohenstein. Motion approved.

Drains at large postponed to next meeting to research funds availability.

Motion to use standard private shared driveway agreement from, with attached survey, for a \$100 application fee. If residents need modifications, there is a \$100 application fee and \$1000 Escrow for legal review. Motion by Hohenstein, supported by Whitt. Motion approved.

Motion to amend fee schedule for hall security deposit from \$200 to \$350. Motion by Whitt, supported by W Grubb. Motion approved.

Motion Brande Nogafsky's pay rate be increased to \$20 per hour. Brande has shown incredible initiative in updating the township's assessment records. She has also achieved the MCAT certification and is going to be working towards her assessor's license. Motion by Whitt, supported by Hohenstein. Motion approved.

Motion we appoint Lucas Curd to the Zoning Board of Appeals as the Planning Commission representative. Motion by Whitt, supported by Hohenstein. Motion approved.

Motion we appoint Elizabeth Whitt to the Zoning Board of Appeals to serve as secretary, pending legal review. Motion by Whitt, supported by Pushies, Motion approved.

Motion the township institute a \$100 annual workwear allowance for the township employees. This will allow approximately 2-4 items a year. This is very common at other municipalities. It fosters team spirit and promotes the

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township when worn to outside training and events. Ordering would be handled through the office. Motion by Whitt, supported by Hohenstein. Motion approved.

Resolution No 220920-01, regarding planning commission training and education. Offered by Whitt, Seconded by Pushies. Roll call: W Grubb – yes, Whitt – yes, Pushies – yes, Hohenstein – yes. Resolution passed.

Accessory structures ordinance amendment – tabled to next meeting

Amend land division ordinance – tabled to next meeting

Masterplan for commercial zoning – tabled to next meeting

Motion W Grubb to communicate to the Planning Commission approve the solar amendment and schedule public hearing. Motion by W Grubb, supported by Hohenstein. Motion approved.

Dawn Patrol – tabled to till next month

Call to the public – none spoke

Motion to adjourn at 10:46 p.m. Motion by Pushies. Support by Hohenstein. Motion approved.



Elizabeth Whitt, Township Clerk



Gabi Bresett, Township Deputy Clerk

**RESOLUTION REGARDING PLANNING COMMISSION
TRAINING AND EDUCATION**

Resolution No. 220920-01

Conway Township

WHEREAS, the Code of Conduct and Oath of Office (“Oath of Office”) for Conway Township Planning Commission members provides, at Paragraph 6, that all Planning Commissioners will “read the Master Plan, Zoning Ordinance, other ordinances, rules of procedure, bylaws, and other pertinent documents which pertain to the business of the Planning Commission.”

WHEREAS, the Oath of Office further provides, at Paragraph 6, that all Planning Commissioners will “continue to gain knowledge and understanding through self-study, inquiries, and attending appropriate training.”

WHEREAS, the Board wishes to set certain goals and expectations for the Planning Commission members to ensure members gain the knowledge and training appropriate for their planning roles as contemplated by the Oath of Office;

WHEREAS, the Board further desires to confirm its commitment to pay for the cost of Planning Commission member training and education.

NOW, THEREFORE, BE IT RESOLVED that:

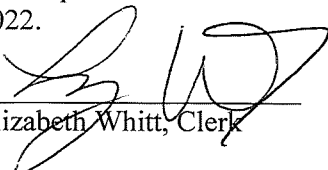
1. For any Planning Commission member with less than five years of experience on the Planning Commission, there shall be a six hour minimum annual expectation for training and education. For any Planning Commission member with five years or more experience on the Planning Commission, the annual minimum ~~expectation~~ requirement for training and education shall be three hours.
2. Planning Commission members shall submit to the Board their training and education plan for every calendar year with requisite anticipated costs. The plan should reflect which classes were planned for and completed for the immediately preceding year.
3. Training, scheduling, and reimbursement shall be in accordance with and as set forth in the Township’s Personnel Policy Manual.
4. The Township may make available it’s consultants, such as planners and/or attorneys, for certain training sessions upon its own motion or upon the request of any one or more Planning Commission members.

The foregoing resolution offered by Board Member Whitt
Second offered by Board Member Pushies

Upon roll call vote the board members voted as follows:

Grubb, B: yes
Whitt, E: yes
Grubb, D: absent
Pushies, G: yes
Hohenstein, R: yes

The Supervisor declared the resolution adopted at a regular meeting of the Board of Trustees held on September 20, 2022.


Elizabeth Whitt, Clerk