

Conway Township

Regular Meeting

October 17, 2023

7:00 pm

AGENDA

Call to Order and Pledge of Allegiance

Roll Call

Consent Agenda Approval

1. Approve 9/19/2023 Meeting Minutes
2. Account Reconciliations
3. Disbursements/Payroll Report/Budget Report
4. Hall Rental Report
5. Zoning Administrator Report
6. September Server Threat Event Report

Call to the Public Regarding Agenda Items Only

Additions to and /or approval of Board Meeting Agenda

Presentations

Reports and Communications

7. Planning Commission Ex-Officio Report
8. Audit Report
9. Cemetery Meeting Minutes from 9/16/2023
10. Fire Board Agenda & Minutes
11. Recreation Meeting Minutes

Unfinished Business

12. Oath of Office and disciplinary issues
13. New Planner

New Business

14. PA 600 Assessing Office
15. Pay Date
16. Discussion on training pay rate for committee members.
17. RFP for roof replacement
18. Cemetery Cleanup
19. Personnel Manual Revision
20. Policy 1 Purchasing Policy Revision
21. Policy 4 Investment Policy Revision
22. Policy 8 Public Inspection of Records Revision
23. Approve the Township Hall as an Early Voting Site
24. Early Voting Support Cost
25. Trustee Review of Bank Statements

Board Member Discussion

Call to the Public Regarding Any Item or Issue

Adjournment

CONWAY TOWNSHIP POLICY No. 7

PUBLIC COMMENT AND CONDUCT POLICY

Conway Township Board recognizes its obligation to obtain and the benefits to be received from public comments on matters pending before the Board. To provide an orderly and efficient manner to obtain public comment and to provide the public with an opportunity to participate in public meetings, the Conway Township Board hereby adopts the following policy for public comment and conduct at public meetings:

1. Public comment is restricted to only those times designated for public comment on the agenda, unless permitted otherwise by the chairperson or a majority of the Board. All persons addressing the Board shall comment only after being recognized by the chairperson conducting the meeting.
2. No individual speaker shall be permitted to speak more than 3 minutes regardless of topic and no time may be transferred or assigned by others to the speaker as to extend the 3-minute time limit. At the discretion of the chairperson, a speaker may be allowed to comment further than the three-minute limit. Alternatively, the chairperson may direct the speaker to submit further comment to the Board in writing at a later date.
3. When recognized by the chairperson to speak, the individual recognized shall approach and speak from the podium or location designated by the chairperson and shall not deviate from the location. When the speaker is advised by the chairperson to stop speaking when time has expired, the speaker shall cease speaking and be seated.
4. Prior to addressing the Board, each speaker shall first state for the record the speaker's name and address, the subject on which the speaker will speak, and state whether the speaker represents an organization or other person, and identify such organization or person. All remarks shall be addressed to the Board as a whole and not to any member thereof specifically or any other member of the public. Public comment is not intended to require Board members or Township staff to provide any answer to the speaker. Discussions between speakers and members of the audience will not be permitted.
5. Only one speaker will be acknowledged at a time. In the event that a group of more than three persons supporting or opposing the same position desires to be heard, in the interest of time, a spokesperson may be designated to express the group's concern and the spokesperson may be allotted up to 10 minutes to speak.
6. Public comments must be presented in a respectful manner and participants shall conduct themselves in an orderly and civil manner. Comments or language of a lewd, insulting, or provocative nature shall not be permitted. No person shall disrupt the Board and/or partake in behavior that becomes hostile, argumentative or threatens the public or an individual's safety, or is disruptive to the meeting. No person shall utilize any profane or obscene speech or gesture.
7. Violation of any provision of this policy shall be deemed a breach of the peace and such person will be asked to leave. If the person being asked to leave does not voluntarily leave or cease the behavior, the person may be ejected, and law enforcement may be called to remove the person.
8. Any person shall have the right to tape record, videotape or broadcast the proceedings of the Township Board, but shall not utilize the electric outlets of the Township without prior permission of the Township Clerk. Any tape recording, video camera or other camera utilized by any such person, shall be kept at least ten feet from all members of the Board and shall not be placed behind them.

This policy may be adopted for use by other boards, commissions, and committees of the Township. This policy or a summary of it may be placed on the back of the meeting agenda or made available with the meeting agenda.

Unapproved Minutes
Of the September 19, 2023
Conway Township
Regular Board Meeting
7:00 pm

REGULAR MEETING

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

Roll call: Clerk Elizabeth Whitt, Supervisor William Grubb, Treasurer Debra Grubb, Trustee George Pushies, Trustee Amy Crampton-Atherton.

Motion to approve the Consent Agenda, made by Whitt, supported by D Grubb. Motion passed.

Call to the public: 5 attendees spoke regarding planning commission candidates, broadband, Solar ordinance and building funds.

Motion to approve the Board Meeting Agenda with the following changes: Move item 15 to the end and add 22 – Raica. Motion by D Grubb, supported by Whitt. Motion passed.

Motion to appoint Mike Stock to the planning commission to fill the current vacancy, made by W Grubb, supported by D Grubb. Roll call: Whitt, W Grubb and D Grubb – Yes, Pushies and Crampton-Atherton – no. Motion passed.

Motion to end Mike Stock's term this year, made by Crampton-Atherton, supported by Pushies. Roll call: Pushies and Crampton-Atherton – yes, Whitt, W Grubb and D Grubb – no. Motion failed.

Motion to appoint Mike Brown to the planning commission to fill the current vacancy, made by W Grubb, supported by Whitt. Roll call: unanimous yes. Motion passed.

Motion to adjust the planning commission's secretary wage to \$150 per regular meeting, made by W Grubb, supported by Pushies. Motion passed.

Motion to postpone oath of office and disciplinary issues to next board meeting, made by W Grubb, supported by Pushies. Motion passed.

Motion to postpone new planner to next board meeting, made by W Grubb, supported by Pushies. Motion passed.

Motion to hire D&R Cleaning Solutions to clean the hall bi-weekly for \$150, made by Whitt, not supported. Motion died.

Motion to have Crampton-Atherton take over all matters related to janitorial service for the hall, made by Whitt, supported by D Grubb. Roll call: Whitt, W Grubb and D Grubb – Yes, Pushies and Crampton-Atherton – no. Motion passed.

Motion to accept the new contract from Ion Electric for the generator maintenance, made by W Grubb, supported by Whitt. Motion passed.

Motion to accept the bid from Door-Pro for door repairs, made by W Grubb, supported by Pushies. Roll call: unanimous yes. Motion passed.

Motion to adopt the resolution 230919-01 to amend the zoning ordinance to allow and regulate accessory dwelling unit, made by W Grubb, supported by Pushies. Roll call: unanimous yes. Motion passed.

Motion to adopt the resolution 230919-02 to amend the zoning ordinance to allow and regulate special event/wedding structures and venues as a special use, made by W Grubb, supported by Pushies. Roll call: unanimous yes. Motion passed.

Unapproved Minutes
Of the September 19, 2023
Conway Township
Regular Board Meeting
7:00 pm

Motion to adopt the resolution 230919-03 expressing support to maintain local control over land, motion made by W Grubb, supported by Pushies. Roll call: unanimous yes. Motion passed.

Motion to accept the quote from Joe Raica Excavating, Inc, made by W Grubb, supported by Whitt. Roll call: unanimous yes. Motion passed.

Motion to adopt the ordinance to amend the zoning ordinance to regulate solar energy systems including final edits by attorney Mike Homier, made by W Grubb, supported by Pushies. Motion amended.

Motion to adopt the ordinance to amend the zoning ordinance to regulate solar energy systems including final edits by attorney Mike Homier, and suggestions by Sarah Porter, made by W Grubb, supported by Pushies. Roll call: unanimous yes. Motion passed.

Motion to go into closed session regarding the case of Conway Land Company, LLC v. Conway Township, now pending in Livingston County Circuit court case No 22-31715-CZ, I move to go into closed session to consult with the Township's attorney regarding trial or settlement strategy in connection with specific pending litigation because an open meeting would have a detrimental financial effect on the litigation or settlement position of the Township. Made by W Grubb, supported by D Grubb. Roll call: unanimous yes. Motion passed at 8:24pm.

Motion to go into open session at 9-25pm, made by Whitt, supported by D Grubb. Roll call: unanimous yes. Motion passed.

Motion to authorize the township's attorney, Tom Meagher from Foster Swift, to proceed with litigation as discussed in the closed session, made by Pushies, supported by Whitt. Roll call: unanimous yes. Motion passed.

Call to the public: 4 attendees spoke regarding county planner, planning commission appointments.

Motion to adjourn the meeting at 9:34 pm, made by Pushies, supported by D Grubb. Motion passed.

Elizabeth Whitt, Township Clerk

Gabi Bresett, Township Deputy Clerk

1:11 PM

10/04/23

Conway Township - Cemetery Fund #150
Reconciliation Summary
003.000 · BofAA - Cemetery, Period Ending 09/30/2023

	<u>Sep 30, 23</u>
Beginning Balance	90,391.51
Cleared Transactions	
Checks and Payments - 5 items	-5,290.60
Deposits and Credits - 2 items	452.74
Total Cleared Transactions	<u>-4,837.86</u>
Cleared Balance	<u>85,553.65</u>
Uncleared Transactions	
Deposits and Credits - 1 item	<u>0.00</u>
Total Uncleared Transactions	<u>0.00</u>
Register Balance as of 09/30/2023	<u>85,553.65</u>
New Transactions	
Checks and Payments - 2 items	<u>-2,466.60</u>
Total New Transactions	<u>-2,466.60</u>
Ending Balance	<u><u>83,087.05</u></u>

12:58 PM

10/04/23

Conway Township Reconciliation Summary

000-002 · BofAA - Dog License, Period Ending 09/30/2023

	<u>Sep 30, 23</u>
Beginning Balance	534.23
Cleared Transactions	
Checks and Payments - 1 item	-486.00
Deposits and Credits - 2 items	85.04
Total Cleared Transactions	<u>-400.96</u>
Cleared Balance	<u>133.27</u>
Register Balance as of 09/30/2023	133.27
Ending Balance	133.27

Conway Township
Reconciliation Summary
016.000 · BofAA - General Fund, Period Ending 09/30/2023

	Sep 30, 23
Beginning Balance	398,454.02
Cleared Transactions	
Checks and Payments - 25 items	-87,001.72
Deposits and Credits - 6 items	64,951.26
Total Cleared Transactions	-22,050.46
Cleared Balance	376,403.56
Uncleared Transactions	
Checks and Payments - 10 items	-33,883.01
Deposits and Credits - 2 items	45.18
Total Uncleared Transactions	-33,837.83
Register Balance as of 09/30/2023	342,565.73
New Transactions	
Checks and Payments - 22 items	-79,879.11
Deposits and Credits - 3 items	14,827.16
Total New Transactions	-65,051.95
Ending Balance	277,513.78

11:49 AM

10/04/23

Conway Township - Road Fund #201
Reconciliation Summary
005.001 · Road Savings, Period Ending 09/30/2023

	<u>Sep 30, 23</u>	
Beginning Balance		53,526.08
Cleared Transactions		
Checks and Payments - 1 item	-15,000.00	
Deposits and Credits - 1 item	47.60	
Total Cleared Transactions	<u>-14,952.40</u>	
Cleared Balance		<u>38,573.68</u>
Register Balance as of 09/30/2023		38,573.68
Ending Balance		38,573.68

1:53 PM

10/04/23

Conway Township
Reconciliation Summary
001.000 · BofAA - Tax Checking, Period Ending 09/30/2023

	<u>Sep 30, 23</u>
Beginning Balance	398,856.96
Cleared Transactions	
Checks and Payments - 10 items	-252,670.41
Deposits and Credits - 30 items	1,358,951.79
Total Cleared Transactions	<u>1,106,281.38</u>
Cleared Balance	<u>1,505,138.34</u>
Uncleared Transactions	
Checks and Payments - 10 items	-1,498,126.84
Deposits and Credits - 2 items	61,183.25
Total Uncleared Transactions	<u>-1,436,943.59</u>
Register Balance as of 09/30/2023	<u>68,194.75</u>
New Transactions	
Deposits and Credits - 3 items	15,571.54
Total New Transactions	<u>15,571.54</u>
Ending Balance	<u>83,766.29</u>

1:06 PM

10/04/23

Conway Township Trust & Agency Fund #701
Reconciliation Summary
001.000 · BofAA Trust & Agency Ckg, Period Ending 09/30/2023

	<u>Sep 30, 23</u>	
Beginning Balance		8,303.50
Cleared Transactions		
Checks and Payments - 1 item	-350.00	
Deposits and Credits - 1 item	3.50	
Total Cleared Transactions	<u>-346.50</u>	
Cleared Balance		<u>7,957.00</u>
Uncleared Transactions		
Deposits and Credits - 2 items	0.00	
Total Uncleared Transactions	<u>0.00</u>	
Register Balance as of 09/30/2023		<u>7,957.00</u>
Ending Balance		7,957.00

11:38 AM

10/04/23

Conway Township Reconciliation Summary

002.000 · Chase - Building Fund, Period Ending 09/30/2023

	<u>Sep 30, 23</u>
Beginning Balance	133,245.76
Cleared Transactions	
Deposits and Credits - 1 item	<u>1.04</u>
Total Cleared Transactions	<u>1.04</u>
Cleared Balance	<u>133,246.80</u>
Register Balance as of 09/30/2023	133,246.80
Ending Balance	133,246.80

11:25 AM

10/04/23

Conway Township Reconciliation Summary

003.000 · Huntington - Cont Acct #2, Period Ending 09/30/2023

	<u>Sep 30, 23</u>
Beginning Balance	236,594.91
Cleared Transactions	
Checks and Payments - 1 item	-5.00
Deposits and Credits - 1 item	58.34
Total Cleared Transactions	<u>53.34</u>
Cleared Balance	<u>236,648.25</u>
Register Balance as of 09/30/2023	236,648.25
Ending Balance	236,648.25

11:44 AM

10/04/23

ARPA Fund #464
Reconciliation Summary

000.101 · Independent Bank ARPA Funds, Period Ending 09/30/2023

	<u>Sep 30, 23</u>
Beginning Balance	323,555.27
Cleared Balance	323,555.27
Register Balance as of 09/30/2023	323,555.27
Ending Balance	323,555.27

11:08 AM

10/04/23

Conway Township
Reconciliation Summary
009.000 · MSUFCU CD, Period Ending 09/30/2023

	<u>Sep 30, 23</u>
Beginning Balance	243,880.58
Cleared Transactions	
Deposits and Credits - 1 item	<u>985.21</u>
Total Cleared Transactions	<u>985.21</u>
Cleared Balance	<u>244,865.79</u>
Register Balance as of 09/30/2023	244,865.79
Ending Balance	244,865.79

10:37 AM

10/04/23

Conway Township Reconciliation Summary

009.001 · MSUFCU Saver, Period Ending 09/30/2023

	<u>Sep 30, 23</u>
Beginning Balance	5.00
Cleared Balance	5.00
Register Balance as of 09/30/2023	5.00
Ending Balance	5.00

Conway Township Check Detail

September 12 through October 4, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check		09/12/2023	Gabi Bresett	016.000 · BofAA - General Fund		-293.83
				102.970 · Mileage	-293.83	293.83
TOTAL					-293.83	293.83
Check		09/12/2023	Kodet's True Value	016.000 · BofAA - General Fund		-27.99
				265.146 · Equipment-Office	-27.99	27.99
TOTAL					-27.99	27.99
Check	ach	10/02/2023	DTE Energy	016.000 · BofAA - General Fund		-225.03
				265.920 · Utilities	-225.03	225.03
TOTAL					-225.03	225.03
Check	ACH	09/18/2023	mers	016.000 · BofAA - General Fund		-1,323.03
				204.000 · Payroll Liabilities	-1,323.03	1,323.03
TOTAL					-1,323.03	1,323.03
Check	ACH	09/28/2023	American Express	016.000 · BofAA - General Fund		-8,520.03
				265.146 · Equipment-Office	-2,008.72	2,008.72
				215.969 · Seminars & Workshops	-449.76	449.76
				102.801 · Mmbrshps, Sft. Lic. & Dues	-39.97	39.97
				276.930 · Repair & Maintenance	-2,400.00	2,400.00
				265.920 · Utilities	-258.62	258.62
				265.859 · Internet & Phones	-328.89	328.89
				266.103 · Attorney	-2,869.50	2,869.50
				102.726 · Supplies	-164.57	164.57
TOTAL					-8,520.03	8,520.03
Check	ACH	10/03/2023	State Tax Commission	016.000 · BofAA - General Fund		-175.00
				257.969 · Seminars & Workshops	-175.00	175.00
TOTAL					-175.00	175.00

Conway Township Check Detail September 12 through October 4, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	12357	09/12/2023	H & H Publication	016.000 · BofAA - General Fund		-197.50
				102.900 · Printing & Publishing	-197.50	197.50
TOTAL					-197.50	197.50
Check	12358	09/12/2023	Stericycle, Inc.	016.000 · BofAA - General Fund		-267.54
				265.920 · Utilities	-267.54	267.54
TOTAL					-267.54	267.54
Check	12361	09/12/2023	Decker Agency	016.000 · BofAA - General Fund		-11,239.00
				954.000 · Insurance & Bond	-11,239.00	11,239.00
TOTAL					-11,239.00	11,239.00
Check	12362	09/12/2023	Barbara Richardson	016.000 · BofAA - General Fund		-20.70
				102.910 · Postage	-20.70	20.70
TOTAL					-20.70	20.70
Check	12363	09/12/2023	Great Lakes Outdoor Sol...	016.000 · BofAA - General Fund		-333.40
				265.801 · Lawn Mowing	-333.40	333.40
TOTAL					-333.40	333.40
Check	12364	09/12/2023	Knock 'Em Out Pest Cont...	016.000 · BofAA - General Fund		-150.00
				265.935 · Building Maintenance	-150.00	150.00
TOTAL					-150.00	150.00
Check	12365	09/12/2023	Livingston County Drain ...	016.000 · BofAA - General Fund		-42,514.92
				275.000 · Drains At Large	-42,514.92	42,514.92
TOTAL					-42,514.92	42,514.92

Conway Township Check Detail September 12 through October 4, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	12366	09/13/2023	TL Seamless Gutters	016.000 · BofAA - General Fund		-325.00
				265.935 · Building Maintenance	-325.00	325.00
TOTAL					-325.00	325.00
Check	12367	09/13/2023	Michigan Stone and Surfa...	016.000 · BofAA - General Fund		-1,689.00
				265.935 · Building Maintenance	-1,689.00	1,689.00
TOTAL					-1,689.00	1,689.00
Check	12368	09/19/2023	Accident Fund	016.000 · BofAA - General Fund		-1,442.00
				954.000 · Insurance & Bond	-1,442.00	1,442.00
TOTAL					-1,442.00	1,442.00
Check	12369	09/19/2023	Livingston County Treasu...	016.000 · BofAA - General Fund		-36.21
				253.832 · Charge Back	-36.21	36.21
TOTAL					-36.21	36.21
Check	12370	09/19/2023	Printing Systems Inc.	016.000 · BofAA - General Fund		-339.25
				262.900 · Printing & Publishing	-339.25	339.25
TOTAL					-339.25	339.25
Check	12371	09/19/2023	AccuShred	016.000 · BofAA - General Fund		-64.00
				265.920 · Utilities	-64.00	64.00
TOTAL					-64.00	64.00
Check	12372	09/19/2023	Gary Klein	016.000 · BofAA - General Fund		-90.19
				102.970 · Mileage	-90.19	90.19
TOTAL					-90.19	90.19

Conway Township Check Detail

September 12 through October 4, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	12373	09/19/2023	Village Of Fowlerville	016.000 · BofAA - General Fund		-240.00
				301.701 · Police Ordinance Enforcement	-240.00	240.00
TOTAL					-240.00	240.00
Check	12374	10/03/2023	Egbert, Susie	016.000 · BofAA - General Fund		-313.27
				102.970 · Mileage	-280.41	280.41
				253.969 · Seminars & Workshops	-32.86	32.86
TOTAL					-313.27	313.27
Check	12375	10/04/2023	Debbie Grubb	016.000 · BofAA - General Fund		-348.51
				102.970 · Mileage	-34.58	34.58
				253.969 · Seminars & Workshops	-45.51	45.51
				102.970 · Mileage	-268.42	268.42
TOTAL					-348.51	348.51
Check	12376	10/04/2023	State Tax Commission	016.000 · BofAA - General Fund		-50.00
				257.969 · Seminars & Workshops	-50.00	50.00
TOTAL					-50.00	50.00
Check	12377	10/04/2023	VOID	016.000 · BofAA - General Fund		0.00
TOTAL					0.00	0.00
Check	12378	10/04/2023	Ion Electric	016.000 · BofAA - General Fund		-1,735.00
				265.930 · Equipment Maintenance	-1,735.00	1,735.00
TOTAL					-1,735.00	1,735.00
Check	12379	10/04/2023	Michigan Municipal Treas...	016.000 · BofAA - General Fund		-198.00
				253.969 · Seminars & Workshops	-198.00	198.00
TOTAL					-198.00	198.00

Conway Township Check Detail September 12 through October 4, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	12380	10/04/2023	PFEFFER-HANNIFORD-P...	016.000 · BofAA - General Fund		-11,050.00
				266.955 · Auditor	-11,050.00	11,050.00
TOTAL					-11,050.00	11,050.00
Check	12381	10/04/2023	Livingston County Drain ...	016.000 · BofAA - General Fund		-42,514.92
				275.000 · Drains At Large	-42,514.92	42,514.92
TOTAL					-42,514.92	42,514.92
Check	12382	10/04/2023	R.I. Thomas Property Mai...	016.000 · BofAA - General Fund		0.00
TOTAL					0.00	0.00
Check	12383	10/04/2023	Foster Swift	016.000 · BofAA - General Fund		-55.00
				266.103 · Attorney	-55.00	55.00
TOTAL					-55.00	55.00
Check	12384	10/04/2023	Printing Systems Inc.	016.000 · BofAA - General Fund		-702.85
				262.900 · Printing & Publishing	-499.90	499.90
				262.900 · Printing & Publishing	-202.95	202.95
TOTAL					-702.85	702.85
Check	12385	10/04/2023	L & M Plumbing	016.000 · BofAA - General Fund		-688.00
				265.935 · Building Maintenance	-688.00	688.00
TOTAL					-688.00	688.00
Check	12386	10/04/2023	Great Lakes Outdoor Sol...	016.000 · BofAA - General Fund		-333.40
				265.805 · Snow Removal	-333.40	333.40
TOTAL					-333.40	333.40

Conway Township Check Detail September 12 through October 4, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	12387	10/04/2023	Elizabeth Whitt	016.000 · BofAA - General Fund		-425.00
				102.970 · Mileage	-394.31	394.31
				215.969 · Seminars & Workshops	-30.69	30.69
TOTAL					-425.00	425.00
Check	12388	10/04/2023	TimberTec llc	016.000 · BofAA - General Fund		-1,600.00
				265.935 · Building Maintenance	-1,600.00	1,600.00
TOTAL					-1,600.00	1,600.00
Check	12389	10/04/2023	Darin and Renee Smith	016.000 · BofAA - General Fund		-309.35
				203 · DUE TO OTHERS	-309.35	309.35
TOTAL					-309.35	309.35
Check	12390	10/04/2023	Darin and Renee Smith	016.000 · BofAA - General Fund		-47.77
				203 · DUE TO OTHERS	-47.77	47.77
TOTAL					-47.77	47.77
Check	12391	10/04/2023	Traci Sowle	016.000 · BofAA - General Fund		-47.77
				203 · DUE TO OTHERS	-47.77	47.77
TOTAL					-47.77	47.77
Check	12392	10/04/2023	Rachel Cosgro and Dean ...	016.000 · BofAA - General Fund		-47.77
				203 · DUE TO OTHERS	-47.77	47.77
TOTAL					-47.77	47.77
Check	12393	10/04/2023	Brian Boguslaski	016.000 · BofAA - General Fund		-47.77
				203 · DUE TO OTHERS	-47.77	47.77
TOTAL					-47.77	47.77

Conway Township Check Detail

September 12 through October 4, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	12394	10/04/2023	Christopher Dickey	016.000 · BofAA - General Fund		-47.77
				203 · DUE TO OTHERS	-47.77	47.77
TOTAL					-47.77	47.77
Check	12395	10/04/2023	Jacob and Sarah Metz	016.000 · BofAA - General Fund		-47.77
				203 · DUE TO OTHERS	-47.77	47.77
TOTAL					-47.77	47.77
Check	12396	10/04/2023	Trevor and Rhonda Monroe	016.000 · BofAA - General Fund		-47.77
				203 · DUE TO OTHERS	-47.77	47.77
TOTAL					-47.77	47.77
Check	12397	10/04/2023	Ann Larry	016.000 · BofAA - General Fund		-47.77
				203 · DUE TO OTHERS	-47.77	47.77
TOTAL					-47.77	47.77
Check	12398	10/04/2023	Scott Whitmore	016.000 · BofAA - General Fund		-47.77
				203 · DUE TO OTHERS	-47.77	47.77
TOTAL					-47.77	47.77
Check	12399	10/04/2023	David and Laura Deering	016.000 · BofAA - General Fund		-47.77
				203 · DUE TO OTHERS	-47.77	47.77
TOTAL					-47.77	47.77
Check	12400	10/04/2023	Christopher and Jessica ...	016.000 · BofAA - General Fund		-47.77
				203 · DUE TO OTHERS	-47.77	47.77
TOTAL					-47.77	47.77

2:56 PM

10/04/23

Conway Township
Check Detail
September 12 through October 4, 2023

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Paid Amount</u>	<u>Original Amount</u>
Check	12401	10/04/2023	R.I. Thomas Property Mai...	016.000 · BofAA - General Fund		-560.00
				265.935 · Building Maintenance	-560.00	560.00
TOTAL					-560.00	560.00

Conway Township Journal October 13, 2023

Trans #	Type	Date	Num	Memo	Account	Debit	Credit
13236	General Jo...	10/13/202	correct aj	Unallocated:Receptionist salary	102.702 · Office Assistant Salary	873.00	
				Fica ER	102.704 · Payroll Taxes	1,058.60	
				Med ER	102.704 · Payroll Taxes	247.58	
				Invoice	102.710 · Payroll Billing	187.50	
				Township Board:Salaries Wages	103.702 · Salaries Wages	994.00	
				Supervisor's Office:Salaries	171.702 · Salaries	2,026.75	
				Federal PRT Liablity	210 · Federal PRT Liablity	3,385.45	
				Clerk's Office:Salaries & Wages	215.702 · Salaries & Wages	2,309.34	
				Clerk's Office:Deputies Wages	215.703 · Deputies Wages	1,415.00	
				Michigan Withholding Liablity	218 · Michigan Withholding Liablity	655.37	
				Treasurer's Office:Salaries & Wages	253.702 · Salaries & Wages	2,172.91	
				Treasurer's Office:Deputies Salaries	253.703 · Deputies Salaries	1,375.00	
				Assessor:Salaries	257.702 · Salaries	3,323.33	
				Cemetery:Salaries	276.702 · Salaries	465.00	
				Public Safety:Fire Authority Rep	301.700 · Fire Authority Rep	90.00	
				Planning & Zoning:Salaries	721.702 · Salaries	1,940.00	
				Recreation Association:Salaries	738.702 · Salaries	90.00	
				Direct Deposits	016.000 · BofAA - General Fund		13,110.38
				Invoice	016.000 · BofAA - General Fund		187.50
				Payroll Taxes	016.000 · BofAA - General Fund		4,040.82
				Payroll Liabilities	204.000 · Payroll Liabilities		1,229.31
				Fed Wh	210 · Federal PRT Liablity		773.09
				Fica ER	210 · Federal PRT Liablity		1,058.60
				Fica Wh	210 · Federal PRT Liablity		1,058.60
				Med ER	210 · Federal PRT Liablity		247.58
				Med Wh	210 · Federal PRT Liablity		247.58
				Michigan Withholding Liablity	218 · Michigan Withholding Liablity		655.37
						22,608.83	22,608.83
TOTAL						22,608.83	22,608.83

Conway Township Profit & Loss Budget vs. Actual April 2023 through March 2024

	Apr '23 - Mar 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
101.404 · School Tax Collection Fee	0.00	0.00	0.00	0.0%
366.350 · Trans in - Daisy Lane Fund	0.00	0.00	0.00	0.0%
366.450 · Trans in - Trust & Agency	0.00	0.00	0.00	0.0%
402.000 · Taxes - General	0.00	120,000.00	-120,000.00	0.0%
403.000 · Taxes - Admin fees	19,277.12	43,000.00	-23,722.88	44.8%
409.000 · Taxes - SET fee	0.00	700.00	-700.00	0.0%
411.000 · Dog licenses	34.50	40.00	-5.50	86.3%
450.000 · Fees, Licenses & Permits	2,377.25	10,000.00	-7,622.75	23.8%
455.000 · Research Fees	0.00	200.00	-200.00	0.0%
560.000 · Metro Act Fee	4,650.72	0.00	4,650.72	100.0%
573.000 · LCSA PPT Reimbursement	0.00	4,800.00	-4,800.00	0.0%
574.000 · State Revenue Sharing	124,234.00	393,975.00	-269,741.00	31.5%
664.000 · Interest & Dividends	6,888.94	3,200.00	3,688.94	215.3%
667.000 · Rent	1,200.00	2,500.00	-1,300.00	48.0%
671.000 · Misc. Revenues	446.05	0.00	446.05	100.0%
675.000 · American Rescue Plan Funds	0.00	0.00	0.00	0.0%
678.000 · Grant Reimbursement	1,500.00	0.00	0.00	0.0%
680.000 · Election Reimburse	3,084.27	0.00	3,084.27	100.0%
699.701 · Transfer In - Trust & Agency	0.00	0.00	0.00	0.0%
700.701 · Escrow Revenues	0.00	0.00	0.00	0.0%
Total Income	163,692.85	578,415.00	-414,722.15	28.3%
Gross Profit	163,692.85	578,415.00	-414,722.15	28.3%
Expense				
102.000 · Unallocated				
102.702 · Office Assistant Salary	5,719.32	11,000.00	-5,280.68	52.0%
102.704 · Payroll Taxes	9,204.89	15,000.00	-5,795.11	61.4%
102.710 · Payroll Billing	1,378.79	2,500.00	-1,121.21	55.2%
102.725 · Workwear	453.28	2,500.00	-2,046.72	18.1%
102.726 · Supplies	1,620.41	2,000.00	-379.59	81.0%
102.801 · Mmbrshps, Sft. Lic. & Dues	6,934.79	8,000.00	-1,065.21	86.7%
102.805 · Appropriation Senior Center	0.00	2,000.00	-2,000.00	0.0%
102.900 · Printing & Publishing	3,307.00	7,500.00	-4,193.00	44.1%
102.910 · Postage	2,513.31	6,000.00	-3,486.69	41.9%
102.970 · Mileage	2,389.85	3,000.00	-610.15	79.7%
102.971 · Miscellaneous	0.00	0.00	0.00	0.0%
102.000 · Unallocated - Other	0.00	0.00	0.00	0.0%
Total 102.000 · Unallocated	33,521.64	59,500.00	-25,978.36	56.3%

Conway Township Profit & Loss Budget vs. Actual April 2023 through March 2024

	Apr '23 - Mar 24	Budget	\$ Over Budget	% of Budget
103.000 · Township Board				
103.702 · Salaries Wages	5,411.00	3,500.00	1,911.00	154.6%
103.706 · FOIA COORDINATOR	900.00	1,000.00	-100.00	90.0%
103.969 · Seminars and Workshops	0.00	500.00	-500.00	0.0%
Total 103.000 · Township Board	6,311.00	5,000.00	1,311.00	126.2%
171.000 · Supervisor's Office				
171.702 · Salaries	14,187.25	24,321.00	-10,133.75	58.3%
171.969 · Seminars & Workshops	1,526.76	2,000.00	-473.24	76.3%
Total 171.000 · Supervisor's Office	15,714.01	26,321.00	-10,606.99	59.7%
200.203 · Due To Road Fund	0.00	0.00	0.00	0.0%
215.000 · Clerk's Office				
215.702 · Salaries & Wages	16,165.38	27,712.00	-11,546.62	58.3%
215.703 · Deputies Wages	11,270.00	20,000.00	-8,730.00	56.4%
215.969 · Seminars & Workshops	3,915.84	6,500.00	-2,584.16	60.2%
215.000 · Clerk's Office - Other	0.00	0.00	0.00	0.0%
Total 215.000 · Clerk's Office	31,351.22	54,212.00	-22,860.78	57.8%
247.000 · Board of Review				
247.702 · Salaries & Wages	1,260.00	2,000.00	-740.00	63.0%
247.969 · Seminars & Workshops	0.00	0.00	0.00	0.0%
Total 247.000 · Board of Review	1,260.00	2,000.00	-740.00	63.0%
253.000 · Treasurer's Office				
253.702 · Salaries & Wages	15,210.37	25,609.00	-10,398.63	59.4%
253.703 · Deputies Salaries	5,565.00	12,480.00	-6,915.00	44.6%
253.832 · Charge Back	-40.32	200.00	-240.32	-20.2%
253.969 · Seminars & Workshops	2,695.27	3,000.00	-304.73	89.8%
253.975 · Bank Service Charge	30.00	150.00	-120.00	20.0%
Total 253.000 · Treasurer's Office	23,460.32	41,439.00	-17,978.68	56.6%
257.000 · Assessor				
257.701 · Assessor Services	0.00	100.00	-100.00	0.0%
257.702 · Salaries	24,403.31	38,400.00	-13,996.69	63.6%
257.969 · Seminars & Workshops	225.00	1,500.00	-1,275.00	15.0%
Total 257.000 · Assessor	24,628.31	40,000.00	-15,371.69	61.6%

Conway Township Profit & Loss Budget vs. Actual April 2023 through March 2024

	Apr '23 - Mar 24	Budget	\$ Over Budget	% of Budget
262.000 · Elections				
262.702 · Salaries & Wages	2,464.00	7,500.00	-5,036.00	32.9%
262.726 · Supplies	138.24	2,500.00	-2,361.76	5.5%
262.900 · Printing & Publishing	1,042.10	250.00	792.10	416.8%
262.930 · Equipment/Maintenance	0.00	10,000.00	-10,000.00	0.0%
Total 262.000 · Elections	3,644.34	20,250.00	-16,605.66	18.0%
265.000 · Building & Grounds				
265.146 · Equipment-Office	18,672.00	10,000.00	8,672.00	186.7%
265.702 · Hall Monitor Salary	675.00	1,500.00	-825.00	45.0%
265.801 · Lawn Mowing	1,166.90	3,500.00	-2,333.10	33.3%
265.802 · Landscaping	0.00	0.00	0.00	0.0%
265.805 · Snow Removal	666.80	4,500.00	-3,833.20	14.8%
265.859 · Internet & Phones	7,066.39	12,000.00	-4,933.61	58.9%
265.920 · Utilities	2,484.24	5,500.00	-3,015.76	45.2%
265.930 · Equipment Maintenance	2,305.00	0.00	2,305.00	100.0%
265.935 · Building Maintenance	27,568.75	18,000.00	9,568.75	153.2%
265.950 · ARPA Fund Expenses	0.00	0.00	0.00	0.0%
265.970 · Parking Lot	0.00	5,000.00	-5,000.00	0.0%
265.971 · Capital Improvement	0.00	10,000.00	-10,000.00	0.0%
265.000 · Building & Grounds - Other	0.00	0.00	0.00	0.0%
Total 265.000 · Building & Grounds	60,605.08	70,000.00	-9,394.92	86.6%
266.000 · Professional Fees				
266.103 · Attorney	36,909.65	60,000.00	-23,090.35	61.5%
266.721 · Planning Commission	0.00	37,200.00	-37,200.00	0.0%
266.955 · Auditor	11,050.00	10,500.00	550.00	105.2%
266.960 · Engineer	0.00	1,800.00	-1,800.00	0.0%
266.000 · Professional Fees - Other	5,820.05			
Total 266.000 · Professional Fees	53,779.70	109,500.00	-55,720.30	49.1%
275.000 · Drains At Large	85,029.84	50,000.00	35,029.84	170.1%
276.000 · Cemetery				
276.702 · Salaries	465.00	0.00	465.00	100.0%
276.801 · Lawn Mowing	0.00	0.00	0.00	0.0%
276.930 · Repair & Maintenance	2,400.00			
Total 276.000 · Cemetery	2,865.00	0.00	2,865.00	100.0%
301.000 · Public Safety				
301.700 · Fire Authority Rep	720.00	1,000.00	-280.00	72.0%
301.701 · Police Ordinance Enforcement	240.00	10,000.00	-9,760.00	2.4%
301.702 · Contribution Police Salaries	0.00	0.00	0.00	0.0%
Total 301.000 · Public Safety	960.00	11,000.00	-10,040.00	8.7%

Conway Township Profit & Loss Budget vs. Actual April 2023 through March 2024

	Apr '23 - Mar 24	Budget	\$ Over Budget	% of Budget
526.000 · Sanitary Landfill				
526.960 · Spring Cleanup	1,874.00	5,000.00	-3,126.00	37.5%
Total 526.000 · Sanitary Landfill	1,874.00	5,000.00	-3,126.00	37.5%
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
721.000 · Planning & Zoning				
721.702 · Salaries	14,170.00	20,000.00	-5,830.00	70.9%
721.969 · Seminars & Workshop	0.00	500.00	-500.00	0.0%
Total 721.000 · Planning & Zoning	14,170.00	20,500.00	-6,330.00	69.1%
738.000 · Recreation Association				
738.100 · Parks & Recreation Contribution	36,903.22	35,000.00	1,903.22	105.4%
738.702 · Salaries	540.00	900.00	-360.00	60.0%
738.000 · Recreation Association - Other	0.00	0.00	0.00	0.0%
Total 738.000 · Recreation Association	37,443.22	35,900.00	1,543.22	104.3%
954.000 · Insurance & Bond	12,736.00	11,500.00	1,236.00	110.7%
960.000 · Delinquent Personal Prop Taxes	-7,818.46			
980.000 · Transfers Out - Cemetery	0.00	30,000.00	-30,000.00	0.0%
Total Expense	401,535.22	592,122.00	-190,586.78	67.8%
Net Ordinary Income	-237,842.37	-13,707.00	-224,135.37	1,735.2%
Other Income/Expense				
Other Income				
Interest Income	21.32	0.00	21.32	100.0%
501.000 · Federal Grant Income	0.00	0.00	0.00	0.0%
Total Other Income	21.32	0.00	21.32	100.0%
Net Other Income	21.32	0.00	21.32	100.0%
Net Income	-237,821.05	-13,707.00	-224,114.05	1,735.0%

3:00 PM

10/04/23

Accrual Basis

Conway Township - Road Fund #201
Profit & Loss Budget vs. Actual
April 2023 through March 2024

	<u>Apr '23 - Mar 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
402.000 · Taxes - Road Millage	63,791.14	250,000.00	-186,208.86	25.5%
664.000 · Interest Income	1,580.99	0.00	1,580.99	100.0%
Total Income	<u>65,372.13</u>	<u>250,000.00</u>	<u>-184,627.87</u>	<u>26.1%</u>
Expense				
955.000 · Chloriding	83,091.73	100,000.00	-16,908.27	83.1%
967.000 · Construction	272,497.27	260,000.00	12,497.27	104.8%
968.000 · Delinquent Personal Prop Taxes	-14,151.85			
Total Expense	<u>341,437.15</u>	<u>360,000.00</u>	<u>-18,562.85</u>	<u>94.8%</u>
Net Income	<u>-276,065.02</u>	<u>-110,000.00</u>	<u>-166,065.02</u>	<u>251.0%</u>

Conway Township Rental Report

September, 2023

Hall rental details:

Rental fee: \$150 for residents of Conway Township, \$300 for non-residents, funerals 1/2 of rental fee.

We currently have 4 different hall attendants/monitors.

Canceled

None

Rescheduled

None

Completed

Future hall rentals



8015 Fowlerville Road - PO Box 1157 - Fowlerville, Michigan 48836

P: 517-223-0358 F: 517-223-053

From: Gary Klein - Conway Township Zoning Administrator

To: Conway Township Board of Trustees

Subject: Zoning Administrator Report

Period: **August** 2023

Name	Location	Permit#	ID #	Details
Kennedy Parker	7000 Hayner	W016-023	01-13-100-029	Basement Wall repairs

Date Threat Event

Date	Threat Event
Sept 1,2023	185.36.81.33 Lithuania 42
	141.98.11.60 Lithuania 11
Sept 2,2023	141.98.11.60 Lithuania 38
	185.36.81.33 Lithuania 17
	210.6.49.45 Hong Kong 7
	95.214.55.244 Poland 3
Sept 3,2023	185.36.81.33 Lithuania 31
	210.6.49.45 Hong Kong 7
Sept 4,2023	185.36.81.33 Lithuania 11
Sept 5,2023	185.36.81.33 Lithuania 51
	125.124.48.210 China 1
Sept 6,2023	185.36.81.33 Lithuania 9
Sept 7,2023	185.36.81.33 Lithuania 67
	141.98.11.60 Lithuania 13
	109.205.213.94 Azerbaijan 3
	80.71.157.223 Germany 2
Sept 8,2023	185.36.81.33 Lithuania 38
Sept 9,2023	43.225.189.149 United States 2
Sept 10,2023	185.36.81.33 Lithuania 44
	149.40.50.107 United States 2
Sept 11,2023	141.98.11.60 Lithuania 27

	80.71.157.223	Germany	2
	149.40.50.120	United States	2
	172.234.42.152	United States	1
Sept 12,2023			
	103.83.144.161	India	3
Sept 13,2023			
	185.36.81.33	Lithuania	64
	141.98.11.60	Lithuania	16
	43.130.57.239	United States	1
	170.106.115.253	United States	1
Sept 14,2023			
	185.36.81.33	Lithuania	42
	83.97.73.87	Germany	2
Sept 15,2023			
	185.36.81.33	Lithuania	34
Sept 16,2023			
	185.36.81.33	Lithuania	8
	141.98.11.60	Lithuania	2
Sept 17,2023			
	185.36.81.33	Lithuania	7
	111.70.24.158	Taiwan, Province of China	1
Sept 18,2023			
	185.36.81.33	Lithuania	42
	52.159.109.233	United States	1
Sept 19,2023			
	185.36.81.33	Lithuania	42
	141.98.11.60	Lithuania	19
Sept 20,2023			
	67.217.57.54	United States	13
	185.36.81.33	Lithuania	8
Sept 21,2023			
	67.217.57.54	United States	40
	141.98.11.60	Lithuania	30

	109.205.213.94	Azerbaijan	7
	27.115.124.114	China	1
Sept 22,2023			
	141.98.11.60	Lithuania	35
	67.217.57.54	United States	30
	185.36.81.33	Lithuania	3
Sept 23,2023			
	82.147.85.134	Russian Federation	2
Sept 24,2023			
	67.217.57.54	United States	71
	185.36.81.33	Lithuania	15
	86.165.64.192	United Kingdom	1
Sept 25,2023			
	185.36.81.33	Lithuania	18
	31.220.1.83	Belize	2
Sept 26,2023			
	67.217.57.54	United States	55
	185.36.81.33	Lithuania	12
	27.115.124.34	China	1
	103.127.78.55	India	1
Sept 27,2023			
	67.217.57.54	United States	53
	185.36.81.33	Lithuania	29
	209.141.54.60	United States	2
	2.180.197.68	Iran, Islamic Republic of	1
Sept 28,2023			
	185.36.81.33	Lithuania	10
	67.217.57.54	United States	9
Sept 29,2023			
	185.36.81.33	Lithuania	17
Sept 30,2023			
	185.36.81.33	Lithuania	2

Conway Township Cemetery Advisory Committee Meeting Minutes

September 16, 2023

Meeting at Antrim Cemetery called to order at 9:00 am by Chair Elizabeth Whitt

Present: Elizabeth Whitt, Dave Whitt, Gary Klein, Jeff Klein, Gabi Bresett

Absent: Ed Adams, Richard Hohenstein

The Advisory Committee drove to all cemeteries for inspection and found the following:

Antrim Cemetery

- Marked all vegetation that needs to be removed.
- Discussed a scatter garden in the low and wet area and cannot be used for graves.

Coughran Cemetery

- Marked all vegetation that needs to be removed.
- The fence line has not been kept mowed and needs to be addressed.
- Removed illegal landscaping.

Benjamin Cemetery

- Found tree branches piled near most trees.
- Pine tree is rotten and needs to be removed.
- Dead tree limbs need to be removed.

Miller Cemetery

- 3 trees need to be removed.
- Marked all vegetation that needs to be removed.

Klein Cemetery

- The fence near the road needs to be repaired.

Meeting adjourned at 10:54 am.

Next meeting October 21, 2023

Gabi Bresett

Cemetery Advisory Committee Secretary

“Make Every Week Fire Prevention Week”

Fowlerville Area Fire Department
P.O. Box 126
Fowlerville, MI 48836

Honorable Fire Chief, Fowlerville Fire Authority Board Trustees and Residents: This shall serve as your official notification of the Fowlerville Area Fire Department Regular Meeting to be held on **Tuesday, October 3, 2023 beginning at 6:00 p.m.**, at the Fowlerville Fire Department, 9110 W. Grand River Ave., Fowlerville, Michigan 48836. The following item(s) are on the agenda for your consideration:

Regular Meeting 6:00 P.M.

1. Call to Order.
2. Pledge of Allegiance.
3. Roll Call.
4. Call to the Public.
5. Additions to and/or approval of the Agenda.
6. Consideration of the Consent Agenda.
(Items on the Consent Agenda are considered to be routine, only one motion required to approve to Consent Agenda- 1 item).
 - a. Minutes of the Regular Authority Meeting held on July 25, 2023 as presented.
7. Unfinished Business:
 - a. Discussion on rental room policy at Station 41.
8. New Business.

9. Communications.
 - a. Update on ordinance drafts for the adoption of fire code for the individual townships.
10. Second Call to the Public.
11. Members Additional Comments.
12. Adjournment.

The Fowlerville Area Fire Department does not discriminate on the basis of disability in the admission or participation in its programs or activities. Accommodations are available for the assistance of individuals with physical impairments if the fire department is given five days advance notice. Individuals desiring such assistance should contact the Fire Authority Administrative Assistant at 517-223-8561. Agendas and minutes of the meetings are available at the Fowlerville Fire Department.

“Make Every Week Fire Prevention Week”

**Fowlerville Area Fire Department
9110 W. Grand River Ave.
P.O. Box 126
Fowlerville, MI 48836**

Fowlerville Area Fire Department Regular Meeting Minutes

Tuesday, July 25, 2023 at 7:00 p.m.

Regular Meeting 7:00 P.M.

1. Call to Order. The Fowlerville Area Fire Authority Regular Meeting was called to order by Chairperson Bonnville at 7:00 p.m. at the Fowlerville Fire Department at 9110 W. Grand River Ave, Fowlerville, Michigan 48836.
2. Pledge of Allegiance. Recited.
3. Roll Call. Bonnville, Heath and Grubb. Absent: Alverson.
Others Present: Fire Chief Robert Feig, Fire Administrative Assistant, Anna Fraser, Attorney, Kevin Gentry and Village Finance Director, John McCurdy.
4. Call to the Public. None.
5. Additions to and/or approval of the Agenda. MOTION HEATH SECOND GRUBB TO APPROVE THE AGENDA AS PRESENTED. VOICE VOTE. MOTION CARRIED.
6. Consideration of the Consent Agenda.
(Items on the Consent Agenda are considered to be routine, only one motion required to approve to Consent Agenda- 2 items).
 - a. Minutes of the Finance Committee Meeting held on May 23, 2023 as presented.
 - b. Minutes of the Regular Authority Meeting held on May 23, 2023 as presented.
MOTION HEATH SECOND GRUBB TO APPROVE THE CONSENT AGENDA AS PRESENTED. VOICE VOTE. MOTION CARRIED.

7. Unfinished Business:

- a. Water Line Easement for Handy Township.
Kevin informed the board that the easements and exhibits have been completed. Kevin will forward to the chief for signature. Chief will take to JNB for signatures as well.

8. New Business:

- a. Consideration of Resolution No. 23-06, a resolution to approve the 2023/2024 Budget Amendments.

John McCurdy informed the board that the generator was moved from last years budget to the 2023-24 budget, as discussed in the previous board meeting.

MOTION GRUBB, SECOND HEATH TO APPROVE RESOLUTION NO. 23-06 AS PRESENTED. ROLL CALL VOTE. AYE: GRUBB, HEATH, BONNVILLE. NAY: NONE. ABSENT: ALVERSON. UNANIMOUS VOTE. MOTION CARRIED

- b. Discussion regarding the adoption of the 2021 International Fire Code (IFC) for the Fowlerville Fire District.

Chief Feig informed the board that Lt. Dailey passed the Fire Inspector I course. She followed up by becoming certified in plan review. He noted she will be attending the Fire Inspector II class next month. Chief went on to say that this will allow the fire department to move towards adopting fire codes for the fire district. From this point Chief Feig and Lt. Dailey will go to each entity for approval. He explained how this will help the community moving forward.

9. Communications.

Chief Feig provided the board with a current water usage report. He stated we are being billed for the full REUs of 22,250 gallons per month. However, the department has only been using 6,000-7,000 gallons per month. Chief would like to request a review with Handy Township of the water usage after six months of data (September 2023). This will also affect the sewer bill, which is currently being billed as a flat rate.

Chief stated that moving to the 8-hour day shift has proven to be very beneficial. He mentioned that the next transitional move will be moving to a 12-hour shift and/or adding weekend station coverage. Chief also informed the board of staffing changes that have occurred.

He stated that various groups have been requesting use of the meeting room. Also mentioned that the fire department hosted a youth academy, and that it was a big success.

10. Second Call to the Public. **None.**

11. Members Additional Comments.

Grubb mentioned that the Michigan Township Association (MTA) is hosting a class in Frankenmuth in September that the chief may be interested in attending. Grubb will forward the information to the Chief Feig for consideration.

Bonnville addressed whether the fire department wants to consider charging for use of the fire department meeting room. Kevin stated the department needs a policy if they plan to rent the space to outside groups. Chief mentioned a few groups that have recently used the room at no cost. Kevin noted the various reasons why the board may want to consider such a policy. It was decided to discuss this at the September meeting.

12. Adjournment.

MOTION HEATH, SECOND GRUBB TO ADJOURN THE REGULARLY SCHEDULED FIRE AUTHORITY MEETING AT 7:38 P.M. VOICE VOTE. MOTION CARRIED.

The Fowlerville Area Fire Department does not discriminate on the basis of disability in the admission or participation in its programs or activities. Accommodations are available for the assistance of individuals with physical impairments if the fire department is given five days advance notice. Individuals desiring such assistance should contact the Fire Authority Administrative Assistant at 517-223-8561. Agendas and minutes of the meetings are available at the Fowlerville Fire Department.

FOWLerville RECREATION

7677 W. Sharpe Road
Fowlerville, Michigan 48836
(517) 223-6477

Minutes from September 13, 2023

Members present: Laura Eisele, Jason Atkinson, Brande Nogafsky, April Hodge, Craig Curtis, and Justin Braska

Members absent: none

Staff present: Cheryl Dixon-Recreation, Lauri Daubenmeyer-Recreation Oversight, Matt Stuard- Superintendent,

Public present: Meg Koenneman, Tonya Defever, Bob Hinton, Trisha Reed

Old Business: none

New Business:

- Annual review of Current agreement
 - Ms. Eisele requested a redline copy be provided at October meeting.
 - Review of Mission Statement-all agreed to adjust first grade to pre-K for the redline.
 - Ms. Nogafsky requested removal of sport within agreement that are no longer or have not been used to give a more accurate representation of sports offered. This change will be in the first redline copy.
- Ms. Nogafsky would like to see proposed 24/25 participation fees in Nov. meeting.
- Mr. Braska presented an example of a practice plan for new coaches. There was discussion that Ms. Dixon would consider adding drills to coaching packets, maybe after review by the Board that is set up for each sport.

Current Programs:

- a. Football-2 instructional, 3 Freshman, 3 JV, 1 7th grade team, 1 8th grade team
- b. Cheerleading -2 Instructional, 2 Freshman, 2 JV and 1 Varsity
- c. Soccer
 - a. 2- peewee teams
 - b. 4- minor teams
 - c. 4- major teams
 - d. 2-boys U10 travel
 - e. 1-boys U12 travel
 - f. 1- boys U13 travel
 - g. 1-boys U15 travel
 - h. 1-girls U10 travel
 - i. 1-girls U11 travel
 - j. 1-girls U12 travel
 - k. 1- girls U13 travel

- d. UB Church offered fields for soccer this fall. 11 v 11 teams are utilizing this space for practices and games are taking place at the FHS Varsity field. The reason for this, is FHS football practices have been temporarily moved from the track while repairs to field are needed.
- e. Basketball – registration open now through the 21st of September.

Next Meeting confirmed for October 10th, 6pm (2nd Tuesday of the month). Future meeting dates to be discussed at next meeting. Looking for a day of the month that will work for the board.

Thank you,
Cheryl Dixon

Recreation Meeting

Date: 9/13/23

Name: Lauri Daubenneyer

Name: Cheryl Dixon - Recreation

Name: Anna Elisee, Handy Shop Clerk

Name: Cheryl Carter Village Trustee

Name: Brandi Nogafsky - Conway

Name: Jason Atkinson - Fosco

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Recreation Meeting

Date: _____

Name: TONYA DeFener

Name: Meg Koenemann

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Fowlerville Recreation

7677 W. Sharpe Road
Fowlerville, MI 48836

September 13, 2023 10:00am Munn Building

Agenda:

1. Members present
2. Introduction
3. Community Member Input
4. Current Program(s)
 - a. Football-2 instructional, 3 Freshman, 3 JV, 1 7th grade team, 1 8th grade team
 - b. Cheerleading -2 Instructional, 2 Freshman, 2 JV and 1 Varsity
 - c. Soccer
 - a. 2- peewee teams
 - b. 4- minor teams
 - c. 2- major teams
 - d. 2-boys U10 travel
 - e. 1-boys U12 travel
 - f. 1- boys U13 travel
 - g. 1-boys U15 travel
 - h. 1-girls U10 travel
 - i. 1-girls U11 travel
 - j. 1-girls U12 travel
 - k. 1- girls U13 travel
 - d. Basketball – registration open now through the 21st of September.
5. Old Business-
6. New Business-
Review of Current Agreement/Mission Statement
Meeting Date and time change

Next Meetings- October 11th, November 8th, December 13th, January 10th,
February 14th, March 13th, April 10th, May 8th, and June 12th

YEAR	ACTIVITY	RECREATION ENROLLMENT SUMMARY										NON-PARTICIPANT	TOTALS	DOWN/UP			
		2023/2024	CONWAY	HANDY	IOSCO	COHOCTAH	VILLAGE	LLAGE/TWNS	TOTALS	CONWAY	HANDY				IOSCO	COHOCTAH	VILLAGE
2023	SOFTBALL CLINIC																
2023	BASEBALL CLINIC																
2023	VOLLEYBALL CAMP	15	27	11	1	4								58	6	64	
2023	FOOTBALL CAMP	48	71	20	6	7								152	34	206	63
2023	TENNIS CAMP	7	11	4	2	2								26	4	30	7
2023	GIRLS BASKETBALL CAMP	7	15	2	1	1								26	1	27	-7
2023	BOYS BASKETBALL CAMP	7	17	3	2	1								30	4	34	2
2023	SOCCER CAMP	X	X	X	X	X								X	X	X	X
2023	CHEERLEADING CAMP	16	42	11	1	2								72	5	77	15
2023	FOOTBALL	51	70	32	8	27								188	24	212	28
2023	CHEERLEADING	21	49	16	3	9								98	6	104	-10
2023	SOCCER IN-HOUSE FALL	26	39	27	4	6								102	7	109	3
2023	TRAVEL SOCCER FALL	28	53	19	3	9								112	8	120	28
2023	GIRLS BASKETBALL													0		0	
2023	BOYS BASKETBALL													0		0	
2023	TRAVEL BASKETBALL													0		0	
2023	WRESTLING													0		0	
2024	VOLLEYBALL													0		0	
2024	SOCCER IN-HOUSE SPRING													0		0	
2024	TRAVEL SPRING SOCCER													0		0	
2024	SOFTBALL													0		0	
2024	BASEBALL													0		0	
2024	TRACK													0		0	
	23/24	211	367	134	30	64								806	93	919	0
	% OF ENROLLMENTS	26%	45%	17%	4%	8%								100%			
	22/23	488	814	309	83	220								1914	239	2153	254
	% OF ENROLLMENTS	25%	43%	16%	4%	12%								100%			

YEAR	ACTIVITY	RECREATION ENROLLMENT SUMMARY										NON-PARTICIPANT	TOTALS	DOWN/UP	
		2022/2023	CONWAY	HANDY	IOSCO	COHOCTAH	VILLAGE	LLAGE/TWNS	TOTALS						
2022	FOOTBALL CAMP	26	52	19	3	11	111					32	143	39	
2022	TENNIS CAMP	4	12	4	3	0	23					0	23	8	
2022	GIRLS BASKETBALL CAMP	8	16	2	0	6	32					2	34	12	
2022	BOYS BASKETBALL CAMP	9	12	1	4	2	28					4	32	14	
2022	SOCCER CAMP	-	-	-	-	-	0					-	0	0	
2022	CHEERLEADING CAMP	11	27	8	2	5	53					9	62	14	
2022	FOOTBALL	51	58	29	7	17	162					22	184	35	
2022	CHEERLEADING	29	40	16	3	13	101					13	114	22	
2022	SOCCER IN-HOUSE FALL	21	46	15	1	15	98					8	106	-22	
2022	TRAVEL SOCCER FALL	14	39	18	4	7	82					10	92	27	
2022	GIRLS BASKETBALL	11	11	0	1	1	24					3	27	10	
2022	BOYS BASKETBALL	5	23	9	3	9	49					6	55	-3	
2022	TRAVEL BASKETBALL	53	96	37	9	29	224					31	255	28	
2022	WRESTLING	9	21	3	4	4	41					12	53	17	
2023	VOLLEYBALL	43	66	20	3	14	146					11	157	16	
2023	SOCCER IN-HOUSE SPRING	42	72	35	9	18	176					14	190	26	
2023	TRAVEL SPRING SOCCER	28	51	23	11	13	126					8	134	30	
2023	SOFTBALL	19	28	7	2	12	68					8	76	-29	
2023	BASEBALL	63	84	35	7	29	218					26	244	98	
2023	TRACK	42	60	28	7	15	152					20	172	-14	
2023	SOFTBALL CLINIC														
2023	BASEBALL CLINIC														
	22/23	488	814	309	83	220	1914					239	2153	254	
	% OF ENROLLMENTS	25%	43%	16%	4%	12%	100%					194	1899	1235	
	21/22	417	713	285	80	210	1705								
	% OF ENROLLMENTS	25%	41%	15%	4%	15%	100%								

Select By Account Report

Fiscal Year: 2023 to 2024

Account	Description	Resp FC	YTD Budget	YTD Actual	YTD Encumb.	Req Reserve	Rem. Balance	Last Actual
20-181-0000-970-000-0000	RECREATION	REC M	\$0.00	(\$31,745.76)	\$0.00	\$0.00	\$31,745.76	(\$229,644.21)
20-181-0000-971-000-0000	RECREATION REV-FIRST HALF	REC M	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$47,099.23)
21-261-3410-000-000-9700	CELL PHONE/REC	REC M	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$180.00
21-261-3830-000-000-9700	WATER&SEWER/REC	REC M	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$330.20
21-261-5510-000-000-9700	GAS/450 N HIBBARD/REC	REC M	\$0.00	\$6.42	\$0.00	\$0.00	(\$6.42)	\$502.79
21-261-5520-000-000-9700	ELEC/450 N HIBBARD/REC	REC M	\$0.00	\$146.57	\$0.00	\$0.00	(\$146.57)	\$933.12
21-261-5990-000-000-9700	FIELD MAINT SUPPL/REC	REC M	\$0.00	\$4,833.16	\$1,708.49	\$0.00	(\$6,541.65)	\$2,562.05
21-321-1170-000-000-9700	SAL RECREATION DIR	REC M	\$0.00	\$10,332.00	\$0.00	\$0.00	(\$10,332.00)	\$50,940.00
21-321-1560-000-000-9700	SAL OTHER STAFF/REC	REC M	\$0.00	\$4,572.50	\$0.00	\$0.00	(\$4,572.50)	\$31,771.79
21-321-1625-000-000-9700	ASSIST TO DIR/REC	REC M	\$0.00	\$4,307.09	\$0.00	\$0.00	(\$4,307.09)	\$360.00
21-321-1790-000-000-9700	LONGEVITY	REC M	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$800.00
21-321-1960-000-000-9710	CUSTODIAL OVT/REC	REC M	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$954.00
21-321-1962-000-000-9712	SAL FIELD MAINT/REC	REC M	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
21-321-2110-000-000-9700	LIFE INSURANCE/REC	REC M	\$0.00	\$8.60	\$0.00	\$0.00	(\$8.60)	\$42.60
21-321-2120-000-000-9700	LONG TERM DISABILITY	REC M	\$0.00	\$43.48	\$0.00	\$0.00	(\$43.48)	\$264.54
21-321-2130-000-000-9700	MESSA HLTH/REC	REC M	\$0.00	\$3,363.40	\$0.00	\$0.00	(\$3,363.40)	\$19,784.34
21-321-2140-000-000-9700	DENTAL/REC	REC M	\$0.00	\$276.20	\$0.00	\$0.00	(\$276.20)	\$1,594.16
21-321-2150-000-000-9700	VISION/REC	REC M	\$0.00	\$32.46	\$0.00	\$0.00	(\$32.46)	\$209.46
21-321-2820-000-000-9700	RETIREMENT/REC	REC M	\$0.00	\$3,886.84	\$0.00	\$0.00	(\$3,886.84)	\$13,847.66
21-321-2820-000-000-9710	RETIRE CUSTODIAN/REC	REC M	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$269.32
21-321-2820-000-000-9712	RETIRE FLD MAINT/REC	REC M	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
21-321-2830-000-000-9700	FICA/RECREATION	REC M	\$0.00	\$1,407.31	\$0.00	\$0.00	(\$1,407.31)	\$6,237.85
21-321-2830-000-000-9710	FICA CUSTODIAN/REC	REC M	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$72.98
21-321-2830-000-000-9712	FICA FLD MAINT/REC	REC M	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
21-321-2840-000-000-9700	W/C-REC	REC M	\$0.00	\$144.57	\$0.00	\$0.00	(\$144.57)	\$516.34
21-321-3190-000-000-9700	MISC CONTRACTED/REC	REC M	\$0.00	\$260.24	\$2,963.36	\$0.00	(\$3,223.60)	\$5,198.92
21-321-3192-000-000-9700	C/S ASSIST SUPERV/REC	REC M	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,762.35
21-321-3194-000-000-9700	CONTRACTED OFFICIALS	REC M	\$0.00	\$973.94	\$2,050.00	\$0.00	(\$3,023.94)	\$22,375.00
21-321-3195-000-000-9700	CONTR'D INSTRUCTOR/REC	REC M	\$0.00	\$61.48	\$0.00	\$0.00	(\$61.48)	\$1,650.31
21-321-3430-000-000-9700	POSTAGE/REC	REC M	\$0.00	\$10.62	\$0.00	\$0.00	(\$10.62)	\$331.13
21-321-3510-000-000-9700	ADVERTISING/REC	REC M	\$0.00	\$387.00	\$387.00	\$0.00	(\$774.00)	\$387.00
21-321-4120-000-000-9700	EQUIP REPAIR/REC	REC M	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$522.43
21-321-5910-000-000-9700	OFFICE SUPPL/REC	REC M	\$0.00	\$827.18	\$1,885.44	\$0.00	(\$2,712.62)	\$911.65
21-321-5911-000-000-9700	COMPUTER SUPPL/REC	REC M	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
21-321-5990-000-000-9700	OTHER SUPPLIES/REC	REC M	\$0.00	\$493.00	\$507.00	\$0.00	(\$1,000.00)	\$9,491.09

Select By Account Report
 Fiscal Year: 2023 to 2024

Account	Description	Resp FC	YTD Budget	YTD Actual	YTD Encumb.	Req Reserve	Rem. Balance	Last Actual
21-321-5991-000-000-9700	CONCESSION SUPPL/REC	REC M	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,822.02
21-321-5993-000-000-9700	PROGRAM UNIFORMS/REC	REC M	\$0.00	\$22,597.17	\$26,141.33	\$0.00	(\$48,738.50)	\$73,511.93
21-321-5994-000-000-9700	PROGRAM EQUIP/REC	REC M	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$34,145.88
21-321-7410-000-000-9700	DUES & FEES/REC	REC M	\$0.00	\$1,050.00	\$0.00	\$0.00	(\$1,050.00)	\$31,045.46
21-321-7910-000-000-9700	RECREATION REFUNDS	REC M	\$0.00	\$2,555.00	\$0.00	\$0.00	(\$2,555.00)	\$22,060.20
21-321-8222-000-000-9700	COPY MACH LEASE/REC	REC M	\$0.00	\$10.73	\$59.27	\$0.00	(\$70.00)	\$425.61
21-611-8110-000-000-0000	TRF TO GF FOR ADMIN FEE	REC M	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,580.14
No. of Records: 42			\$0.00	\$30,841.20	\$35,701.89	\$0.00	(\$66,543.09)	\$100,650.88

Account Detail Report

Trans Date Between 07-01-2023 and 06-30-2024

ST	Trans #	Date	Posted	Description	Vendor	Vendor Name	PO #	Inv #	Check #	Amount	
	20-181-0000-970-000-0000 RECREATION										
EJ	072011	07/01/2023	07/21/2023	FOOTBALL-LITTRUP						\$0.00	\$0.00
EJ	072016	07/21/2023	07/28/2023	TRF TO REC- E KING FTBL							(\$187.00)
EJ	082032	08/11/2023	09/08/2023	CASH CORRECTIONS							(\$235.00)
ER	071006	07/07/2023	07/21/2023	REC REV/3Education SV9T Split							(\$20.00)
ER	071007	07/07/2023	07/21/2023	REC REV/PAYMENTECH							(\$35.00)
ER	071009	07/17/2023	07/27/2023	REC REV							\$7.03
ER	071009	07/17/2023	07/27/2023	REC REV							(\$3,761.00)
ER	071012	07/14/2023	07/27/2023	REC REV/3Education SV9T Split							(\$844.66)
ER	071013	07/14/2023	07/27/2023	REC REV/PAYMENTECH							(\$210.00)
ER	071024	07/21/2023	07/28/2023	REC REV/3Education SV9 Split							(\$969.93)
ER	071025	07/21/2023	07/28/2023	REC REV/PAYMENTECH							(\$430.00)
ER	071030	07/26/2023	07/27/2023	REC REV							(\$677.41)
ER	071030	07/26/2023	07/27/2023	REC REV							(\$2,781.00)
ER	071042	07/28/2023	08/01/2023	REC REV/PAYMENTECH							(\$891.00)-
ER	071043	07/31/2023	08/01/2023	REC REV/3Education SV9T Split							(\$1,726.19)
ER	081003	08/04/2023	08/10/2023	REC REV							(\$280.00)
ER	081003	08/04/2023	08/10/2023	REC REV							(\$215.00)
ER	081008	08/04/2023	08/10/2023	REC REV/3Education SV9T Split							(\$2,634.25)
ER	081009	08/04/2023	08/10/2023	REC REV/PAYMENTECH							(\$545.00)
ER	081021	08/11/2023	08/25/2023	REC REV/3Education SV9T Split							(\$666.79)
ER	081022	08/11/2023	08/25/2023	REC REV/PAYMENTECH							(\$300.00)
ER	081028	08/15/2023	08/25/2023	REC REV							(\$1,227.08)
ER	081028	08/15/2023	08/25/2023	REC REV							(\$1,120.00)
ER	081028	08/15/2023	08/25/2023	REC REV							(\$395.00)
ER	081039	08/18/2023	09/01/2023	REC REV/3Education SV9T Split							(\$1,412.00)
ER	081040	08/18/2023	09/01/2023	REC REV/PAYMENTECH							(\$640.00)
ER	081051	08/25/2023	09/05/2023	REC REV/3Education SV9T Split							(\$1,127.41)
ER	081052	08/25/2023	09/05/2023	REC REV/PAYMENTECH							(\$245.00)
ER	081056	08/28/2023	09/05/2023	REC REV							(\$482.00)
ER	081056	08/28/2023	09/05/2023	REC REV							(\$600.00)
ER	081056	08/28/2023	09/05/2023	REC REV							(\$1,737.00)
ER	081056	08/28/2023	09/05/2023	REC REV							(\$1,363.00)
ER	081060	08/30/2023	09/06/2023	REC REV							(\$3,782.50)
ER	081066	08/31/2023	09/11/2023	REC REV/3Education SV9T Split							(\$140.00)

Account Detail Report

Trans Date Between 07-01-2023 and 06-30-2024

ST	Trans #	Date	Posted	Description	Vendor	Vendor Name	PO #	Inv #	Check #	Amount
	20-181-0000-970-000-0000			RECREATION						\$0.00
ER	081067	08/31/2023	09/11/2023	REC REV/PAYMENTECH	(\$31,745.76)					(\$72.57)
									20-181-0000-970-000-0000 Total	(\$31,745.76)

No. of Records: 34

Total No. of Records: 34

Report Total (\$31,745.76)

**EXPENSES TO THE VILLAGE AND TOWNSHIPS
JULY 1, 2023 THROUGH JUNE 30, 2024**

EXPENSES: \$ 30,841.20
REVENUES: \$ 31,754.76
TOTAL DUE: (\$ 913.56)

UNPAID 2022/2023 INVOICES	AMOUNT
NONE	

Conway Township \$ 0.00
26% X \$0.00

Handy Township \$ 0.00
45% X \$0.00

Iosco Township \$ 0.00
17% X \$0.00

Cohoctah Township \$ 0.00
4% X \$0.00

Village of Fowlerville \$ 0.00
8% X \$0.00

TOTAL \$0.00

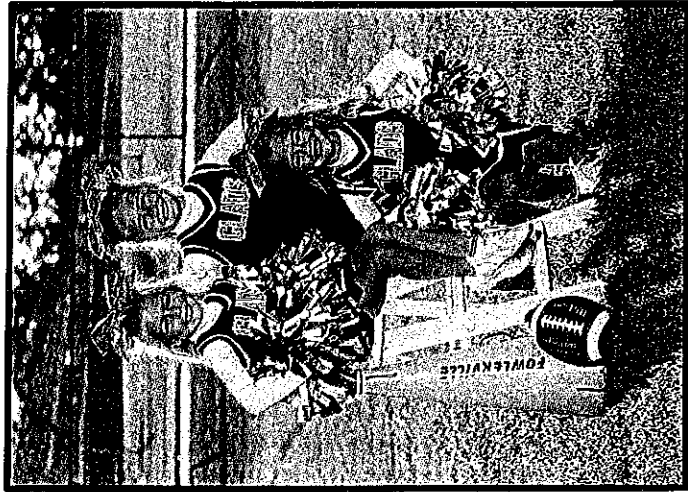
THIS IS NOT A BILL

The Fowlerville Recreation Mission Statement

Fowlerville Recreation is an organization designed to help promote and develop programs for boys and girls in the first through eighth grades.

We will focus on providing children the **fundamental skills, understanding, and enjoyment** of each sport.

Participation and sportsmanship will be stressed at all levels, with a primary concern for developing basic individual skills and general team concepts.



B R i
Beckett&Raeder

Landscape Architecture
Planning, Engineering &
Environmental Services

August 28, 2023

Bill Grubb
supervisor@conwaymi.gov

Dear Mr. Grubb,

i
initiative

We are pleased to present a proposal for professional planning services for Conway Township. We feel our team at Beckett & Raeder, Ince. (BRI) is expertly equipped with the planning and zoning skills, resources, and experience needed to successfully serve the Township.

Attached is a fee schedule for services provided by BRI. Liz will be your planner of record; her resume is attached. Liz is an associate and will bill hourly, in 15-minute increments, for work completed for the Township. In addition, we bill her hourly rate for travel time and mileage at the current federal rate. Project work can be billed hourly or a request for a lump sum proposal can be requested and negotiated.

We look forward to working with the Township for all your planning and zoning needs. Please let me know if you have any questions or how I can be of any further assistance.

Sincerely,



Sara Kopriva, AICP
Senior Associate
skopriva@bria2.com
231.499.8096

Beckett & Raeder, Inc.
535 West William
Suite 101
Ann Arbor, MI 48103

Petoskey Office
113 Howard Street
Petoskey, MI 49770

Traverse City Office
148 East Front Street
Suite 207
Traverse City, MI 49684

Grand Rapids Office
5211 Cascade Road SE
Suite 300
Grand Rapids, MI 49546

2023 Professional Service Fee and Structure

Beckett & Raeder, Inc. / BRI, Inc. is pleased to submit for consideration the following fees for professional services and time / material services:

AS REQUIRED BY CLIENT:

Partner	\$160.00 Hour
Principal	\$150.00 Hour
Senior Associate	\$140.00 Hour
Senior Project Manager	\$135.00 Hour
Senior Professional Engineer	\$135.00 Hour
Associate	\$130.00 Hour
Senior Project Professional/Landscape Architect/Planner	\$125.00 Hour
Project Manager	\$125.00 Hour
Professional Engineer	\$125.00 Hour
Senior GIS Specialist	\$115.00 Hour
Project Engineer (E.I.T.)	\$110.00 Hour
Senior Project Site Representative	\$105.00 Hour
Project Professional/Landscape Architect/Planner	\$105.00 Hour
GIS Technician	\$ 95.00 Hour
Resident Project Site Representative	\$ 85.00 Hour
Computer Technician /CAD Technician	\$ 85.00 Hour
Clerical	\$ 70.00 Hour
Interns (non-degreed)	\$ 60.00 Hour
Inspection Forms	At Cost
Printing and Duplicating	At Cost
Photography	At Cost
Postage / UPS / FedEx	At Cost
Permit Application Fees	At Cost
Site Plan Review Fees	At Cost
Travel Expenses (Airfare, Lodging, Meals, Fares, etc)	At Cost
Mileage	At Current Federal Rate

Note: Rates will be adjusted on the first of each year and billings will reflect the rates in effect at the time of services rendered



Liz Gunden, AICP

Associate, Planner

Liz comes to Beckett & Raeder with a wealth of knowledge in urban and regional planning as well as a background in Graphic Design. She has a diverse skillset and is involved in many projects including, community master plans, park & recreation plans, zoning ordinances, community engagement strategies, downtown development plans, pattern books, data analysis, and report design. She also provides planning services, such as site plan review and analyzing zoning requests, all of which builds from Liz’s previous experience of serving as a County Planner. Her combined planning and graphic design skills provide unique products that suitably serve their distinct communities.

EDUCATION

Master of Urban and Regional Planning, University of Michigan, Ann Arbor, MI

Bachelor of Arts, Art
 Minors: Graphic Design & Spanish
 Goshen College, Goshen, IN

CERTIFICATIONS

American Institute of Certified Planners

AFFILIATIONS

American Planning Association
 Michigan Association of Planning

TEACHING EXPERIENCE

Planning Representation & Communication
 Adjunct Professor, University of Michigan

Architecture, Sustainability, & the City and U.S. Planning Institutions & Law
 Graduate Student Instructor, University of Michigan

SELECTED EXPERIENCE

Master Plans:

City of Albion Comprehensive Plan
 Albion, MI
Daniel Burnham Award for a Comprehensive Plan – Michigan Association of Planning, 2023

City of Warren Master Plan
 Warren, MI
Daniel Burnham Award for a Comprehensive Plan – Michigan Association of Planning, 2021

City of Sturgis Master Plan
 Sturgis, MI
Excellence Award in Community Outreach – Michigan Association of Planning, 2020

City of Rochester Master Plan
 Rochester, MI

Fremont Community Joint Comprehensive & Growth Management Plan
 City of Fremont, MI
 Dayton Township, MI
 Sheridan Charter Township, MI

SELECTED EXPERIENCE

Planning:

City of Lincoln Park Planning Services
 Lincoln Park, MI

City of Sturgis Planning Services
 Sturgis, MI

Groveland Township Planning Services
 Groveland, MI

City of Trenton Planning Services
 Trenton, MI

City of DeWitt Planning Services
 DeWitt, MI

Bill Grubb

From: John Enos <jenos@waplan.com>
Sent: Wednesday, September 20, 2023 10:34 AM
To: Bill Grubb
Subject: Planning Services

Good Afternoon Bill

Thanks for sending out requests to provide planning services to Conway Township. Unfortunately, due to current staff commitments we can't provide a proposal at this time. We wish you and Conway Township the best of luck with the hope that someday in the future we can serve you. Have a great day.



John L. Enos, AICP
Vice-President
Phone: 734-662-2200
117 N. 1st Street, Suite 70, Ann Arbor, MI 48104



CIB Planning 2023 Fee Schedule

President	\$155.00
Vice President	\$142.00
Director	\$136.00
Planning Manager	\$132.00
Senior Planner	\$112.00
Project Planner III	\$93.00
Project Planner II	\$86.00
Project Planner I	\$78.00
Assistant Planner	\$70.00
Administrative	\$48.00

Professional Classification

Carmine P. Avantini, AICP, President
Justin Sprague, Vice President
Elena Moeller-Younger, Director of Marketing & Strategic Planning
Kelly McIntyre, Director of Planning
Hannah Smith, Project Planner III
Sandy Avantini, Business Manager

** Hourly rates are subject to increase of up to 5% on an annual basis January 1st, 2024.*



MCKENNA

September 27, 2023

Mr. Bill Grubb, Supervisor
Conway Township
8015 N. Fowlerville Road
Fowlerville, MI 48836

Subject: Proposed Partnership for Community Planning Services

Dear, Supervisor Grubb:

We are thrilled to propose a partnership with Conway Township! As an agricultural community with plenty of charm, the Township is well-positioned to preserve its arable land, open spaces, and residential uses. McKenna's planners are expert at promoting preservation in all its forms – sustainable best practices, preservation-focused regulations, and celebrating historically-rural land uses – in turn, aligning with your current Master Plan.

McKenna offers the Township service from Michigan's leading planning professionals using an engaged planning approach to achieve your long-term land use goals. Our proposed team, led by Gage Belko, AICP and advised by Brian Keeseey, AICP, is ready and at your service. Their experience in similar rural / residential communities, in collaboration with Township's officials and staff, will allow them to quickly transition into expertly administering your development codes and policies. We will hit the ground running!

Combining our fresh perspective, your local knowledge, and excellent working relationships with regional and state leaders, McKenna offers **the best value and expertise** for the Township.

HIGHEST QUALITY SERVICE

McKenna will provide the highest quality service, including, but not limited to, the following:

- Maintain close communication with Administration, Boards and Commissions, and other decision makers.
- Provide 24-hour responses to telephone calls and e-mails and meet Township deadlines.
- Produce high-quality graphics and maps to communicate Township goals to developers and residents.
- Stay at the forefront of innovative methods of planning and design, sharing such methods with stakeholders informally and through expert-led workshops and fostering constructive dialogue and consensus.
- Provide recommendations that are clear, concise, fair, and effective.

McKenna is enthusiastic about the opportunity to partner with the Township. Please call me at (248) 596-0920 if we can answer any questions. We look forward to engaging the community during your planner selection process.

Respectfully submitted,

McKENNA

John R. Jackson, AICP, NCI
President

HEADQUARTERS
235 East Main Street
Suite 105
Northville, Michigan 48167

☎ 248.596.0920
☎ 248.596.0930
MCKA.COM

Communities for real life.



McKenna Planning Team

We have selected a team of experienced, responsive, and trustworthy professionals to assist the Township with premier community planning expertise. Please note that our full roster of planning and design professionals are available to the Township.

COMMUNITY PLANNER / POINT OF CONTACT

Gage Belko, AICP, Associate Planner

We propose Gage Belko to serve as Community Planner for Conway Township's on-going planning services. Gage will be the Township's primary contact and will be responsible for delivering work products to the Township and acting as the Township's face to the public for planning matters. Gage is an Associate Planner with experience managing a variety of projects and continuing planning services. Currently, he serves as the Planning and Zoning Coordinator for the Village of Lake Orion, Blight and Demolition Coordinator for Van Buren Township, and Community Planner for the City of Grosse Pointe, assisting with ongoing site plan review, zoning interpretation, permitting, code enforcement, and front desk management. In addition, he has led projects for comprehensive plans, parks and recreation plans, and neighborhood revitalization plans in communities ranging from the developed City of Southfield to rural Roscommon and Denton Townships and the waterfront City of Sault Ste. Marie.

Gage is a generalist who is well-suited to coordinating with residents, applicants, Township staff and officials to ensure seamless project flow. Gage is a member of the American Institute of Certified Planners and holds a Master of Urban & Regional Planning and a Bachelor of Science in Architecture from the University of Michigan.

COMMUNITY MANAGER

Brian Keeseey, AICP, Senior Principle Planner

Serving as the Community Manager from McKenna, Brian Keeseey will be responsible for overall product/project quality, client satisfaction, and providing oversight and project guidance assistance on a frequent basis. Brian brings experience working in rural communities and communities that place high emphasis on retention of their historic character, including the City of Lake Angelus, Lyon Township, and Milford Township in Oakland County. He is also the planner for the Village of Armada.

Brian has worked as a project manager and planner for McKenna for over seven years and brings experience in planning, zoning, participation in legal matters associated with planning (testimony, depositions, and facilitation), and a general confidence-inspiring demeanor to the position. Brian holds two degrees, including a Bachelors of Landscape Architecture and Master of Urban and Regional Planning, both from Michigan State University.



Professional Fees

Below are McKenna’s proposed professional fees to serve Conway Township in maintaining community excellence related to planning, zoning, and design. We have employed an efficient and easy-to-administer fee schedule in hundreds of Michigan communities over our 45-year record of serving local governments.

HOURLY NOT TO EXCEED

McKenna proposes an hourly fee not to exceed \$1,000 per month, to provide ongoing services, which may include:

- Public meeting attendance, as requested.
- Township telephone calls and emails with officials regarding planning and zoning matters.
- Telephone or video conference with contractors and residents regarding proposed projects.
- Coordination of Township planning activities with other public agencies such as Livingston County and the State of Michigan.

PROFESSIONAL FEE SCHEDULE

Effective through December 31, 2025

Professional Classification	Rate Per Hour*	
Senior Principal or Manager	\$135	<p>* Rates include the following overhead: Accounting, Advertising and Promotion, Books, Publications and Maps, Business Entertainment, Charitable Contributions, Computers, Furniture and Fixtures, Graphics Supplies and General Insurance, Interest, Legal, Licenses, Meals, Memberships and Subscriptions, Office Equipment, Office Space and Parking, Office Supplies, Postage (Except Overnight), Professional Dues, Software, Taxes and Telephone.</p> <p>These rates do not include photography, outside reproduction, document or materials purchases, which are invoiced additionally. Rates also do not include reimbursable costs for travel, courier, overnight mail, etc. Mileage will be invoiced at the Federal mileage rate.</p> <p>These hourly rates are valid through December 31, 2023, after which they may change per classification by a percentage equal to the increase in the Consumer Price Index for the prior 12 months per U.S. Department of Labor, Bureau of Labor Statistics.</p>
Principal	\$130	
Senior	\$115	
Associate	\$100	
GIS Specialist	\$90	
Assistant	\$90	
Intern	\$75	
Administrative Assistant	\$75	
Consultation, preparation for, and sitting as expert witness in legal matters.	\$200	



DEVELOPMENT REVIEW FEES

REVIEW TYPE	FEE TYPE		
	Lump Sum	Fixed Base Fee + Additional Fee	Hourly
Subdivision (Plat) Review			
For conventional, manufactured home, commercial, or industrial subdivision			
• Pre-application review	\$500		
• Preliminary plat review tentative approval		\$850 + \$10 per lot	
• Preliminary plat review final approval		\$500 + \$10 per lot	
• Final plat review		\$500 + \$10 per lot	
Site Plan Reviews			
• Detached single family condominium (site condos), multiple family or mobile home park developments		\$800 + \$10 per dwelling unit / lot	
• Cluster housing development		\$800 + \$10 per dwelling unit / lot	
• Commercial or office development		\$800 + \$75 per acre	
• Industrial development		\$800 + \$75 per acre	
• Public or semipublic uses		\$800 + \$75 per acre	
• Planned unit development, residential neighborhood or mixed-use projects			*
Special Approval / Conditional Use		\$700 + \$50 per acre	
Rezone Application Review		\$700 + \$50 per acre	
Conditional Rezone Application Review			*
Land Division / Consolidation		\$300 + \$75 per new parcel	
Historic District / Architectural Comm Review	\$500		
Dimensional (Nonuse) Variance Review			
• Commercial	\$500		
• Residential	\$200		
Use Variance Review	\$1,000		
Street and Alley Vacation	\$400		
Review of Woodlands / Wetland Plans (includes Field Inspection)			*
Site Traffic Impact Study			*
Master Deed or Similar Document Review	\$500		
Pre-Application or Other Applicant Meetings			*
Revisions			
For each written technical review and recommendation provided by the Consultant because of resubmission of a revised plan	50% of original fee		
Resubmission after 90 days or major revisions	100% of original fee		

Bill Grubb

From: Assessor Asst
Sent: Wednesday, September 27, 2023 10:18 AM
To: Karen Page; Bill Grubb; Debra Grubb; Elizabeth Whitt; Trustee 1 - Conway Township; Trustee 2 - Conway Township
Subject: PA 660
Attachments: 5823.pdf

With the passing of PA 660 I would like to have the assessing office and the Township board on the same page. Attached is the 5823 form that is new to our audit. Livingston County will be audited in 2025. I would like to see what kind of communication you as the board would like to have with our office. Just so you know the assessment roll is always turned over to our board of review at the organizational meeting. Either Karen or myself is always in our office for the duration of March board of review. Both of us are present for July and December board of review. Would you like a representative from our office present at board meetings? If so, how often? Do you have a preference on who the representative is? Do you want copies of Tribunal when/ if we have a case? If we are requested to help with legal counsel, what kind of information would you like provided to you? What kind of reports/ updates would you like from our office? I would like to see this communication start immediately. That way we have two years before the audit and if changes need to happen, we have time to correct it. We are striving to meet the requirements of the audit. Karen will be retiring in 2024, so we want to put forth the effort that the new Assessor is set up for a successful audit!

Sincerely,

Brande Nogafsky

Brande Nogafsky
Assessor's Assistant
Conway Township, Michigan
(517) 223-0358 phone
(517) 223-0533 fax
assessorasst@conwayMI.gov



Assessment Duties Audit

To be completed by the local unit supervisor, city manager, or highest elected official.

Local Unit	Assessor of Record
County	Date
<p>1. Did the Assessor, or assessing office staff, timely deliver the certified assessment roll to the local Board of Review for its required March meetings? See MCL 211.30..... <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2. Did the Assessor, or assessing office staff, attend Board of Review meetings if requested by the Township or City? See MCL 211.10g(1)(h)(vii) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>3. Did the Assessor attend meetings with the public when requested? See MCL 211.10g(1)(h)(vii) <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>4. Did the Assessor, or assessing office staff, assist legal counsel in the prosecution or defense of cases arising out of assessment administration activities if requested? See MCL 211.10g(1)(h)(vii) .. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>5. Did the Assessor, or assessing office staff, appear before the Michigan Tax Tribunal (both Entire Tribunal and Small Claims Division) to defend property tax appeals if needed? See MCL 211.10g(1)(h)(vii) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>6. Did the Assessor, or assessing office staff, appear before the Township or City governing body when requested? See MCL 211.10g(1)(h)(vii)..... <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>7. Did the Assessor, or assessing office staff, provide reports to the Township or City governing body when requested? See MCL 211.10g(1)(h)(vii)..... <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p>	
Name	Title
Signature	Date of Signature
<p><input type="checkbox"/> By checking this box, I agree and confirm that the signature I have typed above is the electronic representation of my original, handwritten signature when used on this document. I further understand that signing this document using my electronic signature will have the same legally binding effect as signing my signature using pen and paper.</p>	

GREATLAKES OUTDOOR SOLUTIONS

417 s grand ave Fowlerville, MI 48836

Phone. 248-513-0196

248-513-0196

Greatlakes112@yahoo.com

ESTIMATE

EST0053

DATE

10/10/2023

TOTAL

USD \$5,000.00

TO

Conway Township

📞 5172230358

📠 5172230533

Deputyclerk@conwaytownship.com

DESCRIPTION	RATE	QTY	AMOUNT
Removal of all marked bushes, branches, flowers, shrubs around headstones and Cemetery perimeter in all cemeteries and includes adding topsoil, grading and grass seed as needed	\$5,000.00	1	\$5,000.00
	TOTAL		USD \$5,000.00

Conway Township

8015 N. Fowlerville Road
PO Box 1157
Fowlerville MI 48836

Phone 517-223-0358

Fax 517-223-0533



Motion Form

I move that:

We accept the bid from Greatlakes Outdoor solutions for our cemetery clean-up.

Maker Name: Elizabeth Whitt _____ Maker Signature _____ Date 10/17/2023 _____

Seconded: YES NO (Please Circle One)

Disposition:

Adopted

Postponed Indefinitely:

Amended

Referred to:

Postponed to:

Laid on the Table

Withdrawn

Notes:

Conway Township

Personnel Policy Manual

Adopted by the Conway Township Board of Trustees on
October 30, 2018, with immediate effect.

Table of Contents

..... i

Definitions 1

Purpose and Scope 1

 Scope 2

 Employment Contracts and At Will Employment..... 2

 Roles and Responsibilities in Administration of Manual 2

 Guidelines and Amendments..... 2

 Township Authority 3

Types of Township Employees..... 3

Other Township Personnel 3

Equal Employment Opportunity 3

Immigration Law Compliance..... 4

Bonding 4

Vacancies 4

 Non-Elected Positions 4

 Elected Positions 5

 Application for Employment or Appointment to Public Office 5

Personnel Records..... 5

 Employee Files 5

 Personnel Access to Own Personnel File 5

 Access to Personnel Files by Township..... 5

 Release of Personnel Records to a Third Party 5

 Freedom of Information Requests for Personnel Records..... 6

 Social Security Number Policy..... 6

Compensation 6

 Wage Laws..... 6

Workweek and Overtime 6

Payroll..... 7

 Payroll Procedures 7

 Payroll Discrepancies 7

 Employee Required Deductions 7

 Independent Contractors 7

 Compensation Advances 7

 Garnishments and Support Orders..... 7

 Record Keeping 7

Attendance 8

 Work Hours 8

 Lunch and Break Periods..... 8

 Absence and Tardiness..... 8

 Paid Leave 8

 Severe Weather 8

Employee Benefits 8

 Worker’s Compensation Insurance, Social Security and Unemployment Insurance 8

 Holidays Observed 8

 Jury Duty 9

 Unpaid Time 9

 Military Leave..... 9

Disability Accommodation for Employees 9

 Hiring..... 9

 Procedure for Handling Accommodation Requests..... 10

Request for Disability Leave of Absence..... 10

Personal Business During Work Hours 10

 Personal Mail, Phone Calls, Visitors 10

 Personal Use of Township Equipment..... 10

 Pets 11

Personal Property 11

Drug-free Workplace 11

Safety 11

 Injuries 11

 Security 11

 Smoking 11

 Workplace Violence 12

Township Confidential Information 12

Career Progress with the Township 13

 Job Descriptions 13

 Employee Performance Evaluations 13

 Maintenance of Skills and Qualifications 13

Training Scheduling and Reimbursement Policy 13

 Request to Attend Training 13

 Training Pay 14

 Mileage 14

 Meals 14

 Lodging 14

 Reimbursement for Spouses 14

 Other Reimbursement 14

Input and Ideas for Improvement 15

Food and Beverage 15

No Harassment Policy 15

 Reporting 15

 Investigative Procedure 16

 Right to Appeal 16

Communication Systems and Computer Files Security 16

 Personal Use 16

 Freedom of Information Act 17

Security 17

Prohibited Communications and Uses 17

Guidelines for Using the Internet 18

Conway Township Website 18

Email System 19

Voice Mail System 19

System Monitoring 20

System Backup and Recovery 20

Social Media Policy 20

 Information 20

 Definitions 20

 Legitimate and Potential Township Uses 21

 Township Use 21

 Personal Use 21

 Reporting Violations 22

Political Activity 22

Collections and Solicitations 22

Outside Employment and Activities 23

Gifts and Gratuities 23

Conflicts of Interest 23

 Examples of Conflicts 24

Public Statements 24

Personnel Conduct and Work Expectations 24

 Performance of Duties 24

 Personnel Expectations 25

 Unacceptable Behaviors 25

Conflict Resolution 25

 Personnel Communications 25

 Disciplinary Action for Personnel 26

Discharge 26

Termination of Employment..... 26

 Resignation..... 26

 Discharge 27

 Final Compensation 27

Other Important Provisions..... 27

 Severability 27

 Claims Limitations..... 27

 Conflict with other Governing Documents 27

Acknowledgment..... 28

Appendix—FORMS A

 Request to Inspect Personnel File.....A

 Personnel Request to Inspect Own FileA

 Training Request and Reimbursement FormA

 Direct Deposit or Payroll Debit Card ElectionA

 Volunteer Activity Waiver.....A

Definitions

The words and phrases contained in this Manual have the following meanings:

Board or Township Board: Shall refer to the Conway Township Board of Trustees. Members of the Board of Trustees are elected by residents of the Township.

Conway Township or Township: Conway Township is a general law Township pursuant to the Revised Statutes of 1846, as amended, MCL 41.1a et seq. and located in Livingston County, Michigan.

Employee: An individual hired by the Conway Township Board, and on the payroll of Conway Township as an employee, for a specific position.

Immediate Supervisor: The person or position having direct responsibility for the oversight of a specific job or jobs held by other persons.

Independent Contractor: A natural person or business that provides services to the Township under terms set by contract. No term in this Manual shall be read to create an employment relationship between the Township and an Independent Contractor. Notwithstanding any term herein to the contrary, the Township shall not prevent or seek to prevent an Independent Contractor from providing services to third parties or to control or direct the manner of performing the services provided by the Independent Contractor, except as set forth in the services contract between the Independent Contractor and the Township. The conduct of work performed by Independent Contractors in the service of the Township shall be governed, except where explicitly excluded, by the policies set forth herein applicable to Township personnel. Independent Contractors may be required to sign an acknowledgement to this effect prior to commencing work on behalf of the Township.

Job Description: A written listing containing a position's duties and responsibilities, work schedule, designated Immediate Supervisor and job classification.

Personnel: Includes all individuals acting in any capacity on behalf of the Township, including employees, certain independent contractors, elected and appointed officials of the Township, officers, Planning Commission and ZBA members, committee staff, and volunteers.

Township Attorney: Michigan-licensed attorney providing legal services to the Township on a contract basis.

Township Office: The Conway Township office is located at 8015 N. Fowlerville Road, Fowlerville, MI 48836 or other location as determined by the Conway Township Board.

Township Officer: The Township Supervisor, Township Clerk, and Township Treasurer.

Vendor: Third-parties (individuals or companies) selling certain specified goods or services to the Township. The sale of vendor's product to the Township may or may not be pursuant to a written contract.

Volunteer: Persons who are engaged in volunteer activities for the Township and are not compensated by the Township for their work (except for no more than a de minimus payment for expenses actually incurred) and are not considered an employee of the Township. Any Township employee who wishes to also volunteer for the Township may only do so provided the volunteer work to be performed is not the same or similar type of work the employee normally performs for the Township.

Purpose and Scope

The Conway Township Personnel Policy Manual was adopted by the Conway Township Board of Trustees on October 30, 2018, and shall become effective immediately. This Manual contains the personnel policies and procedures of the Township, and replaces and rescinds all prior manuals, policies, and resolutions of the Township

Board which are inconsistent with this Manual. This Manual is written with the intent of complying with federal, state and local law; these legal requirements will take precedence when inconsistent with this Manual. This Manual is designed to give personnel of the Township information about Township policies and to communicate what is expected of Township personnel, including anyone who performs work on behalf of or at the request of the Township or anyone representing the Township in an official capacity. This Manual also provides information about what Township personnel can expect from the Township.

Scope

Not all of the policies and procedures set forth in this Manual apply to all categories of individuals who are Township personnel, as defined herein. Accordingly, applicability of a particular provision is determined by the contents of the provision itself. These policies and procedures apply to all full-time, part-time, and temporary employees of Conway Township whether exempt or non-exempt, except where specifically noted or where a contractual agreement exists, as well as to all independent contractors, elected or appointed officials, and volunteers to the extent permitted by law. Notwithstanding the foregoing, any hiring, termination, withholding, benefit, or other employment-specific policies and procedures contained herein do not apply to independent contractors, elected officials or appointed officials, and volunteers who are not considered to be employed by the Township.

All personnel will receive a copy of this Manual and any updates or additions upon adoption. The Township requests that recipients keep the contents of the Manual private and return their copies upon termination of their duties with the Township. Review of this Manual by non-employees (i.e. applicants, the public) will be subject to Freedom of Information Act requirements.

Employment Contracts and At Will Employment

Each employee of the Township serves at the Township's pleasure and is considered at will. Either the Township or the employee may terminate the employment relationship at any time without notice and without cause. **This basic condition of employment is not, and may not be, modified by any verbal assurances or other policies, procedures or practices of the Township.** Nothing in the Manual is meant to create an employment contract nor does this Manual promise employment for any specific length of time. However, where provisions of this Manual differ from the provisions of an existing valid contract or collective bargaining agreement between Conway Township and an employee of the Township, the provisions of the contract or agreement will prevail.

Roles and Responsibilities in Administration of Manual

The Township Board reserves all authority to hire, supervise, provide direction, discipline, and terminate employees as collectively determined by the Board, except as otherwise provided by statute. The Board of Trustees has authority to enforce all policies contained in this Manual subject to applicable laws, to add new policies, and to change, interpret and/or cancel existing policies at any time. When new policies are adopted or policies are changed, all affected personnel will be notified.

The Township Clerk shall have custody of and shall be responsible for maintaining all records of the Township related to this Manual, unless otherwise specified and shall be responsible for any other matters as set forth herein. Additional responsibilities with regard to administration of this Manual or the policies contained herein shall be determined by the Township Board from time to time.

Guidelines and Amendments

The policies and procedures contained within this Manual are guidelines. They are not to be construed as a contract existing between any individual, including any employee, and Conway Township. No personnel policy manual can anticipate every circumstance or question, and there may be situations where the need arises for the Township to revise, add or cancel policies. Therefore, the Township reserves the right to add new policies, and to change, interpret, or cancel existing policies at any time. Notice of any change may be communicated to Township personnel digitally, via email or otherwise as determined appropriate by the Township. The only exception is that the Township's employment-at-will policy may not be changed or cancelled. The employment-at-will policy permits an employee or

Conway Township to end the employment relationship at any time and for any reason.

Township Authority

The Township has and will continue to retain, whether exercised or not, the sole right to operate and manage its affairs in all respects and retains all its powers and authority pursuant the Michigan Constitution, the Revised Statutes of 1846, MCL 41.1 et seq., as amended, and the laws of the State of Michigan.

Types of Township Employees

All Conway Township employees are considered “at will” employees and are identified by one of the following categories:

Full-Time Employee: An employee who is normally scheduled to work, and normally does work, at least thirty (30) or more hours per week. They are eligible for benefits offered by the Township for full time employees.

Part-Time Employee: An employee who is normally scheduled to work, and normally does work, **less than** thirty (30) hours per week. A part time employee receives all legally mandated benefits (social security and worker’s compensation insurance) but is not eligible for other Township benefits.

Temporary Employee: An employee hired for a period of set duration or one who is called upon to work sporadically depending upon Township workload needs. Temporary employees are used as interim replacements, to temporarily supplement the work force, or to assist in the completion of specific projects. Assignments in this category are of a limited duration. Temporary employees receive all legally mandated benefits (social security and worker’s compensation insurance) but are ineligible for other Township benefits, except where otherwise required by law.

In addition, every employee is either EXEMPT or NONEXEMPT from federal and state wage and hour laws.

Exempt Employee: A Township employee who, because of his/her duties, responsibilities, and salary, is exempt from the overtime provisions as provided by applicable law. Typically these are executive, administrative, professional, and sales positions.

Nonexempt Employee: A Township employee who, because of his/her duties, responsibilities, and salary, is not exempt from the overtime provision of the Michigan Minimum Wage Law and/or the Fair Labor Standards Act. A nonexempt employee receives the minimum overtime compensation as provided by State and/or Federal statute, to the extent the statutes are applicable. Typically these are non-supervisory positions and are entitled to overtime pay for hours worked over 40 hours a week, or as specified by state law.

The Conway Township Board of Trustees are responsible for determining which positions are exempt and non-exempt based on legal criteria.

Other Township Personnel

All volunteers for Conway Township shall provide to the Township Clerk a completed Volunteer Activity Waiver. See Appendix.

Equal Employment Opportunity

Conway Township is an equal opportunity employer whose policy is to undertake all personnel actions without unlawful discrimination on the basis of race, color, religion, sex, sexual orientation, age, disability, national origin, height, weight, marital status and all other categories protected by federal, state and local anti-discrimination law. Conway Township will maintain a system of uniform personnel policies and procedures to assure that only lawful employment-related criteria is considered in all personnel decisions such as hiring, promotion, recruitment, training, development, transfer, promotion, work environment, job status, compensation, employee benefits and termination.

Conway Township conducts its business in compliance with both the intent and letter of federal, state and local laws to provide a work environment which is free from all forms of discrimination. The Township's internal policies and procedures involving employment practices forbid any type of discrimination against all protected groups and individuals and have been designed to promote equal employment opportunity for all.

Conway Township is committed to providing a work environment free of discrimination, however, a discrimination-free environment can only be maintained if personnel notify appropriate Township officers when they encounter situations that they believe to be discriminatory. Accordingly, personnel are encouraged to immediately and confidentially report such situations, even if they have discussed the situation with the individual(s) engaged in the behavior perceived to be discriminatory, to the Township Supervisor or directly to a member of the Township Board of Trustees. Individuals receiving a discrimination complaint, or hearing a rumor of discrimination must immediately and confidentially report such information to the Township Supervisor or, if not appropriate, a member of the Township Board of Trustees.

Board members who receive complaints of discrimination are obligated to consult with the Township Attorney to determine steps necessary to resolve the complaint. All complaints of discrimination will be treated seriously and investigated promptly. Township personnel reporting acts of suspected discrimination are protected by law from discrimination or retaliation. Township personnel who discriminate or retaliate against an individual who has complained of discrimination are subject to disciplinary action, up to and including termination of employment and/or relief from their duties on behalf of the Township. Discrimination by personnel performing services for the Township on a contract basis shall constitute breach of said contract and shall permit the Township to unilaterally terminate the contract without penalty.

If it is determined that this policy has been violated, disciplinary action will be taken up to and including immediate termination. The action to be taken will be determined based on the circumstances of each situation. If it is determined that this policy has not been violated or that there is not sufficient evidence to conclude that this policy has been violated, this outcome will be communicated to the complainant, as well as the affected personnel as appropriate along with the reason for this determination.

Immigration Law Compliance

Conway Township is committed to employing only United States citizens and aliens who are legally authorized to work in the United States. Conway Township does not unlawfully discriminate on the basis of citizenship or national origin. Federal regulations require that all applicants complete and sign a federal form I-9, Employment Verification Form and that all hired employees present documents of identity and eligibility to work in the United States. Conway Township reserves the right to request additional documentation from all personnel as necessary to ensure Township compliance with state and federal law.

Bonding

Conway Township may require personnel to be bonded. In such circumstances, it is that person's responsibility to assure that he or she is bondable. Conway Township will pay the cost of bonding. If the personnel cannot meet the qualifications, he or she will be subject to transfer to another position, if available, or termination.

Vacancies

Non-Elected Positions

Descriptions of any vacant or open position or job that is to be filled shall be posted at the Conway Township Hall, included on the Conway Township website, and any other venue the Clerk's office deems appropriate, if any. Candidates to be considered for any vacancy shall be asked to submit a letter of interest, resume, and, if applicable, an application form as directed by the posting. All information submitted by interested candidates shall be presented to the Township Board for consideration in advance of the final decision. Candidates may be evaluated based upon their education and experience, personal interviews and other criteria as determined by the Township Board.

Exceptions to the above provisions may be made if approved by a majority of the Township Board for good cause. Candidates should be disqualified if the candidate has made a false statement or engaged in deception in the application process.

Elected Positions

Vacancies related to any elected position shall be referred to the Township Attorney for further direction.

Application for Employment or Appointment to Public Office

An applicant for employment or appointment to a public office may request that the application remain confidential. Upon such a request, the Township Board shall conduct the review and consideration of the contents of said applicant's application for appointment to public office in a closed session. Notwithstanding a request for confidentiality, any interviews of applicants for appointment to public office conducted by the Township Board must be held in an open meeting pursuant to the Michigan Open Meetings Act.

Personnel Records

Employee Files

The Township Clerk shall maintain a permanent record of each Township employee. The records shall be kept complete and accurate in compliance with federal and state laws and any applicable general record retention schedules adopted by the State of Michigan.

Each employee file shall contain information necessary for effective administration including by not limited to:

- Employee data, including full name, Social Security number, current address, resume or application
- Performance evaluations
- Commendations or disciplinary actions
- Tax withholding information
- Beneficiary information
- Record of positions held.

Employees shall keep their information up to date. To the extent applicable, similar files shall be kept for all Township personnel. An employee or personnel file shall not include information that is kept separately from other records and that relates to an investigation by the Township regarding criminal activity that may result in loss or damage to the Township's property or disruption of the Township's business operation.

Personnel Access to Own Personnel File

Upon written request on a form designated for that purpose, any personnel may examine the contents of his or her own personnel file under the direct supervision of the Township Clerk or designee. See Appendix. Any personnel may obtain a copy of the information or part of the information contained in their personnel record. The Township may charge a fee for providing a copy of information contained in the personnel record. The fee shall be limited to the actual incremental cost of duplicating the information.

Access to Personnel Files by Township

Board members shall be allowed to view any personnel file when necessary within the scope of their authority and responsibility upon written request on a form designated for that purpose. See Appendix. Confidential information contained in a personnel file shall be released to others only with written authorization of the particular personnel. The contents of a personnel file shall not be removed from the Township Hall by anyone.

Release of Personnel Records to a Third Party

Except as required by FOIA, court order, or any applicable law, personnel files shall not be released to a third party except with the express written permission and direction of the particular Township personnel. In any case when release is not by the express written permission of the personnel, the Township Clerk shall consult with the Township Attorney to determine what records to disclose and whether written notice of a release of the personnel records to the person is required by law.

Freedom of Information Requests for Personnel Records

Copies of documents contained in the personnel files that are requested pursuant to the Freedom of Information Act (FOIA) may be released only after information that is exempt from FOIA disclosure that may be contained on the document is redacted (deleted or edited out). The FOIA Coordinator shall consult with the Township Attorney before responding to a FOIA request involving personnel records.

Social Security Number Policy

In order to properly secure and protect personnel social security number/identification information, the Township requires all who use or have access to any individual's social security number and personal information maintain the highest degree of confidentiality. Personnel, other than those so designated, are prohibited from accessing, viewing or using social security or other personal information maintained by the Township. Only authorized personnel may access records and documents, both internal and external, which contain social security number and identification information. In addition, not more than four sequential digits of a social security number will be publicly displayed, used as an account number, password or identifier or included in any document sent by Conway Township, except as authorized by law.

Any documents containing social security numbers are to be shredded when disposed. The Township shall ensure that any Social Security numbers in electronic storage are rendered irretrievable before any equipment is discarded. Any personnel that accesses social security data without authorization or for illegal purposes shall be disciplined up to and including discharge. If illegal intent is determined, the person shall be referred to authorities for possible criminal prosecution.

Compensation

Conway Township seeks to reasonably compensate its personnel for services which they provide. From time to time, the Township will study wages, salaries, and benefits paid by other persons in comparable positions and for comparable services, with the goal being to keep the wages, salaries, and benefits paid by the Township commensurate with those paid by other nearby and similar sized townships. This, however, does not guarantee that the compensation paid by the Township will always equal or exceed those available elsewhere. Each personnel shall be entitled to an annual salary or hourly wage (established by internal and external market factors, personnel's experience, qualifications and job duty performance) approved by the Township Board of Trustees, in its sole discretion, and as appropriated in the Township budget. Personnel's compensation may be reviewed annually for appropriate adjustments. Any change in compensation will be effective commencing with the first pay period following approval by the Township Board of Trustees, or any other time deemed appropriate by the Township Board.

Wage Laws

The Michigan Minimum Wage Law sets minimum wage and overtime compensation for all Township employees, except those who hold positions which are exempt from the overtime provisions of the law. The Township also complies with any other applicable federal or state law relating to wages.

Workweek and Overtime

The workweek for the purpose of calculating overtime is the 7 calendar day period beginning at 12:00 a.m. Sunday. If overtime work is necessary, the employee must have prior authorization from their Immediate Supervisor. Employees will be paid one and one-half times their regular hourly rate of pay for all hours actually worked in excess of 40 hours

per week or as required by Michigan state law. Sick leave, vacation, holidays, and personal leave of absence, if then offered to Township employees, will not be considered hours worked for purposes of calculating overtime pay. Nonexempt employees cannot be offered time off in lieu of overtime pay.

Payroll

Payroll Procedures

Conway Township requires all personnel to select either direct deposit or payroll debit card as a means to receive compensation on forms designated for that purpose. See Appendix. Any and all forms necessary to confirm this election must be completed and turned into the Township Clerk before any personnel may begin work. The Township does not provide paper checks to any personnel. Personnel are paid monthly on a date designated by the Township Board, unless there exists a written contract between the person and the Township which provides for a different payment schedule.

Payroll Discrepancies

Any error or discrepancy on a pay check should be reported to the Township Clerk immediately, but in any event not later than 3 days after receipt of the deposit. If any payroll deposit is not received, it is personnel's responsibility to notify the Township Clerk as soon as possible.

Employee Required Deductions

Conway Township is required by law to make certain deductions from employee paychecks each time one is prepared. Among these are federal, state, and local income taxes and employee contribution to Social Security, as required by law. The amount of the deductions may depend on employee earnings and on the information furnished on the W-4 form regarding the number of dependents/exemptions claimed. Any change in name, address, telephone number, marital status or number of exemptions must be reported to the Township Clerk immediately, to ensure proper credit for tax purposes. The W-2 form, provided annually to each employee, indicates precisely how much of an employee's earnings were deducted for these purposes.

Independent Contractors

Compensation paid to independent contractors shall not be subject to customary withholding of income taxes and other employment taxes. Independent contractors shall be solely responsible for reporting and paying any taxes.

Compensation Advances

The Township will not advance compensation due to any personnel against compensation unearned or currently being earned.

Garnishments and Support Orders

Garnishment of compensation pursuant to court order may occur if any personnel fails to meet a financial obligation. The Township will comply with any lawful court order to deduct a certain portion of compensation from an employee's paycheck and to otherwise withhold and pay out as required by law for independent contractors. Notice of garnishment will be placed in personnel's payroll records and personnel will be informed.

Record Keeping

The Township follows applicable standards of the Fair Labor Standards Act ("FLSA") and 29 CFR 516 regarding the keeping of payroll records. Hourly employees are required to submit a monthly time sheet. All time worked must be approved and by the Immediate Supervisor. For personnel paid by the meeting, the Township requires evidence the person was present and participated at meeting in the form of a sign-in meeting sheet. Other form of record keeping

may be by written directive by the Township.

Attendance

Work Hours

Personnel may have a schedule different from the hours the office is open but will be scheduled according to their job description and work assignments. Hours worked by independent contractors will be as set forth in their individual contractual agreement with the Township or as otherwise arranged.

Lunch and Break Periods

Personnel lunch and break period, if any, shall be as determined by their Immediate Supervisor. No pay or accumulation of time for missed breaks is allowed.

Absence and Tardiness

All personnel are expected to be reliable and conscientious about consistently reporting for work and meetings on time. Absenteeism and tardiness puts a burden on fellow Township personnel and on the proper functioning of Conway Township. If a person is unable to work or attend a meeting as scheduled, personnel should notify their Immediate Supervisor or chairperson of the committee prior to their scheduled arrival time or as soon thereafter as possible. Poor attendance and excessive tardiness are disruptive and may lead to disciplinary action, up to and including termination.

Paid Leave

Conway Township does not currently offer paid leave time of any kind to any employee or other personnel.

Severe Weather

If personnel must report to work late due to adverse weather conditions and/or traffic problems (due to severe weather) they must notify their Immediate Supervisor or appropriate Township personnel, that person will not be penalized for time missed and it will not be considered as "unacceptable attendance." Personnel are responsible for notifying their Immediate Supervisor or another Township officer of an estimated time of arrival if possible. If the Township Office is open and personnel is unable to report to work, or decides not to report to work, that person must take unpaid time. Personnel are expected to notify their Immediate Supervisor or another Township officer prior to their work start time or as soon as possible if they are unable to report to work.

Employee Benefits

Worker's Compensation Insurance, Social Security and Unemployment Insurance

The Township complies with all legal requirements for offering employee benefits when required by law. All employees are covered by worker's compensation insurance for disability or death as a result of accidental injuries or occupational disease suffered in the course of employment. All injuries, even minor ones, must be immediately reported to the Township Clerk. Other programs, such as Social Security and Unemployment Insurance cover all employees and are paid for jointly by the Township and employees as required by law.

Holidays Observed

The following are Holidays observed by Conway Township by closure of the Township Office, if otherwise scheduled to be open:

- New Year's Day
- Martin Luther King Day

- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve
- Christmas Day

The Township Clerk will determine the calendar for observed holidays each year and submit the calendar to the Township Board for approval each December prior to the new calendar year.

Jury Duty

Employees summoned for jury duty shall be given the necessary time off from work. The Township shall reimburse the employee for the difference between the wages the employee would have earned but for the jury duty and the jury duty stipend. If any Township employee is released from jury duty before the end of the employee's work shift on that day, the employee must report directly to work for the balance of the regularly scheduled hours, provided that the employee's combined hours of jury duty and work do not exceed the number of hours normally worked during a day.

Unpaid Time

Employees may request approved unpaid time off at the discretion of the Immediate Supervisor.

Military Leave

Conway Township supports employees who are also active or reserve members of the armed forces and will allow time away from work in order to fulfill duty requirements. The Township will grant and administer this leave in compliance with state and federal guidelines. Employees in need of Military Leave must apply for this leave in writing and with as much notice as possible prior to the need for leave.

Disability Accommodation for Employees

Conway Township is committed to complying fully with the Americans with Disabilities Act (ADA) and other applicable laws, including the Persons with Disabilities Civil Rights Act (PDCRA), and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Under the law, a disability is defined as (1) having a physical or mental impairment that substantially limits one or more major life activity, (2) having a record of such an impairment, or (3) being regarded as having such an impairment. Specific definitions under the ADA and Michigan law are available from the Township Supervisor upon consulting with the Township Attorney.

Hiring

The Township's hiring procedures provide persons with disabilities meaningful employment opportunities. When requested, the Township will make job applications available in alternative, accessible formats, and provide assistance in completing the application. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position. Reasonable accommodation is available to all disabled employees, where their disability affects the performance of essential job functions. The Township makes all employment decisions based on the merits of the situation in accordance with defined criteria, not the disability of the individual. Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. The Township makes leaves of all types available to all employees on an equal basis. The Township is also committed to not discriminating against any qualified employee or applicant because the person is related to or associated with a person

with a disability. The Township will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. Conway Township is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws. In accordance with Michigan law, employees are required to notify Conway Township in writing of their need for accommodation as soon as possible, but not more than 182 days after the employee knew or should have known the accommodation was needed.

Procedure for Handling Accommodation Requests

To initiate a request for accommodation, employees shall request accommodation and/or the Immediate Supervisor shall advise, where appropriate, of the Township's accommodation policy and assist the employee in requesting accommodation in writing. Upon receipt of a written request for an accommodation, the Township Supervisor, upon consultation with the Township Attorney, shall make a determination and a response shall be provided to the requesting person within a reasonable time of the date of the request. Upon receipt of the determination, the employee may accept or reject the determination. If the employee chose to reject the Township's determination, that person may request the Township Supervisor refer the request to the Board of Trustees for further consideration. If job applicant expresses a need for accommodation, the applicant must be referred to the Township Supervisor.

Request for Disability Leave of Absence

In its discretion, Conway Township may grant an unpaid leave of absence for illness, disability, or pregnancy. To request disability leave, the employee should submit, or have someone submit on their behalf, a statement of ill health or disability from his or her doctor. Pregnancy is treated, for the purposes of this policy, the same as an illness or disability. An approved disability leave may be granted for up to ninety (90) days at the discretion of the Township Board. Employees may request extensions as necessary in thirty (30) day increments for a maximum of one (1) year. Whenever possible, employees are required to give as much notice as possible of their pending request for a disability leave of absence.

Employees who develop an illness or physical condition, which requires medical treatment or restrictions and precautions as to their health, will be required to submit a physician's statement. This statement must give approval that continued employment in their present position, including hours worked, would not jeopardize their health or the safety of others, in the event they continue to work. A similar statement is required upon return from a disability leave.

Should an employee's attendance or job performance suffer during the period preceding and/or following a granted disability leave, the Township will accommodate them to the extent provided by law. The Township is under no obligation to reduce or alter such employee's workload, or to assign fewer than the usual hours of work.

Personal Business During Work Hours

Personal Mail, Phone Calls, Visitors

Personnel may send personal letters through the Township's mail facilities; however, personnel may not use Township letterhead stationery, envelopes, or postage for personal business. Personnel are permitted to make personal local calls during working or "on-duty" hours but are expected to keep them infrequent and brief and not allow them to interfere with the conduct of job duties or Township business. This applies to use of Township phones or personal cell phones and email. Personnel are asked to keep personal visitors to Township work sites to a minimum, both on the basis of frequency and duration.

Personal Use of Township Equipment

The personal use of the Township premises, equipment, machines, tools, supplies, postage, or labor is strictly prohibited with the exception that personnel may make personal photo copies at the same rate charged to the public

and must reimburse the Township according to the fee schedule in effect.

Pets

No employees or other personnel shall maintain any animal on Township premises unless the animal is a trained service animal for persons with a disability under the ADA or an accommodation necessary for the performance of job responsibilities in accordance with the prior section.

Personal Property

Personnel are encouraged not to keep money or other valuables on Township premises, such as at desks or workstations. The Township shall not be held responsible for the loss of personnel money, valuables or personal property.

Drug-free Workplace

All personnel must refrain from performing work, duties, or services on behalf of the Township with the presence of drugs or alcohol in their systems. Personnel are subject to disciplinary action, up to and including immediate discharge, for using drugs or drinking alcoholic beverages, or for the distribution, dispensation, possession or sale of drugs or alcohol, while performing Township business or representing the Township. Although violations of this policy will ordinarily result in discharge, the Township reserves the right to consider extenuating circumstances and impose lesser disciplinary action when such action is deemed appropriate and subject to such conditions as the Township may impose. This provision expressly excludes Township sanctioned gatherings.

Safety

The Township strives to provide a healthy and safe place to work for Township personnel. The Township will follow and enforce safety and health regulations established by law. Township personnel are urged to utilize good safety and health practices as dictated by job duties, location, and circumstances. Personnel should immediately report any accidents, unsafe conditions or practices to the Township Clerk.

Injuries

On the job injuries, even minor ones, must be reported immediately to the Township Clerk by the injured employee. An accident report shall also be completed within twenty-four (24) hours. The Township provides a comprehensive workers' compensation insurance program to employees. This program covers any eligible injury or illness sustained by an employee in the course of his or her work. When the injury is life threatening, immediate medical assistance should be sought. If the injury is non-life threatening it must be reported to the Township Clerk and an accident report filed before medical treatment is sought or the claim may be denied.

Security

Township personnel who have keys and/or alarm codes to access Township property are expected to use them appropriately, only in the performance of job duties, and protect them from unauthorized access or use. **Lost keys must be reported immediately and the fee for lost key replacement is \$25.** All keys remain the property of the Township, must not be duplicated, and must be returned upon termination of association with the Township.

Smoking

Conway Township maintains a smoke-free environment at the Township Hall, for the safety and comfort of Township personnel and visitors to the Township office and to maintain an appealing professional business environment. Smoking is PROHIBITED by any person in any Township building and outside all Township owned and operated buildings near areas that present a fire or other safety hazard, such as in close proximity to a gas tank or pump, or open hazardous waste materials, and in any other area prohibited by applicable laws. Personnel or Township guests may smoke outside the building in designated areas. The success of this policy depends upon the thoughtfulness,

consideration and cooperation of smokers and nonsmokers. All Township personnel share in the responsibility for adhering to and enforcing the policy. In general when conflicts arise the right of a nonsmoker to protect his or her health and comfort will prevail over a personnel member's desire to smoke.

Workplace Violence

The Township expressly prohibits any acts or threats of violence by any Township personnel against any other individual in or about Township facilities or elsewhere at any time. The Township will not condone any acts of violence against personnel, vendors, visitors or Township residents at any time or while they are engaged in business with or on behalf of Conway Township. In keeping with the spirit and intent of this policy, Conway Township will:

- Provide a safe and healthy work environment in accordance with the Safety Policy outlined herein.
- Take prompt and remedial action, up to and including immediate termination, against personnel who engage in any threatening behavior or acts of violence or who uses any obscene, abusive, or threatening language or gestures.
- Take appropriate action when dealing with vendors, visitors, the public or former personnel visiting Conway Township offices who engage in such behavior. Such action may include notifying the police or other law enforcement personnel and prosecuting violators of this policy to the maximum extent of the law.
- Prohibit personnel from bringing firearms or other weapons onto Conway Township's premises except as part of the performance of job duties or with specific authorization.
- Establish viable security measures to ensure that Conway Township's facilities are safe and secure to the maximum extent possible and to properly handle access to facilities by the public, off-duty personnel, and former personnel.

Personnel have a "duty to warn" their Immediate Supervisor or any Township Board member of any suspicious workplace activity, situations, or incidents they observe or are aware of that involves other personnel, former personnel, vendors or visitors that is or would be contrary to this policy. This includes, for example, threats or acts of violence, aggressive behavior, offensive acts, threatening, or offensive comments or remarks. Personnel reports made pursuant to this policy will be held in confidence to the maximum possible extent. Conway Township will not condone any form of retaliation against any personnel member for making a report under this policy.

Township Confidential Information

Unless otherwise provided, personnel shall not release confidential information about the Township, its employees or other personnel, or its activities to the press or to others unless authorized to do so by the Township Board as required by applicable law. Confidential information, including methods or procedures used for handling a specific case, shall not be repeated or discussed with other personnel unless necessary to the conduct of Township business.

Many government records are available to the public under the Freedom of Information Act. Nevertheless, personnel shall protect the confidentiality of all Conway Township records, including personnel, tax, zoning and election information, and information regarding complaints. Any questions about whether information is public or not should be referred to the Township's FOIA Coordinator.

Personnel shall generally refrain from discussion of internal Township business with the public and press, unless authorized to do so by a person designated by the Township Board to approve certain releases. Personnel shall not release information concerning Township business without supervisory approval or make statements that would be detrimental to the Township or any personnel associated with it. The provisions of this section are not intended to include any matters of public policy or any related discussion, decision, or communications of any officials. Because the Township considers security breaches to be very serious, if personnel improperly use or disclose confidential business information, the disclosing individual will be subject to disciplinary action, up to and including termination of employment and/or duties on behalf of the Township and legal action, even if the individual does not actually benefit from the disclosed information.

Records and other information requested under the Freedom of Information Act (FOIA), shall be released only with

proper authorization from the Township's FOIA Coordinator, in the manner required by FOIA.

Career Progress with the Township

Job Descriptions

Job descriptions are maintained by the Township Clerk. Each job description contains a descriptive title, summary of the responsibilities, and required minimum qualifications, as applicable. In preparing a job description several factors will be considered, including but not necessarily limited to the following:

- Input from Board of Trustees
- Consistency with other Township job descriptions
- Legal requirements
- Equal employment opportunity guidelines requiring work related qualifications
- The Americans with Disabilities Act

If any personnel feels their duties have changed during the year, they may request, in writing, to their supervisor that their job be reviewed to determine if a change is necessary. Changes may be approved in the job description if a person's duties have changed significantly and must be approved by the Township Board. The Township reserves the right to change job descriptions as necessary. All personnel will be given a copy of their own job description. Candidates interviewed for job openings may also be given a copy of the job description. Duties listed in the job description are meant to be a general guide and are not all inclusive. Personnel may be asked to perform tasks not specifically listed in the job description.

Employee Performance Evaluations

Periodically, Immediate Supervisors will provide certain personnel with an evaluation of performance. This may be done informally through a casual conversation, or through a formal written performance evaluation. The primary goal of any performance evaluation is to ensure that personnel obtain accurate and timely feedback from their Immediate Supervisor concerning their job performance.

A performance evaluation provides mutually beneficial information and generally includes:

- Recognition of individual accomplishments, strengths and potential
- Assessment of skills and abilities
- Identification of developmental needs/areas of improvement
- Awareness of contribution to the organization
- Communication of goals and objectives
- Counseling for future growth and career planning

Maintenance of Skills and Qualifications

All personnel, including employees, must maintain the level of qualifications and training required for their job. Some positions may require periodic training, continuing education, or recertification, as a condition of continued Township association or employment. Employees and other personnel may also be required to undergo skills testing similar to that used to evaluate job applicants. These requirements vary from job to job.

Training Scheduling and Reimbursement Policy

Request to Attend Training

It is in the interest of Conway Township that Township personnel attend certain training and continuing education opportunities from time to time, upon approval of the Township. If any Township personnel wishes to attend any class

or training course or program that personnel believes relates to the person's function within the Township, will advance Township interests, or improve the person's ability to serve the public, personnel should complete the form designated for this purpose and return to the Township Clerk. See Appendix. If the request is approved, the Township Clerk shall issue payment for the course or program directly to the offering entity and confirm scheduling with said entity and the attending personnel.

Any personnel who fails to attend any training event for which the Township has approved and paid, that personnel shall be responsible for reimbursement to the Township for the cost of the missed training. If the personnel fails to repay the Township for the full amount within thirty (30) days of the last day of class, the cost of the class shall be deducted from the personnel's next paycheck. Alternatively, a personnel may elect to pay the cost of the class, training course, or program themselves and submit documentation of the cost paid to the Township Clerk for reimbursement on a form designated for that purpose. See Appendix. Training pre-paid by any personnel shall still be subject to approval by the Township Board.

Personnel attending any training course, class, or program paid for by the Township shall be required to present a brief synopsis of the class content and any relevant information of benefit to other personnel who did not attend the class.

Training Pay

Hourly personnel will be paid for the travel time to and from a training event, as well as classroom time. Training schedule needs to be submitted with monthly timesheet.

Mileage

Personnel using their personal vehicle for travel to and from an approved training course, class, or program under this policy will be reimbursed at the current IRS established rate of reimbursement for mileage and actual parking fees. Travel must be documented and submitted to the Township Clerk at the end of the pay period in which the expense was incurred. Mileage requests should include documentation of actual miles traveled, including, but not limited to data from MapQuest, Google Maps, or other similar mapping or GPS program. Traffic fines will not be reimbursed by the Township and no personnel will be reimbursed by the Township for travel from their home to the Township Hall..

Meals

The Township will reimburse personnel for actual expenses incurred for meals, **not provided by the event**, during time spent on an *approved* training program up to \$25 per person, per day for a training program not requiring an overnight stay and up to \$60 per person, per day during training programs requiring the personnel to stay overnight away from their place of residence. Reimbursement is contingent upon timely provision of receipts for amounts spent to the Township Clerk.

Lodging

Personnel will be reimbursed for actual expenses incurred for lodging while attending an *approved* training course, program, or class, if approval is given in advance by the Township Board. In order to receive reimbursement, personnel must submit a reimbursement request form accompanied by receipts for lodging.

Reimbursement for Spouses

Conway Township will not reimburse expenses for spouses of personnel who attend conferences or conventions or travel with Township personnel.

Other Reimbursement

Reimbursement for other personnel work-related expenses will not be paid unless approved, in advance, by the

Township Board.

Input and Ideas for Improvement

Conway Township believes that the person who performs a role for the Township is often in the best position to think of ways of doing the job more effectively and more efficiently. Conway Township welcomes ideas or suggestions from personnel. If you have a suggestion or idea for improvement that you would like to share, please discuss it with the Township Clerk.

Food and Beverage

The Township may purchase food and beverage, including but not limited to such items as coffee, water, donuts, snacks, and sandwiches, for the benefit of its employees, commissioners, board members, volunteers, workers, and officials while working an extended period of time or while attending regular meetings, special meetings, or training sessions. The provision of food and beverage is considered a public purpose and promotes the effective and continued participation of said persons in Township governance. Under no circumstances may food and beverage be purchased for any individual or private group purposes. Any funds spent pursuant to this policy shall be authorized in advance by the Township Board provided, however, that the Township Clerk may approve an expenditure not to exceed \$100 per occasion if timing makes it impractical to obtain advance authorization from the Board.

No Harassment Policy

Conway Township believes that all personnel should be treated with respect and dignity. Any actions or words that are considered to be harassment on any basis for which discrimination is prohibited by law is strictly prohibited. Treating people with respect involves refraining from harassment on the basis of race, color, religion, sex, sexual orientation, age, disability, national origin, height, weight, marital status and all other categories protected by federal, state and local anti-discrimination law. Harassment will not be permitted by an employee or other personnel member, Township Board member, vendor, or citizen. The Township is committed to having a workplace free from harassment.

Harassment is defined as any unwelcome advance, request, verbal, or physical conduct that interferes with personnel work performance; or creates an intimidating, hostile, or offensive work environment; or when submission to or rejection of said conduct is made either a direct or indirect condition of obtaining or retaining employment or other position with the Township; or when submission to or rejection of such conduct is used as a factor in decisions affecting personnel employment or other role with the Township.

While it is not easy to define harassment, the following types of conduct are not permitted:

- Unwelcome slurs, jokes, and harassing comments about someone's race, color, creed, religion, sex, national origin, citizenship, age, disability, veteran status or any other protected status.
- Unwelcome graffiti, cartoons, drawings, or other written comments about someone's race, color, creed, religion, sex, national origin, citizenship, age, disability, veteran status or other legally protected status.
- Unwelcome sexual advances, repeated unwelcome requests for dates, and requests of sexual favors. Unwelcome or offensive touching or other physical conduct directed at an employee because of their race, color, creed, religion, sex, national origin, citizenship, age, disability, veteran status, or any other legally protected status.
- Threatening or requiring an employee to submit to sexual advances in return for an employment are related benefit.
- Retaliation for having reported possible harassment.

Reporting

Any personnel member who believes that the actions or words of a fellow employee or other personnel, Township Board member, official, volunteer, vendor, or citizen constitute harassment should report the incident, either orally or in

writing, as soon as possible (but within ten working days of the incident) to the Township Supervisor, or, if inappropriate, directly to a member of the Board of Trustees. Individuals who receive complaints of harassment are obligated to consult with the Township Attorney to determine steps necessary to resolve the complaint.

Investigative Procedure

All reports of possible harassment will be investigated promptly. Every effort will be made to handle all such complaints in a fair, impartial, and speedy manner and to keep the investigation confidential to the extent possible under the circumstances. Personnel reporting violations of this policy will not be punished or retaliated against in any way.

Investigations are conducted by the Township Supervisor, Township Attorney, and other appropriate Board members. The purpose of such an investigation is to determine the facts surrounding the incident and to develop a plan for appropriate disciplinary action if necessary. Investigation of a discrimination complaint may include, but is not limited to, interviewing the complaining party as well as other personnel and/or other persons necessary to obtain sufficient information upon which to make an assessment of the situation. In the course of the investigation, every effort will be made to be sensitive to privacy issues, and relevant information will be discussed with appropriate parties on a need-to-know basis. To allow for this investigation, where appropriate, the subject personnel member may temporarily be placed on administrative leave with or without pay. If it is determined that this policy has been violated, disciplinary action will be taken up to and including immediate termination. The action to be taken will be determined based on the circumstances of each situation. If it is determined that this policy has not been violated or that there is not sufficient evidence to conclude that this policy has been violated, this will be communicated to the individual making the complaint along with the reasons for this determination.

Right to Appeal

The outcome of any investigation and/or resulting action may be appealed to the Board of Trustees. In that event, the affected individual or designee may state his or her position to the Board of Trustees, or a designee may explain the reason for the action to the Board of Trustees, and then the Board of Trustees shall decide to affirm, rescind or modify the action. Also, the affected individual may request that this meeting with the Board of Trustees be in a "closed session" of the Board pursuant to MCL 15.268(a), Section 8(a) of the Michigan Open Meetings Act.

Communication Systems and Computer Files Security

The Township strives to best serve our citizens and provide personnel with the best tools to do their jobs. The Township provides access to the Internet to help personnel do their job and be well informed. This represents a significant investment in the resources for telecommunications, networking, software and storage in order to make available electronic media and services. All of these systems are the property of Conway Township and are provided to personnel (Users) as a business tool meant to be used primarily for Township business and business-related purposes. When using these systems, Users are expected to conduct themselves honestly and appropriately, respect all copyrights, software licensing rules, property rights, privacy and prerogatives of others. This policy applies to all Users of the Conway Township electronic communication systems.

All computer data and information (of either a business or personal nature) located on all Conway Township computers (including PCs and laptops) remain the property of Conway Township. This information is considered proprietary information and should be treated as such and protected from unauthorized access. All information of a personal nature contained on Conway Township computers is subject to access by Township Officials or other designees. Likewise the telephone system and all voice mail systems (of either a business or personal nature) are the property of Conway Township and accessible by Township Officials or their designees. In that capacity the Township has the capability and reserves the right, with or without notice, to access, monitor, review, copy and/or delete any computer files, including email sent or received, voice mail messages, and all web site communications, access, and/or transactions.

Personal Use

It is understood and acceptable that Users access the electronic communications systems for personal reasons on a limited, occasional, or incidental basis and which should be kept to a minimum and preferably during meal-time, break-time or outside work hours. However, this must be done responsibly, cautiously (in order not to create or transmit information of a private nature) and in a manner that does not negatively affect the systems' use for business purposes and in compliance with the policies outlined herein.

Freedom of Information Act

Any electronic communications generated by Township resources are subject to the Freedom of Information Act and may be subject to public access.

Security

Access to the Township's electronic communications systems and the level of access to the various tools incorporated in these systems is determined by the Township Board based on business need, among other things. Access is limited to authorized users and protected by passwords given to each authorized individual. Passwords are meant to be kept confidential and are not to be used for unauthorized access to the Township systems. The Township Clerk shall maintain a master list of all usernames and passwords, and all personnel shall keep their username and password information up to date. Users are prohibited (unless given express permission by the account owner or Township Board) from:

- Monitoring or intercepting the files, messages or electronic communications of other personnel or third parties;
- Hacking or obtaining access to systems or accounts for which authority has not been given
- Using other individuals' usernames or passwords
- Breaching, testing, or monitoring computer or network security measures or attempting to disable or defeat the system firewall
- Sending messages which attempt to hide the identity of the sender or represent the sender as someone else
- Propagating any virus, worm, Trojan horse, trap-door or destructive program code

Caution is necessary when creating or transmitting Township information. Information should not be transmitted to individuals who are not authorized to receive it. When transmitting messages via email, Users should consider that email messages can be read by persons other than the addressee and that the message may be later disclosed to outside parties or a court in connection with litigation. Users are required to maintain the highest standards of courtesy and professionalism when transmitting email.

Prohibited Communications and Uses

Electronic media cannot be used for knowingly transmitting, retrieving, or storing any communication that is:

- Discriminatory or harassing
- Derogatory to any individual or group
- Obscene, sexually explicit or pornographic
- Defamatory or threatening
- In violation of any license governing the use of software
- Engaged in for any purpose that is illegal or contrary to Conway Township's policy or business interests
- Political in nature
- Cost incurring without prior authorization from the Immediate Supervisor;
- Chain letters through email
- Private, commercial activities for profit-making purposes

In order to maintain the integrity of the Township's systems, all personnel must refrain from the following:

- Soliciting funds for any candidate, millage ballot proposal, political party or political affiliate
- Distributing or sending campaign materials or anything which a reasonable person would interpret as such

- Distributing or sending appeals to vote for or against any candidate, millage or ballot proposal

Township systems may be used for information gathering, contacts with constituents relating to Township business, contacts with employees, department heads or other elected officials, contact with Township affiliated organizations and links to political sites. **None of the above restrictions on the use of Township electronic media are intended to restrict the free speech rights of any Township personnel.**

At no time should email, use of the Conway Township network connection to the Internet, and/or other computer programs be used to endorse, promote or advertise commercial ventures, religious or political causes, or otherwise be used for personal financial endeavors. These systems are in place to enhance Conway Township personnel's business communications, and should be used accordingly.

Guidelines for Using the Internet

The following guidelines should be followed regarding use of Internet access:

- Do not access sites which offer questionable, or sexually explicit viewing material. Access to all Internet links can be traced.
- Do not download large non-work related files during normal business hours or without prior authorization. Large file downloads could saturate Township communication lines and interrupt normal business processes which use these communications lines.
- Do not engage in "chat rooms" which offer questionable topics. Links to chat rooms can also be traced for verification.
- Do not download and/or install, applications from the Internet without first discussing the application with the Township's designated IT professional. This is an easy way for viruses to enter the network.
- Do not upload software or data owned by the Township without express permission.
- Do not place Township material or data on any mailing list, public news group or any such service without the express permission of the Township Clerk.
- Do not download entertainment software or games; or play games residing on a computer or against opponents over the Internet. Images and videos should not be downloaded without an express business purpose.
- Personnel may use the Internet to look up company and individual addresses in the Internet White Pages or the Internet Yellow Pages.
- Personnel may use the Internet to search for topics that would assist them in performing their job duties, preparing research material, or to support the business functions of Conway Township.
- Personnel shall always identify themselves honestly, accurately, and completely when setting up user accounts.
- Personnel shall follow all copyright and licensing legal requirements and refrain from making or using unauthorized copies of software programs, intellectual property or downloadable information.

If any violation of these guidelines occurs through no fault of Township personnel's own (e.g. an individual is placed on a spam email list or is targeted for inappropriate advertising pop-ups), the Township Clerk should be contacted immediately to correct the situation without negative consequences. Hesitation or delay in reporting the problem may be viewed as condoning the infraction and may lead to disciplinary action.

Conway Township Website

The Township Board has the sole authority to determine the content of the Conway Township official website and designate authorized individuals to publish, update, add, delete, or link information on or to this website. Only designated personnel may publish information to the official website or other Internet location regarding the Township. Generally the website will contain the following types of information:

- Meeting times, agendas, and minutes
- Public notices, hall rental information, general contact information

- Ordinances, policies, forms
- Informational materials such as the Township newsletter, brochures, news releases, calendar of events
- Other Township information determined useful for public disclosure.

The Township will not publish personal information, such as, but not limited to, political preference or support, personal opinions on any topic, confidential information or information that has not been reviewed and approved by the Township Board. The Township does not endorse any particular viewpoint that appears on any web page that is linked to the Township website.

Links to or from the Township website will be considered, such as:

- Other governmental and educational institutions in the State of Michigan
- Non-profit or public organizations that have some relationship to the Township or legitimate Township business
- Generally recognized community councils and organizations
- Arts, cultural, sports, major festivals and similar organizations of general interest to the citizens of Conway Township.

Generally not considered will be links to:

- Candidate sites or sites advocating a position on Township or other ballot issues
- Corporate commercial sites
- Individual personal home pages
- Web pages that contain obscene, scurrilous, or otherwise objectionable material.

Access to the Township website will not require disclosure of personally identifiable information; however, the Township may track statistical access information in order to analyze site usage or enhance services provided through the website. Email addresses or personal information collected through the website will not be sold or given to private companies for marketing purposes.

Email System

All email communication systems, and all information transmitted by, received from, or stored in these systems, are the property of Conway Township. As such, they should be used for the benefit of Conway Township. All messages composed, sent or received on the email systems are property of Conway Township, not the private property of any User, and are therefore accessible by Township Officials.

The email systems should not be used to create or send frivolous, hostile, disruptive, abusive or otherwise inappropriate messages. Forwarding, or sending messages to other Conway Township personnel, vendors or the public not reasonably related to furthering the legitimate business purposes of Conway Township, shall be considered inappropriate. Among those messages considered abusive, and therefore inappropriate, are messages containing sexual implications or overtones, racial slurs or any other comments which address a person's age, gender, sexual orientation, religious or political beliefs, national origin or disability status in a manner which may be considered offensive to a reasonable person. This includes forwarding jokes and/or other offensive material received via email or the Internet to employees, officials, vendors or the public.

Conway Township reserves the right, through its authorized representatives, to monitor, audit, access, intercept, retrieve and review any and all email messages created, received or sent via Conway Township's systems. Accordingly, the privacy of any message should not be assumed. Except for Conway Township's right to monitor, audit, access, intercept, retrieve, and review email messages, such messages should be accessed only by the sender or intended recipient, or those personnel who are specifically authorized by the intended recipient to retrieve that recipient's messages.

Voice Mail System

The voice mail system is provided to authorized users as a convenience for conducting Township business. Users are

expected to follow standard operating protocols for using the voice mail system including maintaining courteous and friendly communications, returning or responding to phone messages promptly, recording appropriate incoming messages and updating those messages appropriately. Use of the speaker phone feature should be considerate of other personnel or individuals occupying space on Township premises and should guard against inadvertent confidential information disclosure.

System Monitoring

The Township Clerk will work with authorized individuals and service providers to maintain up to date (i.e. add, delete or activate/inactivate) system accounts with the authority and system privilege levels authorized by the Township Board. System access privileges will not be continued after employment termination (or election term end) without the express permission of the Township Board.

System Backup and Recovery

Subject to and keeping in mind applicable record retention policies, Users are asked to be helpful in maintaining the individual computers assigned to their use by deleting extraneous emails and data files, emptying email and computer file waste baskets/recycle bins, archiving outdated information, performing routine system cleanups and utility processes. Personnel should be mindful resource consumers by conserving paper, toner, ink, and processing resources.

These guidelines are meant to set the standards for appropriate use of the Conway Township electronic communications media and apply to all Users; however, no policy can address every situation so the Township reserves the right to address individual circumstances as they arise using the principals outlined in this policy. Conway Township reserves the right to modify, change or discontinue any portion of these guidelines from time to time at its sole discretion.

Social Media Policy

Information

The Township endorses the secure use of social media to enhance communication, collaboration, and information exchange; streamline processes; and foster productivity. Social media provides a new and potentially valuable means of assisting the Township and its personnel in meeting community outreach, problem-solving, communication, idea sharing, and related objectives. This directive is not meant to address one particular form of social media, rather social media in general, as advances in technology will occur and new tools will emerge. The Township also recognizes the role that these tools play in the personal lives of some personnel. The personal use of social media may have bearing on personnel in their official capacity. This section provides information of a precautionary nature as well as prohibitions on the use of social media by personnel.

Definitions

- *Blog*: A self-published diary or commentary on a particular topic that may allow visitors to post responses, reactions, or comments. The term is short for "Web log."
- *Page*: The specific portion of a social media website where content is displayed, and managed by an individual or individuals with administrator rights.
- *Post*: Content an individual shares on a social media site or the act of publishing content on a social media site.
- *Profile*: Information that a user provides about himself or herself on a social networking site.
- *Social Media*: A category of Internet-based resources that integrates user-generated content and user participation. This includes, but is not limited to, social networking sites (i.e. Facebook), microblogging sites (i.e. Twitter), photo and video sharing sites (i.e. Flickr, YouTube), wikis, blogs, news sites and any other sites.
- *Social Networks*: Online platforms where users can create profiles, share information, and socialize with others using a range of technologies.

- *Speech*: Expression or communication of thoughts or opinions in spoken words, in writing, by expressive conduct, symbolism, photographs, videotape, or related forms of communication.
- *Wiki*: Web page(s) that can be edited collaboratively (i.e. Wikipedia).

Legitimate and Potential Township Uses

Social media may be used by the Township for purposes that facilitate community outreach, problem solving, communication, idea sharing and related objectives. It can be used to make time-sensitive notifications related to road construction and closures, special events, weather emergencies, and other emergency situations. Social media may be a valuable recruitment tool to fill open Township positions and volunteer opportunities.

Township Use

All proposals to create an official social media page (or to maintain an existing social media page not previously approved) must be submitted for justification, goal assessment and approval to the Township Board, or the Township Clerk. Such approval must be granted in writing. Only Township social media pages that are approved may be maintained. Such pages shall be administered only by account administrators in accordance with this policy.

Each official social media page must name the Township Clerk or the Township Clerk's designee as one of the administrators. All administrators must have access to edit and control the social media page and each administrator shall be disclosed to the Township. **Social media pages shall indicate they are maintained by the Township and shall have Township contact information prominently displayed. Each social media page should include an introductory statement that clearly specifies the intended purpose and scope.** All social media pages should include a link to the Township's official website.

Social media content shall adhere to applicable laws, regulations, and Township policies, including all records retention policies. Content is subject to public records laws. Relevant records retention schedules apply to social media content.

Social media pages should state that the opinions expressed by visitors to the pages do not necessarily reflect the opinions of the Township. Pages shall clearly indicate that posted comments may be monitored and that the Township reserves the right to remove obscenities, off-topic comments, personal attacks, and any other comment the Township Board or Clerk deems inappropriate or in violation of this policy. Pages shall clearly indicate that any content posted or submitted for posting is subject to public disclosure.

Social media administrators representing the Township via social media outlets and any personnel that use social media for Township purposes shall:

- Conduct themselves at all times as representatives of the Township and, accordingly, shall adhere to all Township standards of conduct and observe conventionally accepted protocols and proper decorum.
- Be responsible for creating, maintaining and monitoring content on respective social media sites, engaging with users, and removing any content that violates this policy.
- Refrain from posting content that violates any Township, state, or federal laws, regulations, ordinances, and policies.
- Adhere to the content strategies, goals and objectives set forth by the Township Board.
- Not comment or post anything related to legal matters or litigation without appropriate approval.
- Not use the Township's name to endorse any view, product, private business, cause or political candidate.
- Not represent personal opinions as Township-endorsed views or policies.
- Not conduct political activities or private business.
- Abide by all copyright, trademark and service mark restrictions in posting to electronic media.

Personal Use

Barring federal or state law to the contrary, Township personnel shall abide by this policy when using social media

for personal purposes. Township personnel are free to express themselves as private citizens on social media sites to the degree that their speech does not:

- Impair working relationships of this Township of which loyalty and confidentiality are important
- Impede the performance of duties
Impair discipline and harmony among coworkers
- Negatively affect the public perception of the Township.

As public workers, Township personnel are cautioned that speech made in or appearing to be in their official Township capacity, whether on or off duty, is not protected speech under the First Amendment and may form the basis for discipline if deemed detrimental to the Township.

Township personnel shall not post, transmit, or otherwise disseminate any information to which they have access as a result of their role with the Township without written permission from the Township. Township personnel may not divulge information gained by reason of their authority or role with the Township; make any statements, speeches, appearances, and endorsements; or publish materials that could reasonably be considered to represent the views or positions of the Township without express written authorization by the Township Board.

Township employees should be aware that they may be subject to civil litigation in their personal or professional use of social media for:

- Publishing or posting false information that harms the reputation of another person, group, or organization (defamation)
- Publishing or posting private facts and personal information about someone without their permission that has not been previously revealed to the public, is not of legitimate public concern, and would be offensive to a reasonable person
- Using someone else's name, likeness, or other personal attributes without that person's permission for an exploitative purpose
- Publishing the creative work of another, trademarks, or certain confidential business information without the permission of the owner.

Township personnel should be aware that privacy settings and social media sites are constantly in flux, and they should never assume that personal information posted on such sites is protected. Township personnel should expect that any information created, transmitted, downloaded, exchanged, or discussed in a public online forum may be accessed and/or removed by the Township at any time without prior notice.

Reporting Violations

Personnel becoming aware of or having knowledge of a posting or of any website or web page in violation of the provision of this directive shall notify the Township Clerk.

Political Activity

Conway Township does not attempt to influence the political decisions or persuasions of any Township personnel. Personnel are free to express their wishes and desires concerning political activities outside of Township related activity. Personnel may neither use their Township position for any political purpose nor engage in political activities during working time or at the Township Office. Some examples of banned political activities during work time include wearing political buttons, soliciting political contributions, displaying political bumper stickers or posters on Township vehicles or property, engaging in excessive or potentially disruptive political discussions, or distributing political materials on Township property and/or during work time.

Collections and Solicitations

Personnel are not permitted to collect donations which are not for the Township or Township sponsored events and/or sell non-Township merchandise to the general public during working time. In the interests of efficiency and safety, personnel are prohibited from engaging in solicitation of any kind during work time or while otherwise performing duties on behalf of the Township. Personnel are also prohibited from engaging in the distribution of materials of any kind during work time (as defined above) or in work areas. Use of Conway Township resources, including email, for solicitation purposes is also prohibited.

Outside Employment and Activities

The Township does not limit personnel employment or other activities during non-working hours unless those activities interfere with or are in conflict with the performance of that person's position at Conway Township. Personnel may accept employment or engage in other activities in addition to their duties with the Township provided that employment or other activities do not:

- Constitute a conflict of interest with the person's Township duties
- Interfere with the person's position with the Township
- Occur during the person's regular Township working hours
- Occur while the person is on sick leave.

Personnel must notify the Township Clerk in writing of any outside employment and business interests for a determination as to any possible conflict of interest, and shall keep that information up to date and current. The notice will be placed in the personnel file. Personnel may not solicit outside work for personal gain during business hours, engage in off-duty employment for any business under contract with the Township, or participate in any off-duty employment that adversely affects the person's performance of work for the Township. If it is determined that any personnel's outside job or business interest interferes with or is in conflict with their position with the Township, he or she may be asked to terminate their outside job or business interest if they wish to remain with the Township.

The same requirements discussed above in this section applies to any outside or additional activity which could give any possible appearance of a conflict of interest or impropriety.

Gifts and Gratuities

No personnel may receive any income or material gain from outside individuals for materials produced or services rendered in connection with his or her work at Conway Township. Personnel may not solicit or accept gratuities from Township constituents. No personnel member may directly or indirectly accept for himself/herself or for another, any gift which value exceeds a value of twenty-five (\$25) from a person or a firm that does business or seeks to do business with the Township, or accept any gift (regardless of the amount) from which it can be inferred or implied that special consideration is expected in the performance of the person's official duties. Any personnel who receives any gift or gratuity or service of more than \$25.00 in fair market value must immediately return such gift or gratuity or refuse such service offered, and notify the Township Clerk.

Conflicts of Interest

Township personnel have the obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. The guidelines here are intended to provide a general framework within which the Township expressly wishes to operate and to provide direction so that personnel can get further clarification on areas that affect them. An actual or potential conflict of interest occurs when a person is in a position to influence a decision that may result in a personal gain for that individual or for a relative as a result of business dealings with Conway Township. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with Township personnel is similar to that of persons who are related by blood or marriage.

There is no presumption created by the mere existence of a relationship with outside firms. However, if a Township personnel has any influence on transactions involving purchases, contracts, or leases, it is imperative that the person

disclose this fact to the Township Supervisor or Township Clerk as soon as possible. By alerting the Township to the existence of any actual or even potential conflict of interest, the Township can establish safeguards to protect all parties. The potential for personal gain is not limited to situations where personnel members or his or her relatives has a significant ownership in a firm with which Conway Township does business. Personal gains can also result from situations where, for example, personnel members or their relative receives a kickback, substantial gift, or special consideration as a result of a transaction or business dealings involving Conway Township.

Examples of Conflicts

The following list, while quite extensive, should not be assumed to cover all situations where conflicts of interest may arise. When in doubt, personnel members should ask their Immediate Supervisor about the situation.

- Accepting or Soliciting Gifts or Favors
 - ❖ Tokens of general appreciation at Christmas time or on birthdays, etc., such as candy, fruit, and advertising gimmicks are acceptable as long as they are not solicited and/or the value does not exceed \$25.00. Gifts of higher value, or more personal in nature, are not acceptable, and should be returned.
 - ❖ Accepting free lunches from vendors or developers is *not* acceptable and should especially be avoided by any personnel involved in purchasing or in decision-making roles relative to the interests involved. Lunches during legitimate business meetings should be approved by the Immediate Supervisor.
- Use of Privileged Information – For personal or financial gain of the involved Township personnel.
- Participation in Transaction – Acting as a Township representative with a business entity in which the personnel member has a direct or indirect financial or other personal interest.
- Conspiring or Influencing of Personnel – Attempting to conspire with or influence a fellow personnel member to engage in acts of conflict of interest.
- Determination of Conflict of Interest – When a member of Township personnel has any doubt as to the possible conflict of a particular situation, they should consult with a Township Official before becoming involved with the situation.
- Use of Position – For personal or financial gain of the involved personnel.

In the event any personnel is subject to multiple conflict of interest policies, such as but not limited to Planning Commission members, the more restrictive provision shall apply.

Public Statements

Only designated Township representatives have permission to make public statements to the media or other groups on behalf of Conway Township. If contact is made requesting a public statement, all personnel must refer the person designated by the Township Board to make such statements.

Personnel Conduct and Work Expectations

Any group of people working together must abide by certain rules of conduct based on honesty, good taste and safety. This is essential if everyone is to work together effectively. Following basic rules of conduct make the workplace a safer and more cooperative place to accomplish the goals and objectives of Conway Township office operations. Understanding the policies in this Manual and expectations for all Conway Township personnel is the responsibility of the individual and not the Township.

Performance of Duties

Conway Township personnel are expected to perform their assigned duties diligently and conduct Township business with professionalism, cooperation and a positive attitude. Inefficiency, incompetence, or negligence in the

performance of duties, including failure to perform assigned tasks or training, or failure to discharge duties in a prompt, competent, and reasonable manner are unacceptable in the workplace. Personnel are expected to be able to perform and continuously improve the performance of their responsibilities after a reasonable training period.

Personnel Expectations

Personnel are expected to familiarize themselves with this Manual and understand the policies contained herein. Any questions should be directed to the individual's Immediate Supervisor or the Township Clerk. Failure to follow the policies outlined in this Manual means that person may be subject to disciplinary action up to and including termination. Personnel are expected to dress appropriately according to the nature of their job, job responsibilities or planned job duties on behalf of the Township. The success of Township operations is enhanced by maintaining a proper business atmosphere and personnel are expected to project that image by their appearance and in conducting Township business. The Township Clerk or an Immediate Supervisor may determine if a person's appearance is inappropriate. It may be requested that the affected individual change or correct their appearance before continuing their job duties. Time away from work necessary to change will not be considered as paid work time.

Unacceptable Behaviors

The following illustrations of unacceptable conduct are to provide specific reasons for initiating disciplinary action. However, because conditions of human conduct are unpredictable, this is not meant to be a complete list.

- Violation of applicable policies outlined in this Manual
- Excessive absenteeism, tardiness or early departure from work or violation of the absenteeism and tardiness policy
- Conduct that discredits the personnel member or Township or willful misrepresentation of the Township
- Conviction of a crime, including convictions based on a plea of nolo contendere, the nature of which reflects poor moral character of the personnel member or a threat to the welfare of the Township or its officials, employees, contractors, residents, or guests
- Knowingly falsifying, removing, or destroying information or documents related to employment, payroll, work-related records or reports or related to Township operations
- Discourteous treatment of the public or other personnel, including harassing, coercing, threatening, or intimidating others
- Conduct that interferes with the management of Township operations
- Violation or neglect of safety rules, or contributing to hazardous conditions
- Unauthorized removal or use of any Township property, or that of its customers
- Physical altercations, gambling or sleeping on the job
- Refusal to accept assignments from an authorized supervisor
- Driving any Township vehicle while impaired or under the influence of alcohol or drugs; suspension of driver's license where job duties require driving; or violation of the Drug and Alcohol policy
- Careless, negligent, or improper use of Township property or equipment, damage or unreasonable risk of damage to Township property.

Conflict Resolution

Personnel Communications

The Township strives to create a friendly, open work environment. By keeping the lines of communications open, all will benefit from day-to-day work relations that are pleasant and enjoyable. To ensure that lines of communication remain open, personnel are encouraged to raise concerns and issues with the appropriate parties. To protect a friendly work atmosphere, all personnel are expected to treat each other with respect and conduct themselves professionally when discussing concerns or issues. Communications should focus on facts and resolving the problem.

Personality conflicts are counterproductive and create unnecessary tension among a work team. All personnel are expected to work well together regardless of personal feeling for one another. Cooperative teamwork is essential to

success and is accordingly part of everyone's job responsibilities. If there is a specific complaint relating to issues other than discrimination or harassment, personnel should use the following procedure:

- Speak with the Immediate Supervisor; or, if a discussion with the Immediate Supervisor would be inappropriate or uncomfortable
- Speak with a Township Officer
- Request a meeting with the Township Board.

If any personnel has a complaint relating to possible discrimination or harassment, you should use the complaint procedures outlined in prior sections of this Manual. Conway Township desires to maintain a good working relationship with its personnel, and will not permit retaliation against any personnel member who avails himself or herself of this communication process.

Disciplinary Action for Personnel

A personnel member's Immediate Supervisor or designated Board Member will work with them individually to improve performance and address work-related problems by conducting coaching and counseling discussions. When such methods are not successful, continued efforts may be made to enhance performance or resolve a problem using one or more of the disciplinary measures outlined below. **Disciplinary action may be taken at the Immediate Supervisor's or Board Member's discretion based on the circumstances of the behavior and/or situation unless such decision has been expressly reserved for itself by the Township Board; but in any event, no action or inaction will be deemed to alter the "employment at will" relationship, as applicable.**

The nature and circumstances of a work-related incident, problem or performance deficit will determine the type of corrective action to be taken. Discipline will ordinarily be progressive and bear a reasonable relationship to the specific issue; however, certain types of misconduct or behavior may result in immediate deviation from the progressive discipline process and the Township reserves the right at any time, and in its discretion, to determine when and how to use the progressive disciplinary process.

The types of discipline that may occur are listed below generally in order of increasing formality and seriousness.

- Verbal Warning (Counseling)
- Written Reprimand
- Final Written Warning
- Probation

Discharge

Township personnel may be discharged from association with the Township following input from the Immediate Supervisor and the Township Board.

Termination of Employment

Resignation

Personnel desiring to separate their relationship with Conway Township are urged to notify their Immediate Supervisor or the Township Board at least two weeks in advance of their intended separation. The Township prefers to receive this notice in writing although verbal notice will be accepted. The letter may include the reason for resigning and the effective date of resignation. Any person who receives notice of a resignation shall notify promptly and present a copy of any related writings to the Township Clerk. Personnel are required to remit all Conway Township property or assets prior to, or on the date of separation. This includes Township office keys, computer/office equipment, printed materials, this Manual, and other items as directed by the Township. Resignation of non-employee personnel shall occur in accordance with contractual requirements and/or state and federal law, as applicable. Resignation of any elected official shall be referred to the Township Attorney.

Discharge

Personnel to be terminated for disciplinary reasons will be given a written notice by the Township Supervisor as authorized by the Township Board.

Final Compensation

Final compensation for personnel who have separated employment will be adjusted for any monies due to the Township, and by the personnel member's signature below, personnel expressly consents to this deduction. Upon discharge, personnel will be paid the amount determined justly due and earned to the date of termination. Personnel who have terminated or been terminated from their Township position, for whatever reason, will receive their final compensation as soon as the amount can be determined or as dictated by state law.

Other Important Provisions

Severability

If any provision of this Manual is determined to be invalid, void, or unenforceable for any reason, it shall be ineffective only to the extent of that particular provision without affecting or impairing the validity and enforceability of the remainder of the provisions of this Manual.

Claims Limitations

By accepting a position with the Township or continuing in a position with the Township, and as evidenced by signing below, all personnel agree not to commence any claim, complaint, action or lawsuit relating to their work or employment with the Township, including but not limited to any claims under any federal or state civil rights statute, more than one hundred and eighty-two (182) calendar days after the event giving rise to the claim, complaint, action, or lawsuit, unless a shorter statute of limitations period is provided by applicable law. By accepting a position with the Township, or continuing in a position with the Township, each personnel expressly waives any other limitations period to the contrary.

Conflict with other Governing Documents

To the extent this Manual conflicts in any material respect with a governing document that applies directly and specifically to any particular personnel's position, including but not limited to any bylaws of any commission or committee, those governing documents applying to that particular position shall govern.

Acknowledgment

By my name and signature below, I hereby acknowledge receipt of a copy of the Conway Township Personnel Policy Manual as of the date indicated. **In lieu of my printed name and signature, I understand I may also acknowledge receipt by email to the Clerk containing my name, date, and the following statement: "I acknowledge receipt of a copy of the Conway Township Personnel Policy Manual."**

Printed Name

Position

Signature

Date

Conway Township Clerk Signature

Date

Appendix—FORMS

Request to Inspect Personnel File

Personnel Request to Inspect Own File

Training Request and Reimbursement Form

Direct Deposit or Payroll Debit Card Election

Volunteer Activity Waiver

CONWAY TOWNSHIP

PURCHASING, CONTRACTS AND BIDDING

*Amended July 20, 2021
Supersedes the April 17, 2018 policy*

POLICY No. 1

Conway Township Board has adopted this administrative policy to formalize and clarify purchasing and bid procedures utilized by the Township staff. Adequate planning and cooperation by all involved will ensure the acquisition of the best products or services available in the most efficient, fair and economical manner possible with the quality of standards required to perform their function.

GENERAL PROVISIONS

1. Under the provisions of this policy, the Township Clerk is designated as the Purchasing Agent. In the Clerk's absence, the Township Supervisor, is authorized to Act as the Purchasing Agent.
2. The individual in need of materials, supplies, or services shall notify the Purchasing Agent who will review the request for overall propriety and upon approval proceed with the established purchasing procedure.
3. An individual whose request is denied may seek recourse from the Township Board for discussion and reconsideration.
4. A file of vendor catalogs will be maintained.
5. Materials, services, and supplies shall be purchased only when monies for their cost have been appropriated and included in the annual budget.
6. The Township Board should review proposed purchases with budget balances throughout the year. Periodic reports will be issued by the Township Clerk/Purchasing Agent. Inquires to the Clerk between reports are encouraged.
7. Purchase order will be issued at the discretion of the Clerk or by request of the vendor.
8. Responsibility for the inspection and acceptance of all materials, supplies and equipment shall rest with the Purchasing Agent.
9. The Township Federal ID number, used for tax exempt purchases, shall only be used for purchases paid for by a Township check or charge account in accordance with all applicable Federal and State laws.
10. Requirements for reimbursement for purchases paid by Township employees which have been paid with personal checks or charge cards, shall be submitted to the Clerk with receipts showing tax paid and should only be for minor budgeted items, and not for capital or equipment items.
11. The Clerk will issue a tax-exempt certificate to businesses as needed.

BID REQUIREMENTS

1. Board approval shall be required for budgeted purchases totaling over \$500 except for regular payments, and emergency purchases and/or services. The Purchasing Agent may request Board approval for any proposed purchase when deemed advisable and in the best interest of the Township.
2. All bids require the inclusion of valid Certificate of insurance and a completed W-9 form
3. A comparison of prices by phone or as written quotes is ~~encouraged~~ required whenever possible for items with an acquisition cost less than \$10,000.
4. The Purchasing Agent shall obtain up to three written quotations for purchases above \$10,000 per item which shall be attached to a Purchase Requisition form. Such quotations will be filed with the paid bill and retained per State record retention schedules.
5. Sealed competitive bids shall be required for purchases or contracts which the purchasing agent reasonably believes to be of \$20,000 or more.
Whenever the solicitation of bids is authorized by the Township Board, the Board shall determine if the authority to award a bid shall be delegated to a named official, or if the Board reserves to itself the authority to award the bid.
6. Specifications for goods or services of \$10,000 or more per item or contracts of \$20,000 shall be prepared by the Purchasing Agent. The request for bids shall be approved by the Township Board. The request for bids shall require interested bidders to provide the following information as appropriate:
 - A. Description of service or goods desired;
 - B. Desired delivery date or commencement date;
 - C. Desired termination date;
 - D. Bidder's qualifications;
 - E. Warranties;
 - F. References;
 - G. Performance bonds;
 - H. Acquisition cost, fees, or other Township financial obligations.

The request for bids shall also indicate the following information:

- A. Deadline to submit the bids;
 - B. Date, time and place that bids will be publicly opened;
 - C. Address to which bids are to be submitted;
 - D. Bids shall be marked on the outside as a "Sealed bid for _____"
 - E. All requests shall include a statement that the Conway Township Board reserves the right to accept or reject any or all bids, to waive informalities or errors in the bidding process, and to accept any bid deemed to be in the best interest of the Township, including bids that are not for the lowest amount.
 - F. After tabulation, all bids may be inspected by the competing bidders.
 - G. All bidders shall be notified of the contract award in a timely manner.
7. The requirements for sealed bids shall not apply to any of the following:
 - A. Transactions between governmental units.
 - B. Professional services, including but not limited to, legal, architectural, engineering, financial advisory, auditing, or accounting services.
 - C. Specialized goods or services available from only one source.
 - D. Health, liability, and pension insurance.
 - E. Other contractual obligations.
 - F. Services for emergency repairs.

- G. Services for the installation, implementation, and/or administration of computer hardware and/or computer applications.
 - H. Goods and services that the Township Board may specifically exempt from time to time.
8. Publication or communication of proper notice of the need for bids shall be arranged for in the manner which will bring the information to the attention of the greatest number of appropriate professionals, contractors, or vendors. The Purchasing Agent may solicit bids from outside the general Conway Township area.
 9. Bids will be date stamped and initialed when received in the office.
 10. Sealed bids will be opened at a time and place designated in the bid request.
 11. Board approval, unless delegated by the Board, is necessary in awarding the purchase. The approved bidder need not be the lowest bidder. The Township Board may consider such additional factors including, but not limited to, workmanship and reliability of the bidder in arriving at their selection.
 12. In the event that only one or two sealed bids are received, the Board reserves the right not to open those bids at the designated meeting, and to extend the bidding period to allow for additional bids to be sought. Proper notice of the extension in the bidding time shall be communicated in the appropriate manner.
 13. The Township Board has the authority to require a prospective bidder to tender a proposal guarantee, surety bond or letter of credit for the full amount of any prospective award when deemed necessary.
 14. Proof of Workers' Compensation and liability insurance is required for all appropriate projects. If the contractor is a sole proprietor, with Board approval, the Purchasing Agent will provide the necessary paperwork for waiving a Certificate of Insurance.

EMERGENCY PURCHASES

1. Emergency purchases can be authorized only when life, property, or equipment are endangered through unexpected circumstances, or when normal operation would be severely hampered by a long delay. Normal purchasing procedures need not be followed in these emergency situations.
2. In the case of an emergency, the Township Supervisor, Clerk or Supervisor can authorize the immediate purchase of any materials, supplies or services necessary to end the emergency situation.
3. A purchase requisition with a notation that such goods or services were purchased as an emergency action can be issued after the purchase.

I, hereby certify that this Administrative Policy was approved at a regular meeting of the Conway Township Board on July 20, 2021.

Elizabeth Whitt, Clerk

CONWAY TOWNSHIP INVESTMENT POLICY

As required by Act 20 PA 1943, as amended

Policy No. 4

- I. **Purpose** - It is the policy of Conway Township to invest its funds in a manner which will ensure the preservation of capital, provide the highest investment return with the maximum security while meeting the daily cash flow needs of the Township and comply with all state and local statutes governing the investment of public funds.
- II. **Scope** - This investment policy applies to all financial assets of the Township. These financial assets are accounted for in the Township of Conway audited financial statements and include the general fund, road improvement fund, special revenue funds and capital project funds and any new fund established by the Township.

Pooling of Funds: Except for cash in certain restricted and special funds, the Township of Conway will consolidate cash balances from all funds to maximize investment earnings. Investment income will be allocated to various funds based on their respective participation and in accordance with generally accepted accounting principles.

- III. **General Objectives** - The primary objectives, in priority order, of the Townships investment activities shall be:

Safety: Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

Credit Risk - The Township of Conway will minimize the risk of loss due to the failure of the security issuer or backer, by:

- o Limiting investments to the safest types of securities
- o Pre-qualifying the financial institutions, with which Conway Township will do business
- o Diversifying the investment portfolio so that potential losses on individual securities will be minimized.

Interest Rate Risk - The Township of Conway will minimize the risk that the market value of securities in the portfolio will fall due to changes in general interest rates by structuring the portfolio to meet the cash requirements of ongoing operations, thereby mitigating

the need to liquidate securities at a loss prior to maturity.

Concentration Risk - The Township of Conway will minimize the risk associated with placing a large portion of the investment portfolio with a single issuer by limiting the exposure of each issuer to 20% of the total portfolio.

Custodial Credit Risk - The Township of Conway will minimize custodial credit risk by holding the investments in the Township's name.

Foreign Currency Risk - The Township of Conway will only invest in the US dollar denominated investments.

Liquidity- The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.

This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). A portion of the portfolio also may be placed in money market mutual funds or local government investment pools which offer same-day liquidity for short-term funds.

Return on Investment - The investment portfolio shall be designed with the objective of obtaining a rate of return throughout the budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio. Return on investment is of secondary importance compared to the safety and liquidity objectives described above.

IV. Standards of Care

Ethics and Conflicts of Interest- Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of Conway Township.

Delegation of Authority to Make Investment - Authority to manage the investment program is derived from the following: Conway Townships' most current resolution

designating depositories and MCL 41.76 requiring the Township Treasurer to be the custodian and the Township's funds. Management responsibility for the investment program is hereby delegated to the Conway Township Treasurer, who shall act in accordance with established written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures should include references to: safekeeping, cash purchase or delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, and collateral/depository agreement. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Conway Township Treasurer. The Conway Township Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

Prudence - Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

- V. Safekeeping and Custody-All security transactions, including collateral for repurchase agreements and financial institution deposits, entered into by the Conway Township Treasurer may be on a cash basis or a delivery vs. payment basis as determined by the Conway Township Treasurer. Securities may be held by a third party custodian designated by the treasurer and evidenced by safekeeping receipts as determined by the Treasurer.

VI. Suitable and Authorized Investments

Investments - The Conway Township Treasurer is limited to investments authorized by Act 20 of 1943, as amended, and may invest in the following:

- (a) Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.
- (b) Certificates of deposit, savings accounts, or depository receipts of a financial institution, but only if the financial institution complies with subsection (2); certificates of deposit obtained through a financial institution as provided in subsection (S); or deposit accounts of a financial institution as provided in subsection (6).
- (c) Commercial paper rated at the time of purchase within the 2 highest classifications established by not less than 2 standard rating services and that matures not more than 270 days after the date of purchase.
- (d) Repurchase agreements consisting of instruments listed in subdivision (a).

- (e) Bankers' acceptances of United States banks.
- (f) Obligations of this state or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than 1 standard rating service.
- (g) Mutual funds registered under the investment company act of 1940, 15 USC 80a-1 to 80a-64, with authority to purchase only investment vehicles that are legal for direct investment by a public corporation. However, a mutual fund is not disqualified as a permissible investment solely by reason of any of the following:
 - (i) The purchase of securities on a when-issued or delayed delivery basis.
 - (ii) The ability to lend portfolio securities as long as the mutual fund receives collateral at all times equal to at least 100% of the value of the securities loaned.
 - (iii) The limited ability to borrow and pledge a like portion of the portfolio's assets for temporary or emergency purposes.
- (h) Obligations described in subdivisions (a) through (g) if purchased through an interlocal agreement under the urban cooperation act of 1967, 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512.
- (i) Investment pools organized under the surplus funds investment pool act, 1982 PA 367, MCL 129.111 to 129.118.
- (j) The investment pools organized under the local government investment pool act, 1985 PA 121, MCL 129.141 to 129.150.

VII. Investment Parameters

Diversification - The investments shall be diversified by:

- o limiting investments to avoid overconcentration in securities from a specific issuer or business sector (excluding US Treasury securities),
- o limiting investment in securities that have higher credit risks,
- o investing in securities with varying maturities, and
- o continuously investing a portion of the portfolio in readily available funds such as local government investment pools (LGIPs), money market funds or overnight repurchase agreements to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

Maximum Maturities - To the extent possible, Conway Township shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, Conway Township will not directly invest in securities maturing more than five (5) years from the date of purchase or in accordance with state and local statutes and ordinances. Conway Township shall adopt weighted average maturity limitations (which often range from 90 days to 3 years), consistent with the invest objectives.

Reserve funds and other funds with longer-term investment horizons may be invested in securities exceeding five (5) years if the maturity of such investments is made to coincide as nearly as practicable with the expected use of funds. The intent to invest in securities with longer maturities shall be disclosed in writing to the Board of Trustees.

VIII. Reporting

Methods - The Conway Township Treasurer shall prepare an investment report semi-annually, including a management summary that provides an analysis of the status of the current investment portfolio and transactions made over the prior twelve months. This management summary will be prepared in a manner which will allow Conway Township to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report should be provided to the Board of Trustees and any pool participants **if applicable** and will include the following:

- o Listing of individual securities held at the end of the reporting period.
- o Realized and unrealized gains or losses resulting from appreciation or depreciation by listing the cost and market value of securities over one-year duration that are not intended to be held until maturity (in accordance with Governmental Accounting Standards Board (GASB) requirements).
- o Average weighted yield to maturity of portfolio on investments as compared to applicable benchmarks.
- o Listing of investment by maturity date.
- o Percentage of the total portfolio which each type of investment represents.

Performance Standards - The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates. A series of appropriate benchmarks shall be established against which portfolio performance shall be compared on a regular basis.

Effective Date - This policy was originally adopted on April 19, 2011 by the Conway Township Board; now as amended by the Township board on **October 17, 2023**, with immediate effect.

I, Elizabeth Whitt, hereby certify that this Investment Policy was approved at a regular meeting of the Conway Township Board of Trustees on **October 17, 2023**.

Elizabeth Whitt, Clerk _____

Conway Township

8015 N. Fowlerville Road
PO Box 1157
Fowlerville MI 48836

Phone 517-223-0358

Fax 517-223-0533



Motion Form

I move that:

We accept the proposed changes to Policy 4 Investment Policy.

Maker Name: Bill Grubb _____ Maker Signature _____ Date 10/17/2023 _____

Seconded: YES NO (Please Circle One)

Disposition:

Adopted

Postponed Indefinitely:

Amended

Referred to:

Postponed to:

Laid on the Table

Withdrawn

Notes:

CONWAY TOWNSHIP

Policy No. 8

Inspection of Records

Public Inspection of Records

Upon receiving a verbal request to inspect township records, the township shall furnish the requesting person with a reasonable opportunity and reasonable facilities for inspection and examination of its public records **within 7 days**.

A person shall be allowed to inspect public records during usual business hours, not ~~less~~ **more** than four hours per day. The public does not have unlimited access to township offices or facilities, and a person may be required to inspect records at a specified counter or table, and in view of township personnel.

Township officials, appointees, staff or consultants/contractors assisting with inspection of public records shall inform any person inspecting records that only pencils, and no pens or ink, may be used to take notes.

In coordination with the official responsible for the records, the FOIA coordinator shall determine on a case-by-case basis when the township will provide copies of original records, to allow for blacking out exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection.

The (*clerk, FOIA coordinator, other*) is responsible for identifying if records or information requested by the public is stored in digital files or e-mail, even if the public does not specifically request a digital file or e-mail.

A person cannot remove books, records or files from the place the township has provided for the inspection.

No documents shall be removed from the office of the custodian of those documents without permission of that custodian, except by court order, subpoena or for audit purposes. The official shall be given a receipt listing the records being removed. Documents may be removed from the office of the custodian of those documents with permission of that custodian to accommodate public inspection of those documents.

Copies May Be Required to Enable Public Inspection of Records

In coordination with the official responsible for the records, the FOIA coordinator will determine (*by policy, on a case-by-case basis, or both*) when the township will provide copies of original records, to allow for blacking out exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection.

Optional: A fee will be charged for copies made to enable public inspection of records, according to the township's FOIA policy.

I, Elizabeth Whitt, hereby certify that this Administrative Policy was approved at a regular meeting of the Conway Township Board on _____

Elizabeth Whitt _____

Conway Township

8015 N. Fowlerville Road
PO Box 1157
Fowlerville MI 48836

Phone 517-223-0358

Fax 517-223-0533



Motion Form

I move that:

We accept the proposed changes to Policy 8 Public Inspection of Records.

Maker Name: Bill Grubb _____ Maker Signature _____ Date 10/17/2023 _____

Seconded: YES NO (Please Circle One)

Disposition:

Adopted

Postponed Indefinitely:

Amended

Referred to:

Postponed to:

Laid on the Table

Withdrawn

Notes:

Conway Township

8015 N. Fowlerville Road
PO Box 1157
Fowlerville MI 48836



Phone 517-223-0358
Fax 517-223-0533

I move that:

We designate the Conway Township Hall as the designated polling place for all early voting.

MCL 168.662 amended requires the Board of Trustees to designate a polling location for early voting. Below is the first section of MCL 168.662 amended.

(1) The legislative body in each municipality shall provide a suitable polling place for each precinct located in the municipality for use on election day and shall provide a suitable early voting site for each precinct in the municipality for each election at which the municipality conducts early voting under section 720e. If at any election a municipality conducts early voting jointly with 1 or more other municipalities located in the same county, early voting sites for that election must be provided in accordance with section 720f. If at any election a county clerk conducts early voting for 1 or more municipalities located in the county, the board of county election commissioners of that county shall provide 1 or more early voting sites for that election as provided under section 720g. A publicly owned or controlled building, including, but not limited to, a municipal building or school building, must be used as a polling place unless it is not possible or convenient to use a publicly owned or controlled building as a polling place.

Maker Name: _____ Maker Signature _____ Date _____

Seconded: YES NO (Please Circle One)

Disposition:

Adopted

Postponed Indefinitely:

Amended

Referred to:

Postponed to:

Laid on the Table

Withdrawn

Notes:

Bill Grubb

From: Susie Egbert
Sent: Tuesday, October 10, 2023 10:10 AM
To: Bill Grubb
Subject: FW: CPA request to implement steps
Attachments: draft comment letter.docx

From: Susie Egbert
Sent: Wednesday, October 4, 2023 1:45 PM
To: Trustee 2 - Conway Township <trustee2@conwaymi.gov>
Cc: Debra Grubb <treasurer@conwaymi.gov>
Subject: CPA request to implement steps

Conway Township

8015 N. Fowlerville Road
PO Box 1157
Fowlerville MI 48836

Phone 517-223-0358

Fax 517-223-0533



October 4, 2023

SENT TO:

Trustee2@conwaymi.gov

Dear Amy:

We recently received a letter from the CPA firm that completed the audit of our finances this year. They have requested that we implement the following steps with regard to our bank statements:

1. Email the bank statements to you, with a "confirm receipt" attached to that email, so we know you have received them;
2. Once you have reviewed all the bank statements in their entirety, that you initial and date each bank statement separately, acknowledging/verifying you've reviewed each statement in its entirety;
3. Scan those dated and initialed bank statements and email them all back to me, so we can retain those for our records.

For your records, I have attached a copy of the letter sent from the CPA firm. If you have any questions or concerns, please do not hesitate to contact our office at any time.

Sincerely,

Susie Egbert

Susie Egbert

Deputy Treasurer

Conway Township, Michigan

(517) 223-0358 phone

(517) 223-0533 fax

deputytreasurer@conwayMI.gov

ENC. Letter from Pfeffer, Hanniford & Palka

PHP

PFEFFER ■ HANNIFORD ■ PALKA
Certified Public Accountants

John M. Pfeffer, C.P.A.
Patrick M. Hanniford, C.P.A.
Kenneth J. Palka, C.P.A.

Members:
AICPA Private Practice Companies Section
MACPA

225 E. Grand River - Suite 104
Brighton, Michigan 48116-1575
(810) 229-5550
FAX (810) 229-5578

September 19, 2023

Board of Trustees
Township of Conway
8015 N. Fowlerville Rd.
Fowlerville, MI 48836

Dear Honorable Board of Trustees:

In planning and performing our audit of the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Conway Township as of and for the year ended March 31, 2023, in accordance with auditing standards generally accepted in the United States of America, we considered the Township's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Township's internal control. Accordingly, we do not express an opinion on the effectiveness of the Township's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and therefore there can be no assurance that all such deficiencies have been identified. However, as discussed below, we identified deficiencies in internal control that we consider to be material weaknesses.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency or combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. We consider the following deficiencies in the Township's internal control to be material weaknesses:

Establish Control over the Financial Reporting Process: Management is responsible for establishing and maintaining internal controls, including monitoring, and for the fair presentation in the financial statements of financial position, results of operations, and cash flows, including the notes to financial statements, in conformity with U.S. generally accepted accounting principles.

At times, management may choose to outsource certain accounting functions due to cost or training considerations. Such accounting functions and service providers must be governed by the control policies and procedures of the Township. Management is as responsible for outsourced functions performed by a service provider as it would be if your personnel performed such functions. Specifically, management is responsible for management decisions and functions: for designating an individual with suitable skill, knowledge, or experience to oversee any outsourced services; and for evaluating the adequacy and results of those services and accepting responsibility for them.

As part of the audit, management requested us to prepare a draft of your financial statements, including the related notes to financial statements. Management reviewed, approved, and accepted responsibility for those financial statements prior to their issuance; however, management did not perform a detailed review of the financial statements. The absence of this control procedure is considered a material weakness because the potential exists that a material misstatement of the financial statements could occur and not be prevented or detected by the Township's internal control.

The existence of significant deficiencies or material weaknesses may already be known to management and may represent a conscious decision by management or those charged with governance to accept that degree of risk because of cost or other considerations. Management is responsible for making decisions concerning costs and the related benefits. We are responsible to communicate significant deficiencies and material weaknesses in accordance with professional standards regardless of management's decisions.

Response by Management

Management believes the cost of hiring additional personnel exceeds the benefits of more control over the financial reporting process. Therefore, management has chosen to continue to request the auditors to prepare the financial statements. However, management has read, reviewed, understands and takes responsibility of the financial statements.

Segregate Accounting Duties: A good system of internal control provides for a proper segregation of the accounting functions. The Township does not have the proper segregation of duties over cash receipts and disbursements, accounts receivable, and accounts payable. Proper segregation is not always possible in a small organization, but limited segregation to the extent possible can and should be implemented to reduce the risk of errors or fraud. We recommend that management review the current assignment of accounting functions. Where possible, duties should be segregated to reduce the risk of errors or fraud.

Response by Management

Management has reviewed and continues to review the current assignment of accounting functions. Management believes that the cost of hiring additional personnel will not substantiate the conceived benefits. However, management will continue to review methods of segregating duties without hiring additional personnel with the current staff.

Other Matter

The Township Board has implemented a control to help mitigate the weakness of “segregation of duties” by having one of the Board of trustee members review all bank statements on a monthly basis. We applaud the Board for this action. We suggest the Township Board request the Board member who reviews the bank statement to confirm the statement has been received, initial or sign and date each bank statement after his or her review with the notation the statement has been reviewed. A copy of the reviewed statement should be kept with the Township’s accounting records.

Conclusion

Thank you for the hospitality and assistance we received during the audit. Please call us if you should have any questions, comments or concerns.

This communication is intended solely for the information and use of management, Board of Trustees, and others with the organization, and is not intended to be and should not be used by anyone other than the specified parties.

Sincerely,

Pfeffer, Hanniford & Palka, P.C.

PFEFFER, HANNIFORD & PALKA
Certified Public Accountants

