

Conway Township
Special Board Meeting
April 5, 2024
6:00 pm

AGENDA

Call to Order

Roll Call

Call to the Public on Agenda Items Only

Approval of Board Meeting Agenda

New Business

1. Discuss Clerks letter of resignation.
2. Motion for surrender of work products
3. Discuss all other implications of Clerk's resignation.
4. Pavement Preservation Program

Board Member Discussion

Call to the Public

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 persons supporting or opposing the same position desires to be heard, in the interest of time, a person shall be designated to express the group's concern. A maximum of three speakers may speak on the same subject unless otherwise allowed by a vote of the majority of members of the Board present. The Board may direct other persons to submit comments to the Board in writing in the same manner as designated above.
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.

March 23, 2024

CONWAY TOWNSHIP BOARD

8015 N. FOWLerville RD FOWLerville MI 48836

March 23, 2024

Fellow board members,

I am resigning from the position of Conway Township Clerk effective April 30. It was a pleasure serving the residents of the township for the past eight years.

I had planned to serve out my term. However, after thoughtful consideration regarding the upcoming software changes that the township will be paying for, I need to step aside now. This also gives you time to find a replacement before the August Primary.

Sincerely,



ELIZABETH WHITT

CLERK

QUESTION	ANSWER / NOTES
AUDIT: What do you provide for the audit? Where are these documents saved? Are there any passwords necessary to obtain this information?	
BILLS / PAYMENTS: What bills do you pay, not Treasurer? Where in the computer will we find this information? All of their contact information.	
PASSWORDS: Provide all to Supervisor.	
TELEPHONE SYSTEM: Anticipated date of delivery? Company we used? Contact information?	
VENDORS: Please provide a list of vendors that we pay; the service they provide; how often we pay; and what accounts these payments come out of ; and also their contact information	
COMPUTERS ALL RETURNED	
CELL PHONE RETURNED	
CREDIT CARDS ALL RETURNED	
ALL KEYS RETURNED	
CAMERAS (disabled on cell phone)	
BANK ACCOUNTS – removed from all bank accounts	
IT company to remove ALL remote access	
CEMETERY	ALL information regarding performing all tasks for this responsibility are provided to supervisor. i.e. Software used, passwords, vendors, mapping,
VOTING	ALL information performing all tasks for this responsibility are provided to supervisor. i.e. passwords, election workers, any contact information

BILL PAYMENTS

VENDOR	CONTACT INFO	PAYMENT INFO (when, how much, what account from)	PASSWORD	NOTES
Payroll company				
Website editing				
Alarm				

I, **ELIZABETH WHITT, (CLERK)** do hereby swear or affirm that all of the information listed above was provided by me in full to the Conway Township Supervisor, William Grubb.

(Signature)

_____, 2024

(Date)

I, **WILLIAM GRUBB**, do hereby swear or affirm that all of the information listed above was provided to me personally by Elizabeth Whitt.

(Signature)

_____, 2024

(Date)

DEPUTY CLERK

QUESTION	ANSWER / NOTES
AUDIT: What do you provide for the audit? Where are these documents saved? Are there any passwords necessary to obtain this information?	
BILLS / PAYMENTS: What bills do you pay, not Treasurer? Where in the computer will we find this information? All of their contact information.	
PASSWORDS: Provide all to Supervisor.	
TELEPHONE SYSTEM: Anticipated date of delivery? Company we used? Contact information?	
VENDORS: Please provide a list of vendors that we pay; the service they provide; how often we pay; and what accounts these payments come out of ; and also their contact information	
COMPUTERS ALL RETURNED	
CELL PHONE RETURNED	
CREDIT CARDS ALL RETURNED	
ALL KEYS RETURNED	
CAMERAS (disabled on cell phone)	
BANK ACCOUNTS – removed from all bank accounts	
IT company to remove ALL remote access	
CEMETERY	ALL information regarding performing all tasks for this responsibility are provided to supervisor. i.e. Software used, passwords, vendors, mapping,
VOTING	ALL information performing all tasks for this responsibility are provided to supervisor. i.e. passwords, election workers, any contact information

BILL PAYMENTS

VENDOR	CONTACT INFO	PAYMENT INFO (when, how much, what account from)	PASSWORD	NOTES
Payroll company				
Website editing				
Alarm				

I, _____, **(DEPUTY CLERK)**, do hereby swear or affirm that all of the information listed above was provided by me to the Conway Township Supervisor, William Grubb.

(Signature)

_____, 2024
(Date)

I, **WILLIAM GRUBB**, do hereby swear or affirm that all of the information listed above was provided to me personally by the Deputy Clerk, _____.

(Signature)

_____, 2024
(Date)

Bill Grubb

From: Garrett Olson <golson@livingstonroads.org>
Sent: Monday, March 25, 2024 1:10 PM
To: Bill Grubb
Cc: Jodie Tedesco
Subject: Fowlerville/Mohrle Rehabilitation
Attachments: Fowlerville-Mohrle Letter.pdf

Hi Bill,

Please see the attached estimate for the rehabilitation of Fowlerville Rd from Hayner to Mohrle, and Mohrle Rd from the easterly pavement limits to the driveway of 8038 W. Mohrle Road. We determined these limits to stay within the township's budget for this project. As we get closer to construction, we can discuss minor adjustments to maximize our paving efforts in the area. Please let me know if you have any questions about the estimate. Once I receive confirmation from you, I will draft an agreement for you and your clerk to sign.

Thank you,

Garrett Olson, P.E.
Construction Engineer
Livingston County Road Commission
3535 Grand Oaks Dr.
Howell, MI 48843
Office: (517) 546-4250
Direct: (517) 518-3004

Livingston County Road Commission

3535 Grand Oaks Drive • Howell, Michigan 48843-8575
Telephone: (517) 546-4250 • Facsimile: (517) 546-9628
Internet Address: www.livingstonroads.org

March 25, 2024

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

Re: Fowlerville-Mohrle Road Rehabilitation Estimate

Dear Mr. Grubb,

The following is a road rehabilitation estimate for 0.48 miles of Fowlerville Road and the easterly 950 feet of Mohrle Road:

Fowlerville/Mohrle Roads – Hayner to 8038 W. Mohrle Road

Staff recommends milling the existing asphalt surface and then paving 4.0" of asphalt over the prepared surface. Once the road is milled, the asphalt pavement will be placed in two lifts. Aggregates shoulders will be placed along the edge of the road to back up the new asphalt pavement, along with other necessary work such as pavement markings, signs, and monument boxes. Preventative maintenance such as crack sealing will be performed in the future as necessary. The estimated cost for this work is **\$360,000**.

The above estimates are based on visual inspection and estimated contract prices for our 2024 Pavement Preservation Program (PPP). This project would be eligible for up to 50% matching funds from our PPP.

If you have any questions or concerns, please contact me.

Sincerely,



Garrett Olson, P.E.
Construction Engineer