1. **Call Meeting To Order**
   1. The Conway Board Meeting was called to order on 09-17-2024 at 7:05pm
2. **Pledge Of Allegiance**
3. **Take Attendance and Members Sign In**

**\* P = Present A = Absent**

* 1. W. Grubb (Supervisor): P**,** R. Kreeger (Clerk): P**,** D. Grubb (Treasurer): P**,** A. Crampton-Atherton (Trustee): Pand G. Pushies (Trustee): P

1. **Approval Of The August 20, 2024 Board Meeting Consent Agenda**
   1. Motion: To Approve 08-20-2024Board Meeting Draft Minutes
      1. Motion Made By: A. Crampton-Atherton& Motion Seconded By: R. Kreeger**.** Motion Passed**:** 5 Yes, 0 No, 0 Absent
   2. Motion: To Approve The Account Reconciliation
      1. Motion Made By: D. Grubb& Motion Seconded By: R. Kreeger**.** Motion Passed**:** 5 Yes, 0 No, 0 Absent
   3. Motion: To Approve The Disbursements/Payroll Registration/Budget Report
      1. Motion Made By: R. Kreeger&Motion Seconded By: A. Crampton-Atherton**.** Motion Passed**:** 5 Yes, 0 No, 0 Absent
2. **Call To The Public:**
   1. Conway Township Citizen concerned about mold remediation and the type of the mold. Board Member requested we listen, but formally address the comment when it comes up on the agenda.
   2. Conway Township Citizen that lives on Fowlerville Road, that Russ Cezar has already contacted, made a statement of acknowledgement and stated within the next two weeks the issue he was contacted about (dumpster and shingles) will be taken care of.
3. **Approval Of The Following Changes To The 09-17-2024 Meeting Agenda:**
   1. Motion: To Approve the below Additions/Deletions/Changes To The 09-17-24 Meeting Agenda.
      1. What Items Need To Be Added:
         1. Ordinance Questions (9e)**,** Continuing Education MTA (9f)**,** Laptop Computers (9g)**,** George Pushies: Contracts With Contractors (9h)and Brande Nogafsky: Payroll/Mileage Logs (9i)
   2. Motion: To approve the above additions to the 09-17-24 Meeting Agenda
      1. Motion Made By: R. Kreeger & Motion Seconded By: G. Pushies**.** Motion Passed**:** 5 Yes, 0 No, 0 Absent
4. **Approval Meeting Agenda** 
   1. Motion:To approve the 09-17-2024 Board Meeting Agenda
      1. Motion Made By: G. Pushies& Motion Seconded By: A. Crampton-Atherton**.** Motion Passed**:** 5 Yes, 0 No, 0 Absent
5. **Call To Public**
   1. County Commissioner D. Hezler urged Conway Township Residents to vote in the upcoming November 2024 Election.
6. **Old Business**
   1. Audit Summary (Kenneth Palka: Partner of Firm that Audits Conway Township)
      1. Comments and Recommendations (annual):
         1. Conway Township should have a designated person on the Conway Township Board who is not working within the accounts receivable or accounts payable looking at bank statements for reasonableness and then initial statements.
         2. Conway Township went over more than 10% in one area of our budget’s expenditures: unallocated domain which dealt with the purchase of the BS&A Software.
         3. Mr. Palka suggested Conway Township Board make a motion, for transparency purposes, stating who the approved bank account signers are.
         4. Currently, the Conway Township Board uses a capitalization policy of capitalizing at $1,000. Most Townships use between $5,000 and $10,000. Regarding administration purposes, when you capitalize on something, it is kept in the books and will continue to depreciate over the useful life. If the Township were to increase this capitalization policy, there would be less additional ministrative labor spent tracking the assets throughout the years.
         5. Small Townships, such as Conway, are likely to receive the same above recommendations. Larger The townships tend to have their own accounting departments.
      2. ARPA Funds
         1. The ARPA Fund needs to reimburse the General Fund for items/projects that the Board has already approved.
            1. The BS&A money budgeted was spent. It needs to be transferred out of the ARPA Fund and into the General Fund.
            2. The money budgeted for Drains and Roads still needs to be allocated to a specific project paired with a contract documenting how this money will be spent and when it will be spent by.
            3. Rachel Kreeger will send Ken Palka an email which includes the motions made documenting what we have allocated our ARPA Funds for.
      3. Conversion From Quick Books to BS&A (Charlie, Ken Palka’s associate)
         1. The conversion from Quick Books to BS&A started February 28, 2024. Both tools used in March 2024. They worked to ensure the balances as of 03-31-24 in Quick Books and in BS&A matched so we knew BS&A follows the unaudited data in Quick Books and moving forward made sure Quick Books and BS&A had the same audited balances.

***Continuation of Old Business***

* + - 1. Charlie ensured all the bank recs were complete through July 31, 2024. Susie Egbert has the bank reconciliations completed through August 31, 2024, except for the General Fund, which Charlie was assisting with today (09-17-24) and it appears the General Fund has one small issue that appears to be a BS&A issue and he will work with BS&A to get that figured out. It is very minimal activity (about $153.62).
         1. Charlie suggested moving forward Susie (or person in Conway Township’s Treasury Department) perform the bank reconciliations, when completed provide the reconciliated reports to the Conway Township Board to review and approve. Once the board approves the reconciliations, Susie (or person in Conway Treasury Department) can finalize the reconciliations in the BS&A Software, which prevents any changes those reconciliations have moving forward.
  1. Bulk Mailing
     1. Conway Clerk, Rachel Kreeger, Deputy Clerk, Tara Foote and Assistant Assessor, Brande Nogafgsky researched this topic and have information to present, but due to it being a busy season (winter taxes and election) we requested to press pause on this topic until after the Elections are completed (put on December Board Meeting Agenda).
  2. Recreation Department
     1. Last Recreation Department Meeting was on 9-11-2024.
        1. They met the new Recreation Director. When they asked for information about the new directors contract, they were told that information could not be disclosed at this time, no reason was given.
        2. Brande Nogafsky, requested our list of participating Conway Township football athletes be corrected (some of our listed athletes were not from Conway Township and should be paying a non-residence fees). Brande requested, the program Final Form have a drop down to pick what Township you live in vs just having a blank space to write in. This may eliminate the mentioned errors.
     2. Recreation Department Contract: Five Townships met on 08-27-2024 They are working to create a list of all the items all five Townships would like to see on the new contract. This is what Conway Township agrees on:
        + 1. In the potential new contract, we are suggesting a flat rate, once a year payment of $30,000.00. The max combined contribution will not exceed $120,000 per year.
          2. Athletes living in a non-participating Township, pay the full price of registration. Athletes living in a participating

***Continuation of Old Business***

* + - * 1. Township, pay a 43% discounted price of registration and the Township they live in makes pays that 43% of their fee.
        2. We agree to Handy Township Attorney (Mike Homier) will write up a contract on behalf of the five Townships to give to the Recreation Department. We agree to splitting the cost of this between five Townships.
        3. We agree each Township should have a representative present at the annual review of our Contract with the Recreation Department to review and resign annually.
        4. They would like to see the contract by the October School Board Meeting. The School Board is going to assign a committee to review and negotiate the Recreation Department Contract, a representative from our Township will need to attend, Brande Nogafsky will attend this meeting and be the Conway Township Representative.
        5. Abby Cooper will review the final document/contract. A motion will have to be made to send it to Abby.
    1. Motion: Conway Township Recreation Committee Representative (Brande Nogafsky) receive an additional $90 stipend for each additional meeting she has attended over the stated/preplanned 10 meetings she has attended this year in 2024. As of right now there was an extra meeting in August on 08-27-24 and there are plans to have another additional meeting in October 2024.
       1. Motion Made By: R. Kreeger& Motion Seconded By: G. Pushies**.** Motion Passed: 5 Yes, 0 No, 0 Absent
  1. Miller Cemetery Tree(s)
     1. Conway Township Cemetery Committee has a meeting tomorrow 09-18-24 and will provide an update at the next Board Meeting. The dead tree that was located in the back of Miller Cemetery, just off our property, has been cut down by the property owner.
  2. Current Building Maintenance (Siding Project 2024)
     1. Rachel Kreeger presented a mold inspection report that was written by
     2. the company that serviced our building for mold during the building maintenance project: Your Home Solution Experts. Please the concern stated in the first call to the public regarding the mold in the building. Geroge Pushies requested a copy of this letter and Rachel Kreeger will send a copy of the letter to the entire Conway Township Board.
     3. Rachel Kreeger created a folder titled, Siding Project 2024, located in the Building Maintenance Folder in Conway Township’s shared folder. There is also a hard copy of the Siding Project 2024 Folder containing the same exact documents as the digital folder.

***Continuation of Old Business***

* 1. Mike Brown stated this siding project quickly turned into a mold remediation project. Dan Cogswell was the initial contractor on the job for the siding. The company that has treated the mold and replaced insolation is a state certified company: Your Home Solution Experts. They will come out and walk through the attic, but the rest of the building has had to have mold treatment.
     1. Mike Brown reports the county building inspector has been out multiple times and is complimentary of the work the contractors are doing.
     2. Bricks, Blocks and Rocks is the company working on the building’s bricks. All the bricks have been taken down due to mold and will be replaced. Bricks, Blocks and Rocks will acid wash the new brick and pillars so it all matches. There will be a composite deck material around the windows, sill flashing and your brick will come up to that. This will prevent from water collecting. New weep holes will be installed.George Pushies requested options verse automatically putting brick back up. The building should be ready for brick within two weeks.
        1. Motion: We will give Mike Brown through the end of the week to get quotes on cultured stone and if we do not get quotes by noon on Friday 09-20-24, Mike Brown will contact Brick, Blocks, and Rocks and move forward with ordering the bricks.

Motion Made By: A. Crampton-Atheron & Seconded By: George Pushies**.** Motion Passed: 4 Yes, 1 No, 0 Absent

* 1. Conway Township Insurance denied our claims made regarding this building maintenance project: Siding Project 2024.
  2. Summary Of Building Maintenance 2024 Siding Project
     1. Motion:To require the Conway Township Building Committee to complete a summary of Siding Project 2024. The summary should get emailed to the Conway Township Clerk upon completion of the Siding Project and the clerk will save it in both hard copy Siding Project 2024 folder and the digital copy Siding Project 2024 Folder (under the umbrella of Building Maintenance). The summary will include the following information: why the project was taken on, the meeting dates in which the project was originally approved, meeting dates in which the bid(s) were approved, dates of the project, what the project included, was the cost more or less than anticipated and why, contractors hired for the project, breakdown of costs per contractor and a total cost of the project. The summary should also include any formal feedback that given to the Building Committee (in writing) about the project.
        1. Motion Made By: R. Kreeger &Seconded By: A. Crampton-Atherton**.** Motion Passed: 5 Yes, 0 No, 0 Absent

***Continuation of Old Business***

* 1. Conway Township’s Planning Commission Master Plan Workshops
     1. Conway Planning Commission reports low attendance at the first Master Plan Workshop.
  2. On Conway Township Hiring A Planner For The Township’s Master Plan
     1. George Pushies and Rachel Kreeger sent out the RFP to the three requested firms: Williams and Works, Beckett and Reader and McKenna.
        1. The committee of organized to facilitate Conway Township Hiring a Planner met with William and Works. They requested Conway Township give them our budget for this project. Beckett and Reader and McKenna both would like to know how long we would like to continue working with their firms post creation of our master plan. The Board agrees this will be a long-term relationship; we will work with them to create a master plan and continue working with them to align our ordinances to the master plan. As we discussed a budget for the master plan the ARPA Funds were discussed: There is ARPA Funds allocated to the drains and roads, but there are no contracts signed for this money. 
           1. Motion: To set a budget to update our master plan to not exceed $10,000.00.
           2. Motion Made By: A. Crampton-Atherton & Motion Seconded By: G. Pushies. Motion Passed - Role Call: G. Pushies: Yes, W. Grubb: Yes, R. Kreeger: No, A. Crampton-Atherton: Yes, D. Grubb: yes
  3. FOIA Fees
     1. Deb Grubb has not moved any further with collecting data on the fees other Townships charge for this service.
  4. Fall MMTA Conference
     1. Regarding motion made at the 08-20-2024 Board Meeting for the Fall 2024 MMTA Conference: the Board Meeting Packet Includes Document Illustrating Reimbursement On Township Credit Card. We were reimbursed for slightly half the cost of the conference fee: the total cost of one person going to the conference was about $399.00. Hotel rooms were reimbursed in full.

1. **New Business:** 
   1. Zoning Report: Russ Ceszar
      1. According to the consent judgement, Asa Kreeger is missing one document before we begin our 45-day period. This document is the letter from the building department. This is complicated because you can not get that letter without having turned in your building plans and Asa Kreeger is not to this point in the process. Russ contacted the building department and they are going to write a letter stating they will review his building plans when they are

***Continuation of New Business***

submitted and at this time there is no impact on them (i.e. they are waiting on the letter, but they know it is coming). According to the attorney, this letter will complete everything that needs to be in place prior to us doing our review. Asa Kreeger will be calling the building department to request the letter mentioned above. The building department will have to do a plan review on his building. Drain Commission, Eagle, License Regulation has submitted paperwork/requirements. Tank information has been submitted. Health Department will have do an inspection once it is built (they have already turned in a letter about their septic tank).

* + - 1. As of right now, Conway Township cannot find proof of either a newspaper clipping or a letter that was distributed to neighbors within 300 feet of this building project. The resident that is within 300 feet of this project has expressed concern of this issue.
      2. Russ Cezar has been contacted by the Luke Bryant Employees about the Farm Concert 2025. They do want to do a Sunday evening concert again and we have an ordinance against that. They can adjust their concert schedule if they would like.
  1. Winter Tax Bill
     1. Clarification from Abby Cooper has stated that Deb Grubb’s name should go on the winter 2024 tax bill.
  2. L-4029 Tax Rate Request Form
     1. Motion: To approve the included 2024 L-4029 Tax Rate Request Form. 
        1. Motion Made By: W. Grubb & Motion Seconded By: Deb Grubb**.** Motion Passed**:** 5 Yes, 0 No, 0 Absent
  3. Special Assessments To Be Levied On The Winter Tax Bill
     1. Motion: To approve the included 2024 List of Special Assessments To Be Levied On The Winter Tax Bill: Eva Lane and Secluded Acres. Rachel Kreeger will email Sue Bostwick: Director Of Livingston County Equalization no later than 09/30-24.
        1. Motion Made By: Rachel Kreeger & Motion Seconded By: G. Pushies. Motion Passed: 5 Yes, 0 No, 0 Absent
     2. Deb Grubb: only one residence in Secluded Acres has paid the full amount. The project has not been started and it has been reported by the residence there are no signs of work starting. W. Grubb stated was an assessment in Secluded Acres and it was given to each resident in Secluded Acres. Residents can pay this assessment in full, without any interest charge. If they do not pay it in full by November 1, 2024, the assessment will automatically be placed on the tax bill with one year interest charge.
  4. Ordinance Questions
     1. Amy Crampton-Atherton: have the correct permits been pulled for the cargo container and limousine(s) on Fowlerville Rd and Chase Lake Rd

***Continuation of New Business***

* + - 1. Motion: In reflection of our Conway Township’s Ordinances, the Conway Township Zoning Administrator address the following concern(s) and report back to the board at our October Board Meeting: 1) The cargo container on Fowlerville Road and Chase Lake Roadand 2) The purpose of the limousine on Fowlerville Road and Chase Lake Road.Motion Made By: R. Kreeger&Motion Seconded By: G. Pushies**.** Motion Passed: 5 Yes, 0 No, 0 Absent**.** Russ Cezar requested a copy of this motion so he can move forward with the task requested. Rachel Kreeger will get him the requested information via email.
  1. Continuing Education
     1. Motion: We approve the cost of Tara Foote attending a class on 09-24-2024

in Frankenmuth, Michigan about Renewable energy, mastering transitions after elections, and MTA talks about Public Act 233. The cost of the class is $175. Conway Township would be responsible for paying the for the class, mileage to and from the class and Tara’s hourly pay wage as Deputy Clerk (during travel time and course time). Tara is not requesting any lodging expenses. Tara Foote will report a summary of the class to Board post completion of the class (at October Board Meeting). Motion Made By: R. Kreeger & Motion Seconded By: W. Grubb. Motion Passed: 5 Yes, 0 No, 0 Absent

* 1. Laptop Computers
     1. Both Russ Cezar and Tara Foote requested laptops within the last three months. We have not heard anything regarding Russ’s request. Tara received an email (from Bill Grubb) about the HP Pro-Book laptop in Bill Grubb’s office which included an estimate of the cost to fix the laptop but since than the estimate has expired. Motion: Bill Grubb will research an updated estimate for the cost of fixing the HP Pro-Book laptop (located in Bill’s office) and if the cost is still $250.00 (as stated in the previous estimate of the cost) please get this laptop fixed and working for Tara Foote (Deputy Clerk). Bill Grubb will also report back on this motion next meeting.Motion Made By: R. Kreeger & Motion Seconded By: A. Crampton-Atherton**.** Motion Passed: 5 Yes, 0 No, 0 Absent**.** Motion: Bill Grubb and Russ Cezar will work together to purchase a laptop for the Zoning Administrator not to exceed $2,000.00**.** Motion Made By: R. Kreeger & Motion Seconded By: A. Crampton-Atherton. Motion Passed – Roll Call: R. Kreeger: Yes, G. Pushies: Yes, A. Crampton-Atherton: Yes, W. Grubb: Yes, D. Grubb: Yes**.**
  2. Contracts With Contractors -
     1. Motion (Proof Of Insurance): All Conway Township contracts with any contractors shall contain an insurance clause to include but not limited to workman’s compensation, liability insurances, etc. All insurances provided

***Continuation of New Business***

by the contractor(s) and will be verified in writing by the Conway Township Clerk. Upon acceptance of a bid, included with RFP, or bid/contract. Motion Made By G. Pushies & Motion Seconded By: A. Crampton Atherton.Board Discussion: Amendment: Upon acceptance of a bid, included with RFP, or bid/contract.Motion Passed: 5 Yes, 0 No, 0 Absent

* + 1. Motion (Subcontracting Claus): No subcontracting of any kind is allowed for any contractual agreement without expressed written consent of the Conway Township Board of Trustees. Motion Made By: W. Grubb & Motion Seconded By: D. Grubb. Board Discussion: We will run these motions by our Township attorney. The Board will then possibly look into placing motions made in this section of the meeting (10h: Contracts With Contractors) into an official Conway Township Policy. Motion Passed: 5 Yes, 0 No, 0 Absent.
    2. Motion (Early Termination Clause): All contracts shall contain an early termination clause within the contract entered into by Conway Township. Motion Made By: G. Pushies & Motion Seconded By: A. Crampton-Atherton. Motion Passed: 5 Yes, 0 No, 0 Absent
    3. Motion (Contractor Agreements): All contractor agreements including, but not limited to contracts, purchase orders or any other types of contracts are to be provided to the Conway Township Board of Trustees for their review and approval prior to execution of the agreement. Motion Made By: G. Pushies & Motion Seconded By: A. Crampton-Atherton. Motion Passed: 5 Yes, 0 No, 0 Absent
    4. Additional Board Discussion About Contracts With Contractors:
       1. Current Contract Issue with the building maintenance Siding Project 2024: When Rachel Kreeger asked Dan Cogswell if there was a contract signed, the answer was there is no agreement/contract and he was told by Mike Brown that the contract was the accepted bid with approved motion from the 08-20-2024 Board Meeting (no signatures). Russ Cezar stated that when we accept a contractors bid, at that moment we ask for the contract, W9, Liability Insurance, Workman’s Compensation, and a name of any of the workers that will be on the job with them along with those workers’ W9, Liability Insurance and Workman’s Compensation. Dan Cogswell has been given the information our insurance company needs in regard to his workman’s compensation to be valid (which is a stamp from the state). Our insurance company, needs to see this document is by 09-20-2024 which is when we need to renew our insurance or we will pay for him and his employees to be insured and the cost will for a percentage of the cost of our contractors labor fee, will cover Dan Cogswell and his employees, but the main question is: will our insurance company cover his subcontractors? Bricks, Blocks and

***Continuation of New Business***

Rocks has liability insurance and workman’s compensation. Your Solution Home Experts has liability insurance and workman’s compensation. Motion: To contact the Township Attorney to draw up a contractor with Dan Cogswell to be administered by the Township Supervisor to include, but not limited to a break down of insurance, cost of labor and materials and a copy of Dan Cogswell’s license. The Supervisor will send all information/documentation to the Board upon completion. Discussion with the attorney about the legality of entering a contract at this time within the process. Motion Made By: George Pushies and Motion Seconded By: D. Grubb**.** Motion Passed: 5 Yes, 0 No, 0 Absent**.** D. Grubb and R. Kreeger voiced concerned about Dan Cogswell continuing to work without a valid Workman’s Compensation. R. Kreeger Voiced concern about getting clarification about our insurance company covering Dan Cogswell’s subcontractors (not employees).

* 1. The Process Of Conway Township Employees Turning In Mileage Reimbursement Forms (Brande Nogafsky):
     1. R. Kreeger is requesting all employees of Conway Township will turn in an hour log sheet monthly. In addition, should they have a mileage reimbursement form, that too, should be turned in monthly.

1. **Board Member Discussion**
2. **Call To The Public**
   1. Resident and active Planning Commission Member suggested with look into the new Labor Laws regarding sick leave that start next year (including part time employees). Clerk and/or Deputy Clerk will collect documentation and clarification.
3. **Next Meeting:** 10-15-24starting at 7pm at Conway Township Hall
4. **Meeting Adjournment**
   1. Motion:To Adjourn The Conway Township 09-17-24 Board Meeting at 11:38PM. Motion Made By: A. Crampton-Atherton &Motion Seconded By: G. Pushies. Motion Passed: 5 Yes, 0 No, 0 Absent

Once the Conway Township Board approves these above 09-17-2024 Board Meeting Minutes are approved, a Conway Township Board Member will sign and date these minutes:

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Signature of Conway Township Board Member (Clerk or Deputy Clerk) and Date