

Conway Township Board Of Trustee Board Meeting Agenda and Packet

Date: 10-15-2024

Time: 7:00PM

Location: Conway Township Hall

Supervisor: Bill Grubb

Clerk: Rachel Kreeger

Treasurer: Deb Grubb

Trustee: George Pushies

Trustee: Amy Crampton-Atherton

- 1) **Call Meeting To Order**
- 2) **Pledge of Allegiance**
- 3) **Attendance and Call To The Public**
- 4) **Board Meeting Consent Agenda**
 - a. Call To Public and Board Discussion
 - b. Approve 09-17-2024 Meeting Draft Minutes
 - c. Approve The Account Reconciliation
 - d. Approve The Disbursements/Payroll Registration/Budget Report
- 5) **Amendments To 10-15-2024 Meeting Agenda**
 - a. Board Discussion and Call To Public
- 6) **Old Business**
 - a. Poverty Exemption Policy and Guidelines (Brande Nogafsky needs to speak at the beginning of the meeting verse under new business).
 - b. Brande Resignation
 - c. Board Member Review and Initial Bank Statements
 - i. This suggestion was made by Ken Palka at our 09-17-24 Board Meeting
 - ii. Call To Public and Board Discussion
 - d. Document Bank Account Signers
 - i. This suggestion was made by Ken Palka at our 09-17-24 Board Meeting
 - ii. Call To Public and Board Discussion
 - e. Capitalization Policy
 - i. Please see 09-17-2024 Board Meeting (Draft) Minutes regarding Ken Palka's suggestion.
 - f. Building Maintenance: Siding Project 2024
 - i. Your Home Solution Experts: results of attic walk through inspection of mold
 - g. Master Plan
 - h. ARPA Funds: Contracts, Allocated Drain and Roads Funds
 - i. Fees For FOIA: Deb Grubb
 - j. Staff Laptops
- 7) **New Business:**
 - a. Bids For Snow Plowing
 - b. Motion to authorize the Township Attorney, Michael Homier of Foster Swift, to file an appeal or other appropriate legal action to challenge the MPSC's October 11, 2024, Order concerning PA 233.
 - c. Motion to reallocate all of the remaining ARPA funds in our account to Pavement Preservation with the Livingston County Road Commission as our accounts allow and the Clerk seems appropriate. And allocate the money we didn't spend from the road account this year and enough from this year's winter taxes to finish paving Fowlerville Road up to Lovejoy. See attached bid from the road commission.
 - d. Resolution for partial termination of farmland development rights agreement for the township hall property.
 - e.
- 8) **Board Member Discussion:**

Conway Township Board Of Trustee Board Meeting Agenda and Packet

Date: 10-15-2024

Time: 7:00PM

Location: Conway Township Hall

Supervisor: Bill Grubb

Clerk: Rachel Kreeger

Treasurer: Deb Grubb

Trustee: George Pushies

Trustee: Amy Champton-Atherton

9) Call To The Public:

10) Next Meeting:

a. Date: November 19,2024

b. The meeting will start at 7pm at Conway Township Hall (unless noted otherwise)

11) Meeting Adjournment

a. Motion: To Adjourn The Conway Township 10-25-24 Board Meeting at _____pm.

i. Board Discussion ~ Call To The Public ~ Motion

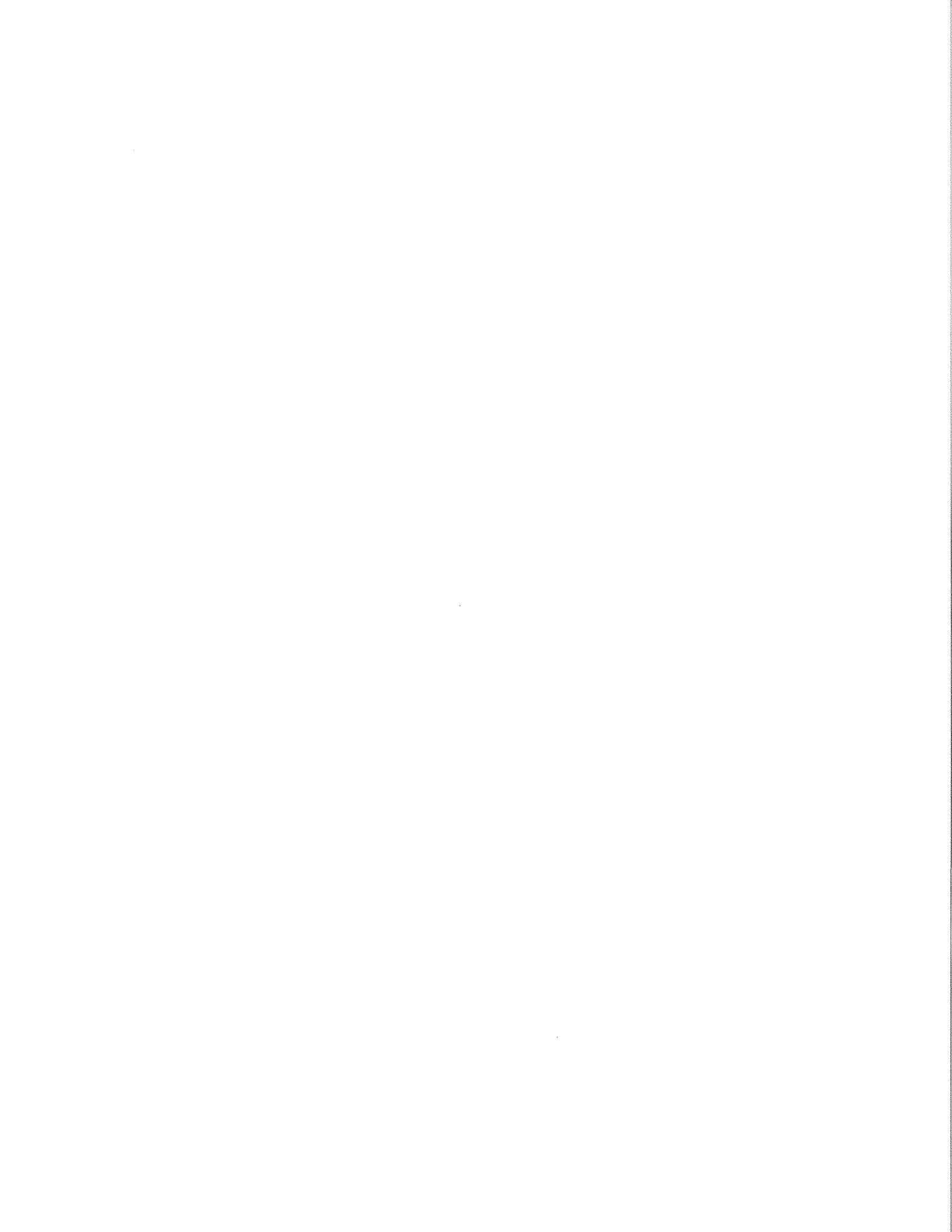
CONWAY TOWNSHIP POLICY No 7

PUBLIC COMMENT AND CONDUCT POLICY

Conway Township Board recognizes its obligation to obtain and the benefits to be received from public comments on matter 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 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.



Conway Township Board Of Trustee Board Meeting: DRAFT MINUTES

Date: 09-17-2024

Time: 7:00PM

Location: Conway Township Hall

Supervisor: Bill Grubb

Clerk: Rachel Kreeger

Treasurer: Deb Grubb

Trustee: George Pushies

Trustee: Amy Crampton-Atherton

Tasks that need to continued attention highlighted in green.

1) Call Meeting To Order

- a. 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**

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

4) Approval Of The August 20, 2024 Board Meeting Consent Agenda

- a. Motion: To Approve 08-20-2024 Board Meeting Draft Minutes
- i. Motion Made By: A. Crampton-Atherton & Motion Seconded By: R. Kreeger.
Motion Passed: 5 Yes, 0 No, 0 Absent
- b. Motion: To Approve The Account Reconciliation
- i. Motion Made By: D. Grubb & Motion Seconded By: R. Kreeger. Motion Passed: 5 Yes, 0 No, 0 Absent
- c. Motion: To Approve The Disbursements/Payroll Registration/Budget Report
- i. Motion Made By: R. Kreeger & Motion Seconded By: A. Crampton-Atherton.
Motion Passed: 5 Yes, 0 No, 0 Absent

5) Call To The Public:

- a. 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.
- b. 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.

6) Approval Of The Following Changes To The 09-17-2024 Meeting Agenda:

- a. Motion: To Approve the below Additions/Deletions/Changes To The 09-17-24 Meeting Agenda.
- i. 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)
- b. Motion: To approve the above additions to the 09-17-24 Meeting Agenda
- i. Motion Made By: R. Kreeger & Motion Seconded By: G. Pushies. Motion Passed: 5 Yes, 0 No, 0 Absent

7) Approval Meeting Agenda

- a. Motion: To approve the 09-17-2024 Board Meeting Agenda
- i. Motion Made By: G. Pushies & Motion Seconded By: A. Crampton-Atherton.
Motion Passed: 5 Yes, 0 No, 0 Absent

8) Call To Public

- a. County Commissioner D. Hezler urged Conway Township Residents to vote in the upcoming November 2024 Election.

Conway Township Board Of Trustee Board Meeting: DRAFT MINUTES

Date: 09-17-2024

Time: 7:00PM

Location: Conway Township Hall

Supervisor: Bill Grubb

Clerk: Rachel Kreeger

Treasurer: Deb Grubb

Trustee: George Pushies

Trustee: Amy Crampton-Atherton

Tasks that need to continued attention highlighted in green.

9) Old Business

- a. Audit Summary (Kenneth Palka: Partner of Firm that Audits Conway Township)
 - i. 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.
 - ii. ARPA Funds
 1. The ARPA Fund needs to reimburse the General Fund for items/projects that the Board has already approved.
 - a. The BS&A money budgeted was spent. It needs to be transferred out of the ARPA Fund and into the General Fund.
 - b. 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.
 - c. Rachel Kreeger will send Ken Palka an email which includes the motions made documenting what we have allocated our ARPA Funds for.
 - iii. 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.

Conway Township Board Of Trustee Board Meeting: DRAFT MINUTES

Date: 09-17-2024

Time: 7:00PM

Location: Conway Township Hall

Supervisor: Bill Grubb

Clerk: Rachel Kreeger

Treasurer: Deb Grubb

Trustee: George Pushies

Trustee: Amy Champton-Atherton

Tasks that need to continued attention highlighted in green.

Continuation of Old Business

2. 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).
 - a. 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.
- b. Bulk Mailing
 - i. Conway Clerk, Rachel Kreeger, Deputy Clerk, Tara Foote and Assistant Assessor, Brande Nogafsky 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).
- c. Recreation Department
 - i. 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.
 - ii. 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:
 - a. 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.
 - b. Athletes living in a non-participating Township, pay the full price of registration. Athletes living in a participating

Conway Township Board Of Trustee Board Meeting: DRAFT MINUTES

Date: 09-17-2024

Time: 7:00PM

Location: Conway Township Hall

Supervisor: Bill Grubb

Clerk: Rachel Kreeger

Treasurer: Deb Grubb

Trustee: George Pushies

Trustee: Amy Crampton-Atherton

Tasks that need to continued attention highlighted in green.

Continuation of Old Business

- c. Township, pay a 43% discounted price of registration and the Township they live in makes pays that 43% of their fee.
- d. 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.
- e. 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.
- f. 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.
- g. Abby Cooper will review the final document/contract. A motion will have to be made to send it to Abby.
- iii. 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
- d. Miller Cemetery Tree(s)
 - i. 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.
- e. Current Building Maintenance (Siding Project 2024)
 - i. Rachel Kreeger presented a mold inspection report that was written by
 - ii. 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.
 - iii. 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.

Conway Township Board Of Trustee Board Meeting: DRAFT MINUTES

Date: 09-17-2024

Time: 7:00PM

Location: Conway Township Hall

Supervisor: Bill Grubb

Clerk: Rachel Kreeger

Treasurer: Deb Grubb

Trustee: George Pushies

Trustee: Amy Crampton-Atherton

Tasks that need to continued attention highlighted in green.

Continuation of Old Business

- f. 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 insulation 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.
 - i. Mike Brown reports the county building inspector has been out multiple times and is complimentary of the work the contractors are doing.
 - ii. 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 versus 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.
 - i. Motion Made By: A. Crampton-Atherton & Seconded By: George Pushies. Motion Passed: 4 Yes, 1 No, 0 Absent
- g. Conway Township Insurance denied our claims made regarding this building maintenance project: Siding Project 2024.
- h. Summary Of Building Maintenance 2024 Siding Project
 - i. 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

Conway Township Board Of Trustee Board Meeting: DRAFT MINUTES

Date: 09-17-2024

Time: 7:00PM

Location: Conway Township Hall

Supervisor: Bill Grubb

Clerk: Rachel Kreeger

Treasurer: Deb Grubb

Trustee: George Pushies

Trustee: Amy Crampton-Atherton

Tasks that need to continued attention highlighted in green.

Continuation of Old Business

- i. Conway Township's Planning Commission Master Plan Workshops
 - i. Conway Planning Commission reports low attendance at the first Master Plan Workshop.
- j. On Conway Township Hiring A Planner For The Township's Master Plan
 - i. 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.
 - a. Motion: To set a budget to update our master plan to not exceed \$10,000.00.
 - b. 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
- k. FOIA Fees
 - i. Deb Grubb has not moved any further with collecting data on the fees other Townships charge for this service.
- l. Fall MMTA Conference
 - i. 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.

10) New Business:

- a. Zoning Report: Russ Cezar
 - i. 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

Conway Township Board Of Trustee Board Meeting: DRAFT MINUTES

Date: 09-17-2024

Time: 7:00PM

Location: Conway Township Hall

Supervisor: Bill Grubb

Clerk: Rachel Kreeger

Treasurer: Deb Grubb

Trustee: George Pushies

Trustee: Amy Crampton-Atherton

Tasks that need to continued attention highlighted in green.

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.
- b. Winter Tax Bill
- i. Clarification from Abby Cooper has stated that Deb Grubb's name should go on the winter 2024 tax bill.
- c. L-4029 Tax Rate Request Form
- i. 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
- d. Special Assessments To Be Levied On The Winter Tax Bill
- i. 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
 - ii. 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.
- e. Ordinance Questions
- i. Amy Crampton-Atherton: have the correct permits been pulled for the cargo container and limousine(s) on Fowlerville Rd and Chase Lake Rd

Conway Township Board Of Trustee Board Meeting: DRAFT MINUTES

Date: 09-17-2024

Time: 7:00PM

Location: Conway Township Hall

Supervisor: Bill Grubb

Clerk: Rachel Kreeger

Treasurer: Deb Grubb

Trustee: George Pushies

Trustee: Amy Crampton-Atherton

Tasks that need to continued attention highlighted in green.

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 Road and 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.
- f. Continuing Education
 - i. 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
- g. Laptop Computers
 - i. 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.
- h. Contracts With Contractors -
 - i. 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

Conway Township Board Of Trustee Board Meeting: DRAFT MINUTES

Date: 09-17-2024

Time: 7:00PM

Location: Conway Township Hall

Supervisor: Bill Grubb

Clerk: Rachel Kreeger

Treasurer: Deb Grubb

Trustee: George Pushies

Trustee: Amy Crampton-Atherton

Tasks that need to continued attention highlighted in green.

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

- ii. 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.
- iii. 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
- iv. 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
- v. 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

Conway Township Board Of Trustee Board Meeting: DRAFT MINUTES

Date: 09-17-2024

Time: 7:00PM

Location: Conway Township Hall

Supervisor: Bill Grubb

Clerk: Rachel Kreeger

Treasurer: Deb Grubb

Trustee: George Pushies

Trustee: Amy Crampton-Atherton

Tasks that need to continued attention highlighted in green.

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).

- i. The Process Of Conway Township Employees Turning In Mileage Reimbursement Forms (Brand Nogafsky):
 - i. 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.

11) Board Member Discussion

12) Call To The Public

- a. 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.

13) Next Meeting: 10-15-24 starting at 7pm at Conway Township Hall

14) Meeting Adjournment

- a. 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:

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

Conway Township Board Of Trustee Board Special Meeting: DRAFT MINUTES

Date: 09-26-2024

Time: 7:00PM

Location: Conway Township Hall

Supervisor: Bill Grubb

Clerk: Rachel Kreeger

Treasurer: Deb Grubb

Trustee: George Pushies

Trustee: Amy Crampton-Atherton

Items within these minutes that require additional documents are highlighted in purple.

1. **Call Meeting To Order:** W. Grubb called the meeting to order at 7:02pm
2. **Pledge of Allegiance**
3. **Attendance**

P = Present A = Absent

 - a. Supervisor/W. Grubb: P, Clerk/R. Kreeger: P, Treasurer/D. Grubb: P, Trustee/G. Pushies: P, Trustee/A. Crampton-Atherton: P
4. **Call To The Public**
5. **Statement of Meeting Purpose: W. Grubb**
 - a. W. Grubb stated over the last couple of weeks he has become increasingly perplexed regarding the controversy surrounding how the reconstruction of our Township Hall is being done. Issues have been brought to W. Grubb's attention by Township Officials, Employees and Residents and cover everything from: insurance issues, to contractor issues, mold and rot issues supposedly not being addressed properly, insulation not being installed correctly, to windows and doors not being flashed properly, preparation for brick not being addressed correctly, Tyvek, not being installed correctly and so on. W. Grubb does not feel educated to oversee construction work. W. Grubb would like to find a commercial contractor that would be willing to serve as a consultant to make sure the work being done to our building is up to code and following best building practices. Up until the start of the meeting now one he has contacted is willing to take on this responsibility, no matter what they fee and many of them are willing to do it if they would be given a major portion of the contract. W. Grubb is waiting to hear back from one additional contractor. It should be noted prior to the start of this meeting, W. Grubb was given the name and contact information of a contractor that may be interested in taking on the job. W. Grubb will contact this person tomorrow morning but is currently entertaining help from anyone knows a qualified commercial constriction person, who is not a resident of Conway Township or has any vested interest in this project to assist us in this endeavor for a reasonable fee.
6. **Open Discussion Regarding Meeting Topic**
 - a. Resident: suggested we go back to Chrismann Construction, stating their quote/price for the job may be cheaper due to where we are at this process.

Conway Township Board Of Trustee Board Special Meeting: DRAFT MINUTES

Date: 09-26-2024

Time: 7:00PM

Location: Conway Township Hall

Supervisor: Bill Grubb

Clerk: Rachel Kreeger

Treasurer: Deb Grubb

Trustee: George Pushies

Trustee: Amy Crampton-Atherton

Items within these minutes that require additional documents are highlighted in purple.

Continuation Of Open Discussion Regarding Meeting Topic

Trustee, George Pushies, did not disagree with Resident, but voiced concerned with finding contractor wanting/willing to get involved with an already started project. W. Grubb restated his perplexity over the issue and his need for input and help. Given his concern about finding a contractor willing to assist, time restraints and weather constraints, G. Pushies suggested creating a committee of Conway Township Employees, looking towards the Zoning Administrator to assist, Conway Township Residents with building knowledge to see this Siding Project 2024 to completion. R. Kreeger asked for clarification if we were looking for someone to take over the job or just facilitate the job: G. Pushies stated he was not suggesting we remove Mr. Mike Brown from the job or Dan Cogswell and stated his desire to obtain prints and maps of the building. Resident stated she does not feel forming a committee would help given that each member on the committee may have a different version of what defines quality work is acceptable (even though each definition of quality work may pass code). This resident also stated that in her experience and in her knowledge there has never been contracts associated with many projects; no one person can be to blame in this current specific situation (many people agreed with her).

- b. Resident expressed concern over the rotted wood being left and not being removed.
- c. G. Pushies stated additional issues to the siding and window flashing include: brick issues, water trapping not just from the siding and around windows, but from the bottom up, grade up (wind and snow driven) the plate is right there and there is no drop in elevation. G. Pushies stated that the building inspector even brought up about the snow.
- d. Resident stated on the north side of the building there is at least one course of brick that is completely underground and a second resident stated that is not suppose to be like that. The concern is if we leave a course of brick like this, regardless of how well it is flashed above, are we going to trap water underneath. Resident suggested digging a trench around this building, down to the footer, use proper tar on its entirety and metal stainless flashing down, underground then go up and over top of the brick and properly flash that to

Conway Township Board Of Trustee Board Special Meeting: DRAFT MINUTES

Date: 09-26-2024

Time: 7:00PM

Location: Conway Township Hall

Supervisor: Bill Grubb

Clerk: Rachel Kreeger

Treasurer: Deb Grubb

Trustee: George Pushies

Trustee: Amy Crampton-Atherton

Items within these minutes that require additional documents are highlighted in purple.

Continuation Of Open Discussion Regarding Meeting Topic

the building, then continue using brick up. G. Pushies mentioned possibly needing edge draining in addition to take the water away because currently the water does not have anywhere causing plate issues so although there was water inside the cavities, we also have water coming up from the bottom up: there are two sources of water. We would need to complete these recommendations prior to putting the brick back on the building. Resident states in his opinion this entire project needs to get water-tight and stopped until we get proper confirmation of how to proceed. Resident is concerned that Mr. Mike Brown is stating work is being done correctly, but when the resident has spoke to the contractor, Dan Cogswell, he is stating that he is sistering to the boards everything that is rotted, but how do you sister to a piece of wood that you can crunch up in your hands. In addition, the resident states he believes the first corner to go bad will be in the kitchen and they don't believe they have yet to address this issue. G. Pushies stated that he spoke Rick Bud, the Building Official, when he stopped by yesterday 9-25-24 and while he cannot prove that it is true, Dan Cogswell said they replaced 8 feet of sill on the kitchen side and 16 feet or more on the east side (south side of kitchen). W. Grubb said he has seen the corner by the kitchen and the door exposed and it is all fresh wood and there is nothing rotted. Two residents questioned how this task could be completed given that wall is load bearing and if we look at the dry wall none of the screws have pulled through so how the contractor removed that rotted wood without hurting the dry wall. One of the two residents states he has driven by multiple times observing as well as has sat in the parking lot all day watching the contractor (Dan Cogswell) complete work and was yelled and used profanities directing the resident to get off the property. R. Kreeger requested we give grace and understand all people have made mistakes but let's remember to focus on moving forward and find a solution. According to his observations, this resident does not believe Dan Cogswell had the time or resources to complete the work W. Grubb stated was completed.

- e. Resident requests information regarding how many time the building inspectors have come to evaluate the work. R. Kreeger stated that there is an

Conway Township Board Of Trustee Board Special Meeting: DRAFT MINUTES

Date: 09-26-2024

Time: 7:00PM

Location: Conway Township Hall

Supervisor: Bill Grubb

Clerk: Rachel Kreeger

Treasurer: Deb Grubb

Trustee: George Pushies

Trustee: Amy Crampton-Atherton

Items within these minutes that require additional documents are highlighted in purple.

Continuation Of Open Discussion Regarding Meeting Topic

issue having one of the main persons involved with this project be absent from today's meeting, because Mike Brown is one key person who could speak to exactly how many times the building inspectors have been to the work site.

- f. R. Kreeger also voiced concerns about not have the correct permits which leads to the bigger concern of not all the work being inspected if we do not have the proper permits pulled. Mike Brown told R. Kreeger the only thing we needed to add to our permit as of 09-26-24 was brick flashing inspection. A. Crampton-Atherton wanted clarification if a building permit was pulled or just a siding permit. G. Pushies asked this same question to the county building officials on Friday 09-20-24 and they stated the only permit pulled was a siding permit, but G. Pushies did not know if this was being amended. In addition, he noted Rick Bud stopped by yesterday 09-25-24 so maybe the permit has been updated and they are coming to evaluate. Russ Cezar stated that on Friday 09-20-24 it was requested that the county building officials stop by on a regular basis just to help us out. Russ understands that there is a framing inspection, a house wrap inspection, and a flashing to the brick inspection and these were the things that were on the permit, but the county building official did state that he wanted to add insolation inspection once he was aware that they insolation had come out. Russ asked if we have a card stating indicating an insolation inspection, R. Kreeger asked what the consequences were for not have the correct permits pulled and why the county building officials were not applying such consequences. G. Pushies stated they should have put a stop on the project. Russ Cezar explained that we are a governing body so we absolutely cannot go around not pulling permits when we request such of our residents. Russ stated the county building inspector's job is not to tell us what looks bad and what we should fix, they are not consultants, their job is to code for health and safety. Permits are to maintain standards. In addition, Russ stated we are the owner and the general contractor of this building and it falls on our shoulders to discern the

Conway Township Board Of Trustee Board Special Meeting: DRAFT MINUTES

Date: 09-26-2024

Time: 7:00PM

Location: Conway Township Hall

Supervisor: Bill Grubb

Clerk: Rachel Kreeger

Treasurer: Deb Grubb

Trustee: George Pushies

Trustee: Amy Champton-Atherton

Items within these minutes that require additional documents are highlighted in purple.

Continuation Of Open Discussion Regarding Meeting Topic

quality of the work. Russ says the elephant in the room is there has been a lot of missed opportunities; Dan Cogswell should get all the insurance that he needs and could have a great reference. Firing Mr. Cogswell is not needed, but stop the process until Dan Cogswell has proper Workman's Compensation obtained (he currently has an invalid Workman's Compensation because it is not stamped by the state). Allowing him to continue working, leaves us responsible for the liability of someone getting hurt or the work causing damage later. In addition, we have no recourse later for his workmanship. R. Kreeger stated that Dan Cogswell is currently on Conway Township's insurance because he does not have a valid Workman's Compensation Form on file. R. Kreeger requested an update from W. Grubb on the contact he has had with our Township attorney to create a contract for Conway Township and Dan Cogswell to sign (per the motion made at our 09-17-2024 Board Meeting). W. Grubb stated that our attorney stated that it is within the Township's right to do whatever the Township would like to do at this point and time. W. Grubb stated that our attorney (Abby Cooper wanted to know the scope of the work Dan Cogswell had completed). A resident voiced concern that our township attorney is failing us for not giving us more specific advice. R. Kreeger stated this may be an unfair statement given we have not all viewed the email and information that was sent to her by W. Grubb. R. Kreeger rephrased and again asked W. Grubb is there was a contract created stating Dan Cogswell agreed to obtain the correct/required documents/Workman's Compensation. W. Grubb stated he could not remember if Abby said we could draw up a contract or not; most of the conversation was, "Where is this at and where is this guy at". When R. Kreeger asked if W. Grubb needed the 09-26-24 motion read, W. Grubb stated, "Should we let him continue or...". G. Pushies interjected that he sent Abby Cooper an email two days post the 09-26-2024 Board Meeting giving her bullet points of many things he thinks would/should be required in a contract and requested she create a fill in the blank template. According to G. Pushies, Abby Cooper did not respond to his email, because W. Grubb

Conway Township Board Of Trustee Board Special Meeting: DRAFT MINUTES

Date: 09-26-2024

Time: 7:00PM

Location: Conway Township Hall

Supervisor: Bill Grubb

Clerk: Rachel Kreeger

Treasurer: Deb Grubb

Trustee: George Pushies

Trustee: Amy Crampton-Atherton

Items within these minutes that require additional documents are highlighted in purple.

Continuation Of Open Discussion Regarding Meeting Topic

responded to the email and she responded to W. Grubb's email and so far no one has heard from Abby Cooper regarding the fill in the blank contract template. G. Pushies wants Dan Cogswell, fill out FEIN number, insurance liability, workman's compensation, license, etc added into a stand-alone template document with a hold harmless indemnification clause. R. Kreeger reminded everyone we are still currently waiting on Dan Cogswell to produce a valid workman's compensation form stamped by the state.

- g. Russ Cezar asked if we have a written contract with Dan Cogswell. R. Kreeger stated, we do not. The day after we accepted Dan's Cogswell's bid, R. Kreeger asked Dan Cogswell if we have signed a contract, especially given that he is working already working on the building with no direction/consent given from her. R. Kreeger was admittedly more focused on warranty information then even on insurance information. Dan Cogswell told R. Kreeger that Mike Brown informed in him that there was no additional contract needed because the acceptance of the bid was the contract. R. Kreeger also stated this information for the record at the 09-17-2024 Board Meeting. A resident spoke up and said, Dan Cogswell told him he was asked to come down to the Township Hall and put in a bid for the RFP. The resident wanted to know who told Dan Cogswell to put in a bid because he does not believe that is how the bid process was suppose to work.
- h. Resident inquired about the language on the RFP. RFP states that the contractor must have W-9 and Liability Insurance, but does not state Workman's Compensation specifically.
- i. R. Kreeger gave Dan Cogswell all the instructions on how to obtain a valid workman's compensation form stamped from the state and requested he turn it in as soon as possible. However, this does not solve the issue of him having subcontractors on the job and how our insurance company says they will cover them but is referring to them as Dan Cogswell's employees. Russ Cezar stated waiting for Dan Cogswell to turn in his workman's compensation form does not do us any good, because of the mere fact that his subcontractor(s) are still not covered. A. Crampton-Atherton read the RFP stated the contractor awarded the bid must supply the Township with a copy

Conway Township Board Of Trustee Board Special Meeting: DRAFT MINUTES

Date: 09-26-2024

Time: 7:00PM

Location: Conway Township Hall

Supervisor: Bill Grubb

Clerk: Rachel Kreeger

Treasurer: Deb Grubb

Trustee: George Pushies

Trustee: Amy Champton-Atherton

Items within these minutes that require additional documents are highlighted in purple.

of his W9 and Insurance Liability Certificate. R. Kreeger points out that the RFP does not specifically state workman's compensation. Dan Cogswell

Continuation Of Open Discussion Regarding Meeting Topic

does have a W9 Form and Insurance Liability Certificate but does not have a valid workman's compensation form. G. Pushies states workman's compensation does have to be stated separately.

- j. Permit description states: residing and rot repair including OSB, select two by fours, all Tyvek, taping, windows, flashing is required. Type of work is alteration.
- k. Resident expressed serious concern on how the insulation was installed, windows not being flashed correctly and the building department not correctly performing their duties (not requiring drawings and scope of work).
- l. W. Grubb stated that the morning of 09-26-24 he approached Mike Brown and stated his concerns about the incorrectly flashing on the windows and doors. He gave Mike informational sheets illustrating the correct process and Mike stated that Dan Cogswell has not flashed the windows correctly and he was going to require Dan Cogswell do the flashing the per the instructions on the said procedure sheets that W. Grubb had given him (with the Tyvek pulled back).
- m. Dan Cogswell needs to be monitored and held accountable, especially when this project got as involved as it has.
- n. Russ Cezar is concerned there was never a notice of commencement (when this project started). Was it safe to have employees working as this work was going on seeing as it became so involved.
- o. R. Kreeger kept bulleting the important steps that were mentioned at this meeting regarding the process to hiring a contractor. Please see included notes titled: Process To Hiring A Contractor.
- p. R. Cezar stated the larger window in the hall has dropped three inches. Hall rentals that are already scheduled will remain, but we are not committing to additional rentals until our building renovations are complete.
- q. On 9-18-2024, R. Kreeger requested Dan Cogswell create a signed document stating the warranty of his work, along with a statement that he and his

Conway Township Board Of Trustee Board Special Meeting: DRAFT MINUTES

Date: 09-26-2024

Time: 7:00PM

Location: Conway Township Hall

Supervisor: Bill Grubb

Clerk: Rachel Kreeger

Treasurer: Deb Grubb

Trustee: George Pushies

Trustee: Amy Crampton-Atherton

Items within these minutes that require additional documents are highlighted in purple.

subcontractor(s) would sign agreeing that Conway Township is not responsible or liable for any injury that occurs. These documents were not received.

Continuation Of Open Discussion Regarding Meeting Topic

- r. Motion: Stop construction on Conway Township Hall until we get proper Workman's Compensation from Dan Cogswell, a contract, a written warranty statement of his work, and have a construction manager that will oversee the remainder of the project. In addition, W. Grubb will contact the Conway Township Attorney to obtain information as to what we are legally liable for without a contract with Dan Cogswell.
 - i. Motion made by: A. Crampton-Atherton & motion seconded by: G. Pushies. Motion Passed: 5 Yes, 0 No, 0 Absent.
- s. Motion: To formally accept the siding color that Mike Brown presented (sand color) for the Siding Project 2024.
 - i. Motion made by: G. Pushies & motion seconded by: A. Crampton-Atherton. Motion Passed: 4 Yes, 1 No, 0 Absent.
- t. G. Pushies made a motion: To formally accept the brick to be installed on Conway Township Hall. Board discussion lead to a conversation about a motion that was made on 09-17-2024 about getting quotes on cultured stones, but if no quotes were received by Friday 09-20-2024 at noon, Mike Brown could go ahead and order the bricks. W. Grubb believe he saw somewhere in a text or in an email that the brick was already ordered. Motion not continued.
- u. Russ Cezar requested an opinion from Bricks, Blocks and Rocks in regard to how many layers of bricks should be taken off and if that flashing should go beyond the finished floor of the building and down to the weep and then that be solid grouted. R. Cezar and G. Pushies would like a recommendation from a masonry contractor on the proper way for that to be fully grouted and flashed. W. Grubb requested Russ Cezar contact owner of Bricks, Rocks and Blocks and speak with him on this topic.

Conway Township Board Of Trustee Board Special Meeting: DRAFT MINUTES

Date: 09-26-2024

Time: 7:00PM

Location: Conway Township Hall

Supervisor: Bill Grubb

Clerk: Rachel Kreeger

Treasurer: Deb Grubb

Trustee: George Pushies

Trustee: Amy Crampton-Atherton

Items within these minutes that require additional documents are highlighted in purple.

Continuation Of Open Discussion Regarding Meeting Topic

- i. Motion: Conway Township contact Bricks, Blocks and Rocks (who is currently working on the Siding Project 2024) to provide a written opinion, with a cross-section sketch, regarding the water proofing and to add three feet of ice and water shielding to the side wall before commencing with this work. Russ Cezar will make this contact and bring his report (which includes a written opinion and a sketch) back to the board as soon as possible.

1. Motion made by: G. Pushies & motion seconded by: A. Crampton Atherton. Motion Passed: 5 yes, 0 no, 0 absent.

7. Adjournment

- a. Motion to adjourn this Conway Township Special Board Meeting on 09-26-24 at 8:39pm.
 - i. Motion made by: A. Crampton-Atherton & motion seconded by: D. Grubb. Motion passed unanimously: 5 yes, 0 no, and 0 absent.

BANK RECONCILIATION REPORT FOR CONWAY TOWNSHIP

Bank GEN - BOAA - GENERAL FUND
 From: 08/01/2024 To: 08/31/2024
 Reconciliation Record: 0000000094

Beginning GL Balance:	348,361.70
Add: Cash Receipts	1,848.40
Less: Cash Disbursements	(82,333.46)
Less: Journal Entries/Other	(86,402.38)
Ending GL Balance:	181,474.26
Ending Bank Balance:	282,967.01
Add: Miscellaneous Transactions	(51,952.94)
Add: Deposits/Transactions In Transit	0.00

AP checks

Check Date	Check Number	Name	Amount
07/31/2024	12609	BS & A SOFTWARE	0.00
08/14/2024	12617	GREEN OAK TWP TREASURER'S OFFICE	10.78
08/14/2024	12621	FOWLerville BUISNESS ASSOCIATION	100.00
08/14/2024	12625	PORTER, SARAH	30.59
08/14/2024	12627	CESARZ, RUSS	121.81
08/14/2024	12628	LOWE, DIANA	55.28
08/27/2024	6	CIVICPLUS	0.00
08/28/2024	12633	CIVICPLUS	2,724.75
08/28/2024	12634	FOWLerville COMMUNITY SCHOOLS	18,713.42
08/28/2024	12635	FOSTER SWIFT	10,978.64
08/28/2024	12636	LOWE, DIANA	9.68
08/28/2024	12637	PHP PFEFFER HANNIFORD PALKA	15,980.00
08/28/2024	12638	R.I. THOMAS PROPERTY MAINTENANCE	560.00
08/28/2024	12639	PRINTING SYSTEMS INC.	254.86
			49,539.81

Total - 14 Outstanding Checks:	49,539.81
Adjusted Bank Balance	181,474.26
Unreconciled Difference	0.00

REVIEWED BY: _____ DATE: _____

BANK RECONCILIATION REPORT FOR CONWAY TOWNSHIP

Bank DOG - BOAA - DOG LICENSE
From: 08/31/2024 To: 09/30/2024
Reconciliation Record: 0000000104

Beginning GL Balance:		198.63
Add: Journal Entries/Other		0.09
Ending GL Balance:		<u>198.72</u>
Ending Bank Balance:		198.72
Add: Deposits/Transactions In Transit		0.00
Total - 0 Outstanding Checks:	0.00	
Adjusted Bank Balance	198.72	
Unreconciled Difference	0.00	

REVIEWED BY: _____ DATE: _____

BANK RECONCILIATION REPORT FOR CONWAY TOWNSHIP

Bank CEM - BOAA - CEMETERY
From: 08/31/2024 To: 09/30/2024
Reconciliation Record: 0000000103

Beginning GL Balance:	64,087.93
Add: Journal Entries/Other	29.94
Ending GL Balance:	<u>64,117.87</u>
Ending Bank Balance:	64,117.87
Add: Deposits/Transactions In Transit	0.00
Total - 0 Outstanding Checks:	0.00
Adjusted Bank Balance	64,117.87
Unreconciled Difference	0.00

REVIEWED BY: _____ DATE: _____

BANK RECONCILIATION REPORT FOR CONWAY TOWNSHIP

Bank FLGCD - FLAGSTAR - TIME DEPOSIT (CD)

From: 09/01/2024 To: 09/30/2024

Reconciliation Record: 0000000102

Beginning GL Balance:	197,778.73
Ending GL Balance:	197,778.73
Ending Bank Balance:	197,778.73
Add: Deposits/Transactions In Transit	0.00
Total - 0 Outstanding Checks:	0.00
Adjusted Bank Balance	197,778.73
Unreconciled Difference	0.00

REVIEWED BY: _____ DATE: _____

BANK RECONCILIATION REPORT FOR CONWAY TOWNSHIP

Bank BLDG - CHASE - BUILDING FUND
From: 08/31/2024 To: 09/30/2024
Reconciliation Record: 0000000101

Beginning GL Balance:	99,551.76
Add: Journal Entries/Other	1.66
Ending GL Balance:	<u>99,553.42</u>
Ending Bank Balance:	99,552.59
Add: Miscellaneous Transactions	0.83
Add: Deposits/Transactions In Transit	0.00
Total - 0 outstanding checks:	0.00
Adjusted Bank Balance	99,553.42
Unreconciled Difference	0.00

REVIEWED BY: _____ DATE: _____

BANK RECONCILIATION REPORT FOR CONWAY TOWNSHIP

Bank RDSAV - BOAA - ROAD SAVINGS
From: 09/01/2024 To: 09/30/2024
Reconciliation Record: 0000000100

Beginning GL Balance:	91,997.28
Add: Journal Entries/Other	98.34
Ending GL Balance:	<u>92,095.62</u>
Ending Bank Balance:	92,095.62
Add: Deposits/Transactions In Transit	0.00
Total - 0 Outstanding Checks:	0.00
Adjusted Bank Balance	92,095.62
Unreconciled Difference	0.00

REVIEWED BY: _____ DATE: _____

BANK RECONCILIATION REPORT FOR CONWAY TOWNSHIP

Bank MSUCD - MSUFCU - TIME DEPOSIT (CD)

From: 09/01/2024 To: 09/30/2024

Reconciliation Record: 0000000098

Beginning GL Balance:	254,015.78
Add: Journal Entries/Other	2,834.01
Ending GL Balance:	<u>256,849.79</u>
Ending Bank Balance:	256,849.79
Add: Deposits/Transactions In Transit	0.00
Total - 0 Outstanding Checks:	0.00
Adjusted Bank Balance	256,849.79
Unreconciled Difference	0.00

REVIEWED BY: _____ DATE: _____

BANK RECONCILIATION REPORT FOR CONWAY TOWNSHIP

Bank MM - HUNTINGTON - MONEY MARKET

From: 09/01/2024 To: 09/30/2024

Reconciliation Record: 0000000095

Beginning GL Balance:	237,291.28
Add: Journal Entries/Other	58.36
Ending GL Balance:	<u>237,349.64</u>
Ending Bank Balance:	237,349.64
Add: Deposits/Transactions In Transit	0.00
Total - 0 Outstanding Checks:	0.00
Adjusted Bank Balance	237,349.64
Unreconciled Difference	0.00

REVIEWED BY: _____ DATE: _____

BANK RECONCILIATION REPORT FOR CONWAY TOWNSHIP

Bank ROAD - BOAA - ROAD CHECKING
From: 09/01/2024 To: 09/30/2024
Reconciliation Record: 0000000096

Beginning GL Balance:	234,452.20
Less: Cash Disbursements	(82,322.56)
Add: Journal Entries/Other	184.17
Ending GL Balance:	<u>152,313.81</u>
Ending Bank Balance:	152,313.81
Add: Deposits/Transactions In Transit	0.00
Total - 0 outstanding Checks:	0.00
Adjusted Bank Balance	152,313.81
Unreconciled Difference	0.00

REVIEWED BY: _____ DATE: _____

BANK RECONCILIATION REPORT FOR CONWAY TOWNSHIP

Bank MSUSV - MSUFUCU - CONTINGENT SAVER

From: 09/01/2024 To: 09/30/2024

Reconciliation Record: 0000000097

Beginning GL Balance:

5.00

Ending GL Balance:

5.00

Ending Bank Balance:

5.00

Add: Deposits/Transactions In Transit

0.00

Total - 0 outstanding Checks:

0.00

Adjusted Bank Balance

5.00

Unreconciled Difference

0.00

REVIEWED BY: _____ DATE: _____

BANK RECONCILIATION REPORT FOR CONWAY TOWNSHIP
Bank ARPA - INDEPENDENT - BUSINESS FREEDOM CHECKING
From: 09/01/2024 To: 09/30/2024
Reconciliation Record: 0000000106

Beginning GL Balance:	323,555.27
Less: Journal Entries/Other	(30,485.00)
Ending GL Balance:	<u>293,070.27</u>
Ending Bank Balance:	293,070.27
Add: Deposits/Transactions In Transit	0.00
Total - 0 Outstanding Checks:	0.00
Adjusted Bank Balance	293,070.27
Unreconciled Difference	0.00

REVIEWED BY: _____ DATE: _____

BANK RECONCILIATION REPORT FOR CONWAY TOWNSHIP

Bank TRUST - BOAA - TRUST AND AGENCY

From: 08/31/2024 To: 09/30/2024

Reconciliation Record: 0000000105

Beginning GL Balance:	32,954.79
Add: Cash Receipts	350.00
Add: Journal Entries/Other	15.46
Ending GL Balance:	<u>33,320.25</u>
Ending Bank Balance:	33,320.25
Add: Deposits/Transactions In Transit	0.00
Total - 0 outstanding Checks:	0.00
Adjusted Bank Balance	33,320.25
Unreconciled Difference	0.00

REVIEWED BY: _____ DATE: _____

CHECK REGISTER REPORT FOR CONWAY TOWNSHIP

Check Date	Bank	Check	Module	Vendor	Vendor Name	Amount
Bank GEN BOAA - GENERAL FUND						
09/04/2024	GEN	12640	AP	MAMC	MICHIGAN ASSOCIATION OF MUNI	45.00
09/04/2024	GEN	12641	AP	BBCS	BOB BROOKS COMPUTER SALES	91.89
09/11/2024	GEN	12642	AP	COGSWELL	DAN COGSWELL	3,480.48
09/12/2024	GEN	12643	AP	BRICKS	BRICKS, BLOCKS AND ROCKS, L	14,000.00
09/12/2024	GEN	12644	AP	YOUR HOME	YOUR HOME SOLUTION EXPERTS	5,711.11
09/12/2024	GEN	12645	AP	YOUR HOME	YOUR HOME SOLUTION EXPERTS	2,841.01
09/12/2024	GEN	12646	AP	E. DIESCH	DIESCH, EDWARD	225.11
09/12/2024	GEN	12647	AP	SHARON'S	SHARON'S HEATING AND COOLIN	471.00
09/12/2024	GEN	12648	AP	0026	BRANDE NOGAFSKY	120.47
09/12/2024	GEN	12649	AP	0056	COOPER & RIESTERER, PLC	4,594.25
09/12/2024	GEN	12650	AP	0110	FOSTER SWIFT	10,978.64
09/12/2024	GEN	12651	AP	DIANA LOW	LOWE, DIANA	55.74
09/12/2024	GEN	12652	AP	LOCALIQ	MICHIGAN GANNETT LOCALIQ	167.72
09/12/2024	GEN	12653	AP	S. EGBERT	SUSAN EGBERT	41.27
09/13/2024	GEN	12654	AP	S. EGBERT	SUSAN EGBERT	41.27
Total GEN:						
Total of 15 Checks:						42,864.96
Less 1 Void Checks:						41.27
Total of 14 Disbursements:						<u>42,823.69</u>
Bank ROAD BOAA - ROAD CHECKING						
09/04/2024	ROAD	1022	AP	0044	CHLORIDE SOLUTIONS	77,501.65
09/12/2024	ROAD	1023	AP	0044	CHLORIDE SOLUTIONS	4,820.91
Total ROAD:						
Total of 2 Checks:						82,322.56
Less 0 Void Checks:						0.00
Total of 2 Disbursements:						<u>82,322.56</u>
Summary of 17 Checks:						
Total of 17 Checks:						125,187.52
Less 1 Void Checks:						41.27
Total of 16 Disbursements:						<u>125,146.25</u>

REVENUE AND EXPENDITURE REPORT FOR CONWAY TOWNSHIP

Balance As of 09/30/2024

GL Number	Description	24-25 Amended Budget	YTD Balance 09/30/2024 Normal (Abnormal)	Increase (Decrease)	Activity For 09/30/2024	Balance Normal (Abnormal)	Available 09/30/2024	% Bdg't Used
Fund: 101 GENERAL								
Account Category: Revenues								
Department: 000								
101-000-402.000	CURRENT PROPERTY TAXES	125,000.00	0.00	0.00	0.00	125,000.00	125,000.00	0.00
101-000-447.000	PROPERTY TAX ADMIN FEE	26,000.00	0.00	0.00	0.00	26,000.00	26,000.00	0.00
101-000-491.000	DOG LICENSES	380.00	0.00	0.00	0.00	380.00	380.00	0.00
101-000-492.000	FEES, LICENSES, AND PERMITS	5,000.00	12,010.11	1,899.27	1,899.27	(7,010.11)	(7,010.11)	240.20
101-000-573.000	LCSA PPT REIMBURSEMENT	600.00	0.00	0.00	0.00	600.00	600.00	0.00
101-000-574.000	STATE GRANT-STATE REVENUE SHARING	340,000.00	187,857.00	67,030.00	67,030.00	152,143.00	152,143.00	55.25
101-000-665.000	INTEREST AND DIVIDENDS	14,000.00	8,105.30	2,893.20	2,893.20	5,894.70	5,894.70	57.90
101-000-667.000	RENT	2,000.00	825.00	150.00	150.00	1,175.00	1,175.00	41.25
101-000-675.000	MISCELLANEOUS REVENUES	100.00	877.72	0.00	0.00	(777.72)	(777.72)	877.72
101-000-676.200	ELECTION REIMBURSEMENT	3,000.00	0.00	0.00	0.00	3,000.00	3,000.00	0.00
Total Dept 000		516,080.00	209,675.13	71,972.47	71,972.47	306,404.87	306,404.87	40.63
Revenues		516,080.00	209,675.13	71,972.47	71,972.47	306,404.87	306,404.87	40.63
Account Category: Expenditures								
Department: 101 TOWNSHIP BOARD								
101-101-702.000	SALARIES AND WAGES	7,000.00	3,284.00	(1,372.00)	(1,372.00)	3,716.00	3,716.00	46.91
101-101-706.000	FOIA COORDINATOR WAGES	1,200.00	0.00	0.00	0.00	1,200.00	1,200.00	0.00
Total Dept 101 - TOWNSHIP BOARD		8,200.00	3,284.00	(1,372.00)	(1,372.00)	4,916.00	4,916.00	40.05
Department: 171 SUPERVISOR								
101-171-702.000	SALARIES AND WAGES	26,753.00	12,160.50	(2,026.75)	(2,026.75)	14,592.50	14,592.50	45.45
101-171-969.000	SEMINARS AND WORKSHOPS	3,000.00	695.59	0.00	0.00	2,304.41	2,304.41	23.19
Total Dept 171 - SUPERVISOR		29,753.00	12,856.09	(2,026.75)	(2,026.75)	16,896.91	16,896.91	43.21
Department: 215 CLERK								
101-215-702.000	SALARIES AND WAGES	31,037.00	13,856.04	(2,309.34)	(2,309.34)	17,180.96	17,180.96	44.64
101-215-703.000	SALARIES AND WAGES-DEPUTY	18,000.00	11,016.01	(8,288.50)	(8,288.50)	6,983.99	6,983.99	61.20
101-215-969.000	SEMINARS AND WORKSHOPS	6,000.00	48.09	0.00	0.00	5,951.91	5,951.91	0.80
Total Dept 215 - CLERK		55,037.00	24,920.14	(10,597.84)	(10,597.84)	30,116.86	30,116.86	45.28
Department: 247 BOARD OF REVIEW								
101-247-702.000	SALARIES AND WAGES	1,500.00	1,730.00	(580.00)	(580.00)	(230.00)	(230.00)	115.33
Total Dept 247 - BOARD OF REVIEW		1,500.00	1,730.00	(580.00)	(580.00)	(230.00)	(230.00)	115.33
Department: 253 TREASURER								
101-253-702.000	SALARIES AND WAGES	28,170.00	13,037.46	(2,172.91)	(2,172.91)	15,132.54	15,132.54	46.28
101-253-703.000	SALARIES AND WAGES-DEPUTY	10,000.00	8,254.98	(1,320.00)	(1,320.00)	1,745.02	1,745.02	82.55
101-253-960.000	CHARGEBACKS	50.00	45.95	0.00	0.00	4.05	4.05	91.90
101-253-961.000	BANK SERVICE CHARGES	50.00	0.00	0.00	0.00	50.00	50.00	0.00
101-253-969.000	SEMINARS AND WORKSHOPS	5,000.00	3,153.64	0.00	0.00	1,846.36	1,846.36	63.07
Total Dept 253 - TREASURER		43,270.00	24,492.03	(3,492.91)	(3,492.91)	18,777.97	18,777.97	56.60
Department: 257 ASSESSOR								
101-257-702.000	SALARIES AND WAGES	38,000.00	19,032.05	(6,998.66)	(6,998.66)	18,967.95	18,967.95	50.08
101-257-813.000	ASSESSOR SERVICES	0.00	3,116.33	3,116.33	3,116.33	(3,116.33)	(3,116.33)	100.00
101-257-969.000	SEMINARS AND WORKSHOPS	1,500.00	329.00	0.00	0.00	1,171.00	1,171.00	21.93
Total Dept 257 - ASSESSOR		39,500.00	22,477.38	(3,882.33)	(3,882.33)	17,022.62	17,022.62	56.90
Department: 261 GENERAL GOVERNMENT								
101-261-704.000	OFFICE ASSISTANT SALARY	9,600.00	6,667.70	337.00	337.00	2,932.30	2,932.30	69.46

REVENUE AND EXPENDITURE REPORT FOR CONWAY TOWNSHIP

Balance As of 09/30/2024

GL Number	Description	24-25 Amended Budget	YTD Balance 09/30/2024 Normal (Abnormal)	Increase (Decrease)	Activity For 09/30/2024	Balance 09/30/2024 Normal (Abnormal)	Available 09/30/2024	% Bdg't Used
Fund: 101 GENERAL								
Account Category: Expenditures								
Department: 261 GENERAL GOVERNMENT								
101-261-710.000	PAYROLL TAXES	15,000.00	8,608.60		(2,857.58)	6,391.40		57.39
101-261-724.000	INSURANCE AND BONDS	14,000.00	0.00		0.00	14,000.00		0.00
101-261-725.000	WORKWEAR	750.00	82.00			668.00		10.93
101-261-727.000	SUPPLIES	2,500.00	216.00		152.15	2,284.00		8.64
101-261-808.000	PAYROLL BILLING	2,500.00	1,421.34		(388.91)	1,078.66		56.85
101-261-860.000	MILEAGE	4,500.00	1,780.20		217.48	2,719.80		39.56
101-261-900.000	PRINTING AND PUBLISHING	8,000.00	1,575.81		0.00	6,424.19		19.70
101-261-956.000	MEMBERSHIPS AND DUES, SOFTWARE LIC.	19,000.00	17,901.16		0.00	1,098.84		94.22
101-261-957.000	POSTAGE	5,000.00	83.68		0.00	4,916.32		1.67
101-261-959.200	APPROPRIATION SENIOR CENTER	2,000.00	0.00		0.00	2,000.00		0.00
101-261-995.209	TRANSFER OUT CEMETERY	0.00	1,666.60		0.00	(1,666.60)		100.00
Total Dept 261 - GENERAL GOVERNMENT		82,850.00	40,003.09		(2,539.86)	42,846.91		48.28
Department: 262 ELECTIONS								
101-262-702.000	SALARIES AND WAGES	18,000.00	6,704.36		(12,650.28)	11,295.64		37.25
101-262-727.000	SUPPLIES	500.00	245.71		0.00	254.29		49.14
101-262-727.100	ELECTION POSTAGE	600.00	224.00		0.00	376.00		37.33
101-262-900.000	PRINTING AND PUBLISHING	2,000.00	1,026.48		0.00	973.52		51.32
101-262-900.100	MISCELLANEOUS EXPENSES	2,200.00	498.66		498.66	22.67		22.67
101-262-931.000	EQUIPMENT MAINTENANCE	500.00	1,353.93		34.04	(853.93)		270.79
Total Dept 262 - ELECTIONS		23,800.00	10,053.14		(12,117.58)	13,746.86		42.24
Department: 265 BUILDING AND GROUNDS								
101-265-705.000	HALL MONITOR SALARY	1,000.00	75.00		0.00	925.00		7.50
101-265-803.000	SNOW REMOVAL	5,500.00	0.00		0.00	5,500.00		0.00
101-265-814.000	LAWN MOWING	2,000.00	3,083.55		0.00	(1,083.55)		154.18
101-265-859.000	INTERNET AND PHONES	9,000.00	10,505.38		708.06	(1,505.38)		116.73
101-265-920.000	UTILITIES	5,800.00	2,856.92		61.30	2,943.08		49.26
101-265-931.000	EQUIPMENT MAINTENANCE	2,500.00	129.00		0.00	2,371.00		5.16
101-265-935.000	BUILDING MAINTENANCE	50,000.00	53,725.23		26,653.60	(3,725.23)		107.45
101-265-973.000	OFFICE EQUIPMENT	15,000.00	50.93		0.00	14,949.07		0.34
Total Dept 265 - BUILDING AND GROUNDS		90,800.00	70,426.01		27,422.96	20,373.99		77.56
Department: 267 PROFESSIONAL FEES								
101-267-801.000	PROFESSIONAL AND CONTRACTUAL SERVICE	0.00	76,532.32		15,780.58	(76,532.32)		100.00
101-267-804.000	ATTORNEY	66,000.00	10,146.55		0.00	55,853.45		15.37
101-267-805.000	PLANNING COMMISSION	3,000.00	0.00		0.00	3,000.00		0.00
101-267-806.000	AUDITOR	11,500.00	0.00		0.00	11,500.00		0.00
Total Dept 267 - PROFESSIONAL FEES		80,500.00	86,678.87		15,780.58	(6,178.87)		107.68
Department: 302 PUBLIC SAFETY								
101-302-809.000	FIRE AUTHORITY REP	810.00	0.00		0.00	810.00		0.00
101-302-810.000	POLICE ORDINANCE ENFORCEMENT	500.00	0.00		0.00	500.00		0.00
101-302-959.100	CONTRIBUTION POLICE SALARIES	10,000.00	0.00		0.00	10,000.00		0.00
Total Dept 302 - PUBLIC SAFETY		11,310.00	0.00		0.00	11,310.00		0.00
Department: 445 DRAINS								
101-445-962.000	DRAINS AT LARGE	43,000.00	(756.11)		0.00	43,756.11		(1.76)
Total Dept 445 - DRAINS		43,000.00	(756.11)		0.00	43,756.11		1.76
Department: 446 ROADS								

REVENUE AND EXPENDITURE REPORT FOR CONWAY TOWNSHIP
Balance As of 09/30/2024

GL Number	Description	24-25 Amended Budget	YTD Balance 09/30/2024 Normal	YTD Balance 09/30/2024 (Abnormal)	Increase (Decrease)	Activity For 09/30/2024	Balance Normal	Balance 09/30/2024 (Abnormal)	% Bdg't Used
Fund: 101 GENERAL									
Account Category: Expenditures									
Department: 446 ROADS									
101-446-967.000	CONSTRUCTION AND EXCAVATING	260,000.00	0.00	0.00	0.00	0.00	260,000.00	0.00	0.00
101-446-970.000	SAD ROAD PROJECT	0.00	81,408.50	0.00	0.00	0.00	(81,408.50)	100.00	100.00
	Total Dept 446 - ROADS	260,000.00	81,408.50	0.00	0.00	0.00	178,591.50	31.31	31.31
Department: 526 SANITARY LANDFILL									
101-526-968.000	SPRING CLEANUP	2,000.00	4,553.87	0.00	0.00	0.00	(2,553.87)	227.69	227.69
	Total Dept 526 - SANITARY LANDFILL	2,000.00	4,553.87	0.00	0.00	0.00	(2,553.87)	227.69	227.69
Department: 567 CEMETERY									
101-567-702.000	SALARIES AND WAGES	0.00	270.00	(360.00)	(360.00)	(360.00)	(270.00)	100.00	100.00
	Total Dept 567 - CEMETERY	0.00	270.00	(360.00)	(360.00)	(360.00)	(270.00)	100.00	100.00
Department: 701 PLANNING AND ZONING									
101-701-702.000	SALARIES AND WAGES	24,000.00	4,226.50	2,736.50	2,736.50	2,736.50	19,773.50	17.61	17.61
101-701-969.000	SEMINARS AND WORKSHOPS	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0.00	0.00
	Total Dept 701 - PLANNING AND ZONING	25,000.00	4,226.50	2,736.50	2,736.50	2,736.50	20,773.50	16.91	16.91
Department: 751 PARKS AND RECREATION									
101-751-702.000	SALARIES AND WAGES	550.00	10,915.90	(5,156.00)	(5,156.00)	(5,156.00)	(10,365.90)	1,984.71	1,984.71
101-751-959.000	PARKS AND REC CONTRIBUTIONS	52,000.00	18,713.42	0.00	0.00	0.00	33,286.58	35.99	35.99
	Total Dept 751 - PARKS AND RECREATION	52,550.00	29,629.32	(5,156.00)	(5,156.00)	(5,156.00)	22,920.68	56.38	56.38
	Expenditures	849,070.00	416,252.83	3,814.77	3,814.77	3,814.77	432,817.17	49.02	49.02
Fund 101 - GENERAL:									
	TOTAL REVENUES	516,080.00	209,675.13	71,972.47	71,972.47	71,972.47	306,404.87		
	TOTAL EXPENDITURES	849,070.00	416,252.83	3,814.77	3,814.77	3,814.77	432,817.17		
	NET OF REVENUES & EXPENDITURES:	(332,990.00)	(206,577.70)	68,157.70	68,157.70	68,157.70	(126,412.30)		

REVENUE AND EXPENDITURE REPORT FOR CONWAY TOWNSHIP

Balance As of 09/30/2024

GL Number	Description	24-25 Amended Budget	YTD Balance 09/30/2024 Normal (Abnormal)	Increase (Decrease)	Activity For 09/30/2024	Balance Normal (Abnormal)	Available 09/30/2024	% Bdg't Used
Fund: 204 MUNICIPAL STREET								
Account Category: Revenues								
Department: 000								
204-000-402.000	CURRENT PROPERTY TAXES	320,000.00	0.00	0.00	0.00	320,000.00	320,000.00	0.00
204-000-665.000	INTEREST AND DIVIDENDS	0.00	1,980.87	282.51	282.51	(1,980.87)	(1,980.87)	100.00
Total Dept 000		320,000.00	1,980.87	282.51	282.51	318,019.13	318,019.13	0.62
Revenues								
Total Dept 000		320,000.00	1,980.87	282.51	282.51	318,019.13	318,019.13	0.62
Account Category: Expenditures								
Department: 450 ROADS								
204-450-812.000	CHLORIDING	85,000.00	87,147.37	4,820.91	4,820.91	(2,147.37)	(2,147.37)	102.53
204-450-960.000	CHARGEBACKS	0.00	63.46	0.00	0.00	(63.46)	(63.46)	100.00
204-450-961.000	BANK SERVICE CHARGES	0.00	33.00	0.00	0.00	(33.00)	(33.00)	100.00
Total Dept 450 - ROADS		85,000.00	87,243.83	4,820.91	4,820.91	(2,243.83)	(2,243.83)	102.64
Expenditures								
Total Dept 450 - ROADS		85,000.00	87,243.83	4,820.91	4,820.91	(2,243.83)	(2,243.83)	102.64
Fund 204 - MUNICIPAL STREET:								
TOTAL REVENUES		320,000.00	1,980.87	282.51	282.51	318,019.13	318,019.13	
TOTAL EXPENDITURES		85,000.00	87,243.83	4,820.91	4,820.91	(2,243.83)	(2,243.83)	
NET OF REVENUES & EXPENDITURES:		235,000.00	(85,262.96)	(4,538.40)	(4,538.40)	320,262.96	320,262.96	

REVENUE AND EXPENDITURE REPORT FOR CONWAY TOWNSHIP

Balance As of 09/30/2024

GL Number	Description	24-25 Amended Budget	YTD Balance 09/30/2024 Normal	YTD Balance 09/30/2024 (Abnormal)	Increase (Decrease)	Activity For 09/30/2024	Balance Normal	Available 09/30/2024 (Abnormal)	% Bdg't Used
Fund: 209 CEMETERY									
Account Category: Revenues									
Department: 000									
209-000-607.100	BURIAL FEES	1,000.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00	0.00
209-000-642.000	LOT SALES	1,600.00	700.00	0.00	0.00	0.00	900.00	900.00	43.75
209-000-642.100	FOUNDATIONS	1,500.00	310.50	0.00	0.00	0.00	1,189.50	1,189.50	20.70
209-000-665.000	INTEREST AND DIVIDENDS	0.00	186.64	0.00	29.94	29.94	(186.64)	(186.64)	100.00
209-000-675.000	MISCELLANEOUS REVENUES	450.00	0.00	0.00	0.00	0.00	450.00	450.00	0.00
Total Dept 000		4,550.00	1,197.14	0.00	29.94	29.94	3,352.86	3,352.86	26.31
Revenues									
Total		4,550.00	1,197.14	0.00	29.94	29.94	3,352.86	3,352.86	26.31
Account Category: Expenditures									
Department: 567 CEMETERY									
209-567-702.000	SALARIES AND WAGES	2,200.00	0.00	0.00	0.00	0.00	2,200.00	2,200.00	0.00
209-567-814.000	LAWN MOWING	13,000.00	3,749.85	0.00	0.00	0.00	9,250.15	9,250.15	28.85
209-567-930.000	REPAIR AND MAINTENANCE	25,000.00	4,600.00	0.00	0.00	0.00	20,400.00	20,400.00	18.40
209-567-956.000	MEMBERSHIPS AND DUES, SOFTWARE LIC.	1,300.00	0.00	0.00	0.00	0.00	1,300.00	1,300.00	0.00
209-567-963.000	PROPERTY TAXES	200.00	0.00	0.00	0.00	0.00	200.00	200.00	0.00
Total Dept 567 - CEMETERY		41,700.00	8,349.85	0.00	0.00	0.00	33,350.15	33,350.15	20.02
Expenditures									
Total		41,700.00	8,349.85	0.00	0.00	0.00	33,350.15	33,350.15	20.02
Fund 209 - CEMETERY:									
TOTAL REVENUES		4,550.00	1,197.14	0.00	29.94	29.94	3,352.86	3,352.86	
TOTAL EXPENDITURES		41,700.00	8,349.85	0.00	0.00	0.00	33,350.15	33,350.15	
NET OF REVENUES & EXPENDITURES:		(37,150.00)	(7,152.71)	0.00	29.94	29.94	(29,997.29)	(29,997.29)	

REVENUE AND EXPENDITURE REPORT FOR CONWAY TOWNSHIP

Balance As of 09/30/2024

GL Number	Description	24-25 Amended Budget	YTD Balance 09/30/2024 Normal (Abnormal)	Increase (Decrease)	Activity For 09/30/2024	Balance Normal (Abnormal)	Available 09/30/2024 (Abnormal)	% Bdg't Used
Fund: 701 TRUST & AGENCY								
Account Category: Revenues								
Department: 000								
701-000-451.000	SAD PRINCIPAL-EVA LANE	4,500.00	0.00	0.00	0.00	4,500.00	4,500.00	0.00
701-000-451.100	SAD INTEREST-EVA LANE	1,100.00	0.00	0.00	0.00	1,100.00	1,100.00	0.00
701-000-451.200	SAD PRINCIPLE SECLUDED ACRES	30,000.00	0.00	0.00	0.00	30,000.00	30,000.00	0.00
701-000-451.300	SAD INTEREST SECLUDED ACRES	680.00	0.00	0.00	0.00	680.00	680.00	0.00
701-000-605.000	INTEREST AND DIVIDENDS	0.00	77.96	15.46	15.46	(77.96)	(77.96)	100.00
	Total Dept 000	36,280.00	77.96	15.46	15.46	36,202.04	36,202.04	0.21
	Revenues	36,280.00	77.96	15.46	15.46	36,202.04	36,202.04	0.21
Fund 701 - TRUST & AGENCY:								
	TOTAL REVENUES	36,280.00	77.96	15.46	15.46	36,202.04	36,202.04	
	TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	
	NET OF REVENUES & EXPENDITURES:	36,280.00	77.96	15.46	15.46	36,202.04	36,202.04	

REVENUE AND EXPENDITURE REPORT FOR CONWAY TOWNSHIP

Balance As of 09/30/2024

GL Number	Description	24-25 Amended Budget	YTD Balance 09/30/2024		Activity For 09/30/2024 Increase (Decrease)	Balance Normal	Available 09/30/2024 (Abnormal)	% Bdg't Used
			Normal	(Abnormal)				
Fund: 703 CURRENT TAX COLLECTION								
Account Category: Revenues								
Department: 000								
703-000-665.000	INTEREST AND DIVIDENDS	0.00	20,148.44		349.48		(20,148.44)	100.00
703-000-665.100	SUMTAX NOT INTERFACED	0.00	90,276.51		0.00		(90,276.51)	100.00
	Total Dept 000	0.00	110,424.95		349.48		(110,424.95)	100.00
	Revenues	0.00	110,424.95		349.48		(110,424.95)	100.00
Fund 703 - CURRENT TAX COLLECTION:								
	TOTAL REVENUES	0.00	110,424.95		349.48		(110,424.95)	
	TOTAL EXPENDITURES	0.00	0.00		0.00		0.00	
	NET OF REVENUES & EXPENDITURES:	0.00	110,424.95		349.48		(110,424.95)	
Report Totals:								
	TOTAL REVENUES - ALL FUNDS	876,910.00	323,356.05		72,649.86		553,553.95	
	TOTAL EXPENDITURES - ALL FUNDS	975,770.00	511,846.51		8,635.68		463,923.49	
	NET OF REVENUES & EXPENDITURES:	(98,860.00)	(188,490.46)		64,014.18		89,630.46	

Resolution To Edit Language Of
Conway Township Poverty Exemption Policy and Guidelines

Resolution 151024-1

WHEREAS: The Township Board desires to approve the following edits of the Conway Township Poverty Exemption Guidelines and Asset Level Test application:

WHEREAS, the Conway Township Board of Trustees desires to approve the following changes within item number three under General Information from: The poverty exemption is calculated based on the number of "household members" in the applicant's residence, which includes any person listed on the deed, residing in the residence on a full time basis, or any person who could be claimed as a dependent of the applicant on the current year's federal tax return, to:

The poverty exemption is calculated based on the number of "household members" in the applicant's residence, residing in the residence on a full time basis, or any person who could be claimed as a dependent of the applicant on the current year's federal tax return

WHEREAS: The Conway Township Board removes the words, "which includes any person listed on the deed" within the Conway Township Poverty Exemption Guidelines and Asst Level Test application.

WHEREAS: The Conway Township Board approves the above stated changes within the Conway Township Poverty Exemption Policy and Guidelines language and application.

NOW, THEREFORE, BE IT RESOLVED by the Conway Township Board of Livingston County, Michigan that they approve the Conway Township Poverty Exemption Policy and Guidelines, effective immediately, as edited and stated above.

The forgoing resolution was offered by:

_____ (Name and Position Held)

and was supported by: _____ (Name and Position Held)

Upon roll call the following voted, "Aye": _____

The following voted, "Nay": _____

The Conway Township Supervisor declared resolution adopted: W. Grubb on 10-15-2024

Signature of Conway Township Supervisor and Date

Conway Township

8015 N. Fowlerville Road
PO Box 1157
Fowlerville MI 48836

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



09/24/2024

Dear Conway Township Board,

I would like to take this time to thank you for the opportunity to serve as the Conway Township Assessor's Assistant. I would also like to thank you for allowing me to obtain my MCAT followed by my MCAO certification. I was appointed to this position in 2019 to be Karen's assistant. In February of this year Karen submitted her intent to retire letter. As you all know, she is retiring in December which leaves me without a position in the township.

I have accepted employment elsewhere, due to not having a position at the township after December 18, 2024 (due to how holiday's fall and the office being closed). I discussed with my new employer my commitment to fully continue my duties at Conway until then.

I would also like to inform the board that I did not sign up for the \$1,000 MAAO class. As I did not feel it was appropriate to spend township money without being hired to be the township's Assessor.

There are other positions that I am currently appointed to for Conway. The recreation advisory committee representative, a member of the building committee, a hall rental attendant, and secretary of the cemetery committee. I don't mind keeping those positions, if that is what this board would like to see happen.

Sincerely,

Brande K. Nogafsky

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

SCOPE OF WORK

Conway Township Board
8015 N. Fowlerville, MI 48836

ORGANIZATION NAME:

PROJECT TITLE:

Brick

GOAL STATEMENT:

Replace existing brick with same size and locations illustrated on original blueprints.

OBJECTIVE 1: Replace Brick and Flashing		
ACTIVITIES/TASKS	TIMELINE	
1.1 Rake back and preserve stone landscaping. 1.2 Remove existing brick down to foundation. Excluding 2 front pillars. Save existing sills for reinstallation. 1.3 Remove loose dirt and debris from foundation brick ledge. 1.4 Install 18" Bituthene flashing using primer and glue according to manufacturer specifications. 1.5 Install Brick masonry with cores filled solid and filled behind to 4" above existing grade. 1.6 Install perma-barrier flashing to 6" above top of masonry wall sill. 1.7 Install new brick with brick ties 16"x16" on center. 1.8 Install weeps 16" o.c. and 4" of drainage stone at weep height. 1.9 Clean loose caulk and mortar from and install salvaged masonry sill. 1.10 Backfill new wall to grade. Reinstall stone landscape. 1.11 Clean up jobsite debris and wash any mortar residue from new wall. 1.12 Allow time for inspections from the county building dept.	As soon as possible.	<ul style="list-style-type: none">All labor, materials and equipment necessary to complete the contract.



Rachel Kreeger

From: Rachel Kreeger
Sent: Wednesday, October 9, 2024 1:31 PM
To: Sarah Porter; Trustee 2 - Conway Township; Trustee 1 - Conway Township; Debra Grubb; Bill Grubb
Subject: RE: ARPA
Attachments: Siding Project 08-2024 Contr Pymnt.docx; 10-09-24 ARPA Funds Docs.pdf

Hello Sarah,

At the time of the audit we had \$323,555.27 in our ARPA Fund. This total amount was allocated to three different projects

\$82,500.00 was allocated for drains in a motion on February 21, 2023.

\$30,485.00 was allocated for BS&A in a motion on July 18, 2023

\$210, 570.27 was allocated for roads in a motion on September 5, 2023

The \$30,485.00 allocated for BS&A has been transferred out of the ARPA Fund to the General Fund. I have the motion and the contract with BS&A.

The current road project on Fowlerville road does have a signed contract attached to it. However, the contract was for Fowlerville Road from Hayner to Mohrle and you if you notice, the project has gone much further, around the curve. Bill Grubb has reached out to the county and confirmed that the county is NOT charging is for the additional work, they are covering it. As of May 23, 2024 the project engineer's opinion of cost of the project (Hayner to Mohrle) was \$250,000 and Township is to pay the Road Commission 50% of the cost, not to exceed \$125,000.00. This leaves us with \$85,570.27 in the ARPA Fund allocated for roads.

As of right now (once \$125,000.00 is transferred out of the ARPA Fund to pay for the current project on Fowlerville Rd, we will have a total of \$168,070.27:

\$82,500.00 allocated for drains

\$85,570.27 allocated for roads

Bill Grubb has reached out to the county drain commission last week and is waiting to hear more information, but it should be noted Bill was told it was unlikely we would be able to get a contract signed to a drain project before the end of the year.

Bill Grubb stated that the County told him they could continue work on Fowlerville Rd all the way to Lovejoy and the cost would be 750,000.00 and we would only be responsible to pay 50% of that total: \$355,000. I have included this quote in the attached packet of information. This document also states the current conditions of the roads, recommendations of the repair and that the cost estimation is based on anticipation of the 2025 market prices.

Unfortunately, I will not be in attendance at the October 15, 2024 Board Meeting. I do have a few suggestions on this topic though and will place the documents that I have attached to this email in our shared folder to be viewed at the Board Meeting. Bill, you will find the attached documents of this email and a copy of this email if you look in the following folders: Board Meetings, 2024 Brd Mtg By Mth, 10-15-24, 10-15-24 Brd Mtg Supp Docs.

One Possible Option: we reallocate the total remainder of the ARPA money (\$160,070.27) for Roads, specifically for the above project for Fowlerville Rd from Mohrle to Lovejoy. This would leave the Township responsible to pay

an additional \$186,929.73 out of our road funds. Looking into this and assessing what we can afford is an important piece to factor in.

Second Possible Option: We reallocate the remainder of the ARPA money for the Conway Township Building. This would be multiple contracts with different vendors and it would also mean determining if we are going to spend at least \$160,070.27 on the building renovation total in total. I will include a second attachment stating what we have already paid in total.

Third Possible Option: Seeing if the county could do the quoted project in sections, explaining to them our goal is to spend exactly or just slightly over \$160,070.27 (what we have left in our ARPA Fund).

Regardless, we will need to make and approve a motion to reallocate the ARPA funds to the appropriate project and have a contract by 12/31/24. Also attached is an email correspondence between Ken Palka (auditor) and myself addressing questions I had about ARPA funds.

I hope this is helpful information and I, too, look forward to getting this all in place and feel extremely strongly about not losing the provided ARPA Funds.

Kindly,

Rachel M. Kreeger

Conway Township Clerk

Cell: 517-225-9499

Email: Clerk@conwaymi.gov

From: Sarah Porter <sporter0307@gmail.com>

Sent: Monday, September 30, 2024 10:53 PM

To: Trustee 2 - Conway Township <trustee2@conwaymi.gov>; Trustee 1 - Conway Township <trustee1@conwaymi.gov>; Debra Grubb <treasurer@conwaymi.gov>; Bill Grubb <supervisor@conwaymi.gov>; Rachel Kreeger <clerk@conwaymi.gov>

Subject: ARPA

Can you please provide the details for the contracts that will be used to secure the remaining ARPA funds prior to 12/31/24 to ensure the township will not forfeit these funds? A special meeting was held on **September 5, 2023** to discuss the remaining unallocated funds of \$210,570.27. The bank reconciliation dated 8/31/24 shows a current ARPA balance of \$323,555.27.

It is now one year later and as far as I have heard, only the road project that is about to start has been allocated to the remaining ARPA funds. The building is under major construction, the township is in the process of trying to hire a planner, an audit was just completed along with additional professional services required due to the accounting software transition, yet it seems we are scrambling to allocate the remaining funds and no action appears to be underway to secure any further contracts that can be signed by the deadline. As you know, contracts take time to secure, meetings and approvals also require time...time is running out.

As a resident, I am asking if we are going to forfeit these funds while we are spending from the general funds for many, many other projects? Why are allocation of current projects not being allocated to the ARPA funds?

Conway Township ARPA Allocation Report September 5, 2023

Bank Balance as of 8-31-2023 323,555.27

Description	Received	Spent	Allocated	Available
Total Received	379,370.27			
Five Star Window Coatings		6,551		
Security Solutions		9,429		
Furniture		11,850		
Detention & Landscaping		20,000		
Windows		7,985		
Committed for Drains			82,500.00	
Committed for BS&A			30,485	
Committed for Roads			210570.27	
Totals	379,370.27	55,815.00	323,555.27	0.00

*Motions?
Contracts?*

Shows Date Last Modified was 4/24/2024 on the file

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

October 3, 2024

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

Re: Fowlerville Road – Morhle to Lovejoy Rd

Dear Mr. Grubb,

Per your request I have provided an estimate below to rehabilitat Fowlerville Road from Morhle Road to Lovejoy Road.

Fowlerville Road from Morhle to Vogt and Vogt to Sober are in poor condition and it is recommended to crush and shape these portions and place 4.0" of Hot Mix Asphalt in two lifts.

The portion of road from Vogt Road to Sober Road is in stable condition requiring a 2.0" Hot Mix Asphalt overlay.

The estimate for the above work is \$710,000 anticipating 2025 market prices. This project would be eligible for a LCRC 50% match.

Please let me know if you have any questions.

Thank you,



Jodie Tedesco, P.E.
Director of Engineering.

**CONWAY TOWNSHIP
LIVINGSTON COUNTY, MICHIGAN**

**RESOLUTION FOR PARTIAL TERMINATION OF
FARMLAND DEVELOPMENT RIGHTS AGREEMENT
~ PUBLIC INTEREST ~**

At a regular meeting of the Conway Township Board, Livingston County, Michigan, held at the Township hall of said Township on the ____ day of _____, 2024, at __:__ p.m., Eastern Time.

PRESENT: _____

ABSENT: _____

The following resolution was offered by _____ and seconded by _____:

WHEREAS, on August 13, 2024, the Township Board received a request from Dana J. Sherwood for approval to have a certain parcel released from Farmland Development Rights Agreement Number 47-32645a-123135 (the "Agreement"), which was executed in accordance with the provisions of PA 116 of 1974, commonly known as the Farmland and Open Space Preservation Act ("The Act"); and

WHEREAS, the Township Board has reviewed this request and determined that the release is in the public interest and meets one or more conditions of 36111a. (1) (b) (i) of Part 361 of the Natural Resources and Environmental Protection Act; and

WHEREAS, the parcel proposed for release from the Agreement is 2.5 acres in size; and

WHEREAS, the Township Board finds that the request for release of the particular parcel is acceptable.

NOW THEREFORE BE IT RESOLVED BY THE TOWNSHIP BOARD AS FOLLOWS:

1. That the Township Board hereby approves the request to release the following described piece of property from said Agreement,

The West 152 ft and the North 148.5 ft of the following described parcel: Beg at the SE corner of Section 22, T4N R3E, th N 87deg47'00" W 317 ft, th N 412.5 ft, th S 87deg47'00" E 317 ft, th S 412.5 ft to the POB. (2.5 acres m/l);

and

2. That the Township Board hereby certifies that relinquishment is in the public interest as described in 36111a. (1) (b) (i) of Part 361 of the Natural Resources and Environmental Protection Act.

3. That the Township Clerk is hereby directed to transmit certified and sealed copies of this resolution to the person making the request and to the Farmland Unit of the Michigan Department of Agriculture and Rural Development (MDARD).

ADOPTED:

AYES: _____

NAYS: _____

STATE OF MICHIGAN)
) ss.
COUNTY OF LIVINGSTON)

I, the undersigned, the duly qualified and acting Township _____ for Conway Township, Livingston County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the Township Board of said Township at a regular meeting held on the ____ day of _____, 2024.

Conway Township _____

86946:00001:200581832-1