



**Conway Township Board of Trustees**

**Regular Board Meeting Minutes**

**December 16th, 2025, at 7pm.**

Meeting called to order at 7:00pm by Supervisor Mike Brown with the Pledge of Allegiance.

ROLL CALL: Present: D. Grubb (Treasurer); G. Pushies (Trustee); S. Porter (Trustee); M. Brown (Supervisor); T. Foote (Clerk)

	<b>AGENDA</b>	<b>ACTIONS TAKEN</b>	<b>ITEMS DISCUSSED</b>
1	<b>Consent Agenda</b>	<p>Motion to approve Consent Agenda by T. Foote. Second by M. Brown.</p> <p>Motion to approve consent agenda as amended to correct item 17 in the meeting minutes, fix the budget report \$21,000 from engineering to accounting and to hold off paying current Foster Swift bill until discussion with Planning commission and the next board meeting by T. Foote. Second by M. Brown. Motion carried 4-1.</p>	<ul style="list-style-type: none"> <li>• Correct Item 17 on November 18, 2025 minutes so that G. Pushies is marked “recused” as appropriate, rather than “abstained”.</li> <li>• Correct the budget report so the \$21,000 appears in the appropriate engineering/accounting line.</li> <li>• Hold off paying Foster Swift’s current bill pending Planning Commission discussion and the next board meeting.</li> </ul>
	<b>Additions/ Approval of Board Meeting Agenda</b>	<p>Motion to approve agenda as amended by S. Porter. Second by M. Brown. Motion carried 5-0.</p>	<ul style="list-style-type: none"> <li>• Add Summer Tax 2026 to item 20.</li> </ul>
	<b>Call to the Public Regarding Agenda Items Only</b>		No one spoke from the public regarding agenda topics
5	<b>County Planning Commission Report</b>		<ul style="list-style-type: none"> <li>• No Report as Dennis was absent.</li> </ul>



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6	Planning Commission Ex-Officio Report		<ul style="list-style-type: none"> <li>• The official report from the Planning Commission was included in board e-mail for review.</li> </ul>
7	Clerk's Update		<ul style="list-style-type: none"> <li>• The township currently uses CemSites software for managing its cemeteries, including tracking and the buying/selling of plots.             <ul style="list-style-type: none"> <li>○ The software has been in use since 2020, and there is no new contract beyond the original one.</li> <li>○ To reduce costs, the number of user logins decreased from two to one, lowering the annual renewal fee from approximately \$2,000 to around \$1,350. The single login is shared as usage is not constant.</li> <li>○ The system files are being updated to streamline the process of buying or selling plots in the township's five cemeteries.</li> <li>○ The software is on an annual renewal basis, with payment prompted by an invoice rather than a signed contract.</li> </ul> </li> <li>• An announcement was made that the Morrice School District will have an election in May.</li> </ul>
8	Fire Board Update		<ul style="list-style-type: none"> <li>• Fire department is planning for long-term growth and eventually full-time staffing (currently small daytime crew only)</li> <li>• A synopsis of the Fire Department's audit was distributed, detailing expenditures, general fund status, and future plans.</li> </ul>



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			<ul style="list-style-type: none"> <li>○ The report includes a breakdown of expenses such as salary, wages, fringe benefits, supplies, and contractual services</li> </ul>
9	Headland Solar Payment (update)		<ul style="list-style-type: none"> <li>● Communication has been sent via e-mail and mail and Drew states they will process the invoices before December 23<sup>rd</sup>, 2025. If they do not follow through the Supervisor will consult attorney to pursue next steps.</li> </ul>
10	BS&A Training Update		<p><b>A comprehensive update was provided on the progress of accounting system cleanup and procedural improvements through BS&amp;A training.</b></p> <ul style="list-style-type: none"> <li>● <b>Accounting System Status:</b> The accounting system is now considered caught up, and monthly reports are reliable without needing to correct past issues. This meets the previously projected 6-9 month timeline. <ul style="list-style-type: none"> <li>○ The clerk's department has significantly improved in maintaining consistent records and correctly entering journal entries and bill allocations.</li> <li>○ A "catch-all" account for subscriptions has been broken down into more specific categories (e.g., software, other subscriptions) for clarity.</li> <li>○ Payroll expenditures are now being recorded more consistently, correcting previous misallocations.</li> </ul> </li> <li>● <b>Bank Reconciliations:</b> All prior bank reconciliations have been finalized. The</li> </ul>



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			<p>November reconciliation is ready to be finalized upon board approval. The process has become more efficient, with only three minor items requiring assistance in the last month.</p> <ul style="list-style-type: none"><li>• <b>Budget Amendments &amp; Reporting:</b><ul style="list-style-type: none"><li>○ Budget amendments have been worked out with Mike and are now reflected in the BS&amp;A software.</li><li>○ An outstanding task is to reallocate mileage expenses (approx. \$2,300 total) from a general account to specific departments (e.g., Treasurer, Supervisor, Assessor). A summary has been sent to Mike for review.</li><li>○ Reports are being updated to include prior year balances, current year-to-date figures, and budget comparisons.</li></ul></li><li>• <b>Payroll Procedure Review:</b><ul style="list-style-type: none"><li>○ Existing payroll procedures (timesheet submission, processing, review) are considered solid.</li><li>○ An improvement will be implemented: a quarterly summary of total wages by employees will be compared to the general ledger to verify allocations are correct.</li></ul></li><li>• <b>Record Retention:</b><ul style="list-style-type: none"><li>○ It is recommended to retain pension contribution documents (MERS reports), as these are critical for the audit process to</li></ul></li></ul>
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			verify that all contributions were paid and correctly reported.
11	<b>Recreation Board Letter</b>	<p>Motion to pay the \$11,362.08 to the Fowlerville Recreation Department for the 24-25 school year by T. Foote. Second by M. Brown.</p> <p>Motion carried 3-2 in roll call vote: D. Grubb- Y S. Porter- N G. Pushies- N T. Foote- Y M. Brown- Y</p>	<p><b>The outstanding amount owed by Conway Township is \$11,362.08, which represents a discrepancy in paid fees.</b></p> <ul style="list-style-type: none"> <li>• The Fowlerville Community School has indicated they may bill the families of participants from Conway Township directly for the difference.</li> <li>• 25% of the participants in the recreational program are from Conway Township.</li> <li>• Conway Township had previously paid \$6,500, but the total outstanding amount being requested is \$11,362.08.</li> <li>• A motion was made to pay the full amount for the 2024-2025 school year.</li> <li>• Several board members expressed frustration with the situation and felt pressured into the payment but ultimately voted in favor to avoid penalizing the children and their families.</li> </ul>
12	<b>Mold Bids (attic)</b>	<p>Motion to take no action by G. Pushies. Second by M. Brown. Motion carried 5-0.</p>	<ul style="list-style-type: none"> <li>• Bids range from \$500-\$3891.34 and two companies stated that no action was necessary due to the minimal amount of mold and zero growth rate</li> </ul>
13	<b>Fee Schedule (Resolution)</b>	<p>Motion to change the fee from \$50 to \$100 for the first violation to cover costs by M. Brown. Second by S. Porter. Motion carried 5-0.</p>	<ul style="list-style-type: none"> <li>• The cost to the township for a police officer to issue a first violation is \$60, but the fee charged was only \$50.</li> <li>• A motion was made to increase the fee for the first violation to \$100 to cover costs.</li> <li>• This was the only change to the fee schedule; the second and third violations remain at \$250 and \$500, respectively.</li> </ul>



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14	<b>Eva Lane (update)</b>	<p>Motion to have our zoning administrator sign the homeowners a letter stating that they still owe the \$500 due within 30 days, and to obtain photo documentation of removal before next meeting by M. Brown. Second by D. Grubb. Motion carried 5-0.</p>	<ul style="list-style-type: none"> <li>• A civil infraction was to be issued to the resident of 9148 Eva Lane regarding a pool and deck.</li> <li>• Upon inspection, the ZA found that the pool and deck had been removed.</li> <li>• The owner intends to rebuild in the spring, but on their own property and after applying for the proper permits.</li> <li>• An outstanding \$500 fine for a previous ticket has not been paid by the resident.</li> <li>• The board discussed whether to require payment of the outstanding fine before allowing the resident to apply for new permits.</li> <li>• A motion was made to direct the zoning administrator to send a letter to the homeowner regarding the outstanding \$500.</li> </ul>
15	<b>Poverty Exemption (Resolution)</b>	<p>Motion to approve Resolution 241122-4 as amended with the year stricken by S. Porter. Second by G. Pushies. Motion carried 5-0.</p>	<ul style="list-style-type: none"> <li>• Poverty guidelines and checklist still reference both Forms 5737 and 5739, but use only form 5737 going forward and remove all references to Form 5739</li> <li>• Guidelines also include a specific year (e.g., 2022), which now needs to be removed to avoid annual manual year changes.</li> </ul>
16	<b>Adoption of 2026 Board Meeting Dates (Resolution)</b>	<p>Motion to accept meeting dates as presented by S. Porter. Second by G. Pushies. Motion carried 5-0.</p>	<ul style="list-style-type: none"> <li>• Board considered proposed 2026 meeting dates.</li> </ul>
17	<b>Quotes for Audit 2026, 2027</b>	<p>Motion to use PHP for audit services for the next three years (2026-2028) not to</p>	<ul style="list-style-type: none"> <li>• Quotes were received from Pfeffer Hanniford Palka (PHP), Gabridge &amp; Co and Maner Costerisan.</li> </ul>



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		<p>exceed the quoted amounts by D. Grubb. Second by G. Pushies.</p> <p>Motion carried 5-0 in roll call vote: D. Grubb- Y S. Porter- Y G. Pushies- Y T. Foote- Y M. Brown- Y</p>	<ul style="list-style-type: none"> <li>● PHP <ul style="list-style-type: none"> <li>○ Has worked with township for three years.</li> <li>○ Emphasizes communication, board education, on-site presence.</li> <li>○ Historically completes F-65 as part of their engagement.</li> </ul> </li> <li>● Alternative firms (Maner Costerisan/ Gabridge &amp; Co): <ul style="list-style-type: none"> <li>○ Does audits remotely.</li> <li>○ Charges extra to attend meetings/present in person.</li> <li>○ Tends to bid low initially, then increase prices.</li> <li>○ F-65 completion billed separately at hourly rates (~\$265/hour); estimated 8 hours (~\$2,120).</li> </ul> </li> </ul>
18	<p><b>Fowlerville Senior Center</b></p>	<p>Motion to help reduce costs to Conway Seniors by supporting \$3000 to Fowlerville Senior Center by S. Porter. Second by T. Foote.</p> <p>Motion carried 4-1 in roll call vote: D. Grubb- Y S. Porter- Y G. Pushies- N T. Foote- Y M. Brown- Y</p>	<ul style="list-style-type: none"> <li>● Senior Center requested continued financial support; provided usage data.</li> <li>● Membership numbers from township slightly down but: <ul style="list-style-type: none"> <li>○ Definition of “member” changed to emphasize regular attendance.</li> <li>○ Programming expanded (more trips, activities).</li> </ul> </li> <li>● New initiatives: <ul style="list-style-type: none"> <li>○ Free CPR training classes using donated AED equipment; open to community.</li> </ul> </li> <li>● Board recognizes: <ul style="list-style-type: none"> <li>○ Value of the center to township seniors.</li> <li>○ Desire to continue supporting participation.</li> </ul> </li> </ul>



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19	Clerk's Training		<ul style="list-style-type: none"> <li>• Clerk's institute tabled until January to get more info.</li> </ul>
20	Summer Tax 2026		<ul style="list-style-type: none"> <li>• Clerk to sign for Conway Township to collect school taxes for Fowlerville, LESA and Ingham.</li> <li>• This is a continuation agreement.</li> </ul>
	Board Member Discussion		<ul style="list-style-type: none"> <li>• Discussion on data centers, data center moratorium, NDAs and spending taxpayer money.</li> </ul>
	Last Call to the Public		4 members of the public spoke on various topics.
		<p>Motion to adjourn made by G. Pushies.            Second by D. Grubb. Motion carried 5-0.</p>	Meeting adjourned at 9:02pm.

Approved: 1/20/2026