



Conway Township Board of Trustees
Regular Board Meeting Minutes
August 18th, 2026, at 7:00pm.

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

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

	AGENDA	ACTIONS TAKEN	ITEMS DISCUSSED
1	Consent Agenda	Motion to approve Consent Agenda by D. Grubb. Second by T. Foote. Motion carried 4-1.	- There was a discussion regarding uncashed checks still in the system, but a second notice has been sent. - A separate question was raised about check numbers 1105 to 1107 from a checkbook nearly three years old. It was explained that these older checks were mistakenly placed behind the newer checks in the checkbook holder, causing the sequence issue. The process for tracking check sequences was reviewed to prevent future occurrences.
	Additions/ Approval of Board Meeting Agenda	Motion to approve the August 18 th agenda as amended with adding item 21 for Website Information/ Invoice by D. Grubb. Second by S. Porter. Motion carried 5-0.	Add item 21- Website Information/ Invoice
	Call to the Public		One member of the public spoke.
4	Budget Report for July		Budget Planning is scheduled for Sept 8th, 2026 for the Supervisor and Clerk.
5	County Planning Commission Report		- Thanked Brande and Russ for the mobile home park information and the FOIA for getting it. - The Conway Township Planning Commission will need to make some changes to make it current.
6	Planning Commission Ex-Officio Report		No Updates. August meeting was cancelled.



Conway Township Board of Trustees
Regular Board Meeting Minutes
August 18th, 2026, at 7:00pm.

7	Assessors Update		No updates. Brande was not present.
8	Zoning Update		Reported 5 land use permits and 15 waivers for the month.
9	Treasurers Update		The recent audit went very well, with the report stating the township is in an excellent financial position, holding enough funds for nearly two years of operations.
10	Fire Board Update		No update, meeting scheduled for following week.
11	Clerks Update		- The primary election went smoothly, with 128 early voters, 393 election-day voters, and 356 absentee voters. - A suspicious envelope with threatening comments was received and turned over to the Livingston County Sheriff's Department. - The Clerk has not received crucial documents from the PC secretary, including draft minutes for June, final minutes for May, and the resolution to adopt the master plan. This delinquency is preventing the finalization of the master plan and could impact the ability to respond to FOIA requests. The secretary has cited computer problems, but the issue persists despite offers of help. The board discussed the legal implications and the need to resolve the situation, considering options from inviting the secretary in for a discussion to a potential resignation and replacement.
12	Supervisor Update		- The original Drain assessment estimate was \$25,000, but it has increased to \$27,500. This cost will be shared over five years, resulting in an annual payment of \$5,500. The first invoice is expected in the winter of 2026. - Meeting is scheduled with Decker Agency for August 25, 2026. The initial feedback is



Conway Township Board of Trustees
Regular Board Meeting Minutes
August 18th, 2026, at 7:00pm.

			that an additional policy for AI use is likely unnecessary because the township's legal documents are drafted and reviewed by an attorney, which should provide sufficient coverage. This will be discussed further in the upcoming meeting. • Civic Plus ○ An issue was identified where a new paragraph regarding runoff diversions was added to the residential section of the ordinance, which was not in the original version. ○ Continue the comprehensive review of the codified ordinances to identify discrepancies.
13	AED Update	Motion to approve the purchase of a Stryker LifePack CR2 AED fully automatic not to exceed \$2,000 by S. Porter. Second by D. Grubb. Motion carried 5-0 in roll call vote: T. Foote- Y B. Flanery- Y S. Porter- Y G. Pushies- Y D. Grubb- Y	• The discussion compared leasing versus purchasing, with leasing costing around \$130/month. • The board focused on purchasing options, specifically the Stryker LifePack CR2. They reviewed semi-automatic vs. fully-automatic models and the utility of Wi-Fi for data transmission. A demonstration of the device's voice prompts was played. The consensus was to purchase a fully automatic model to make it as simple as possible for staff to use in an emergency. The cost for the preferred model is \$1,701, but the group agreed to approve a motion for an amount not to exceed \$2,000 to account for potential freight costs and to allow for the purchase of a cabinet or other accessories. • The board also briefly discussed the need for a proper first-aid kit, as the current one is a basic kit.



Conway Township Board of Trustees
Regular Board Meeting Minutes
August 18th, 2026, at 7:00pm.

14	Michigan Class Resolution 20260818-1	Motion to approve Resolution 20260818-1 by S. Porter. Second by G. Pushies. Motion carried 5-0 in roll call vote: T. Foote- Y B. Flanery- Y S. Porter- Y G. Pushies- Y D. Grubb- Y	An attorney was consulted who advised that the board could use the resolution provided by Michigan Class, substituting the appropriate township name (Conway Township).
15	Poverty Exemption		Tabled the poverty exemption policy decision for further review.
16	Land Division Ordinance		- Discussion centered on aligning local ordinance language with Michigan statute/ "Michigan Language Act" references. - Postponed decisions until further clarification.
17	Agreement for Supplemental Law Enforcement Services	Motion to approve the SRO agreement by S. Porter. Second by D. Grubb. Motion carried 5-0.	The SRO (School Resource Officer) annual agreement requires signatures; standard yearly action.
18	Snow Plowing RFP		- Discussion on publishing snowplow RFP/notice using prior format; urgency to place in newspaper to avoid delay. - Considerations on de-icing materials (salt vs. calcium chloride), sidewalk performance, and potential experimentation. - Recognition that the site serves as a pickup/drop-off location for LESA; question raised whether LESA could contribute to lot maintenance; unclear if permissible or previously requested.
19	Review of Fee Schedule	Motion to add "Temporary Land Use-Roadside Stand" in	A resident requested a roadside stand; ordinance requires a Temporary Land Use



Conway Township Board of Trustees
Regular Board Meeting Minutes
August 18th, 2026, at 7:00pm.

		the amount of \$10 to the fee schedule by S. Porter. Second by T. Foote. Motion carried 5-0.	permit, but fee schedule only references “small events” (<1,500 attendees) at \$250 and larger events; no specific fee for roadside stands. • Discussion recognized the ordinance may be overly restrictive and confusing (e.g., bakery items, imported goods not in closed season). • Suggestion to add a specific category/fee in fee schedule for “Temporary Land Use – Roadside Stands” with a low fee.
20	Resolution 20260818-2 Authorizing Township Check Signers	Motion to approve Resolution 20260818-2 by S. Porter. Second by G. Pushies. Motion carried 5-0.	• Recommendation from Accountant to formalize authorized check signers via resolution rather than policy-only. • Proposed authorized signers: Treasurer, Deputy Treasurer, Clerk, Township Clerk.
21	Website Information/ Invoice	Motion to approve Invoice #5391 in the amount of \$4,100 by S. Porter. Second by B. Flanery. Motion carried 5-0 in roll call vote: T. Foote- Y B. Flanery- Y S. Porter- Y G. Pushies- Y D. Grubb- Y	• Filament invoice for \$4,100 due by end of the month to maintain current site; decision was made to pay to avoid interruptions in service while making a decision to change website providers. • Need to meet ADA compliance requirements by approximately April (beginning of fiscal year); importance of document-level ADA conversion tools. • Filament indicated they cannot convert uploaded documents for ADA; suggested Adobe-based manual conversion. • Alternative vendors reviewed: ○ Revize: Offers ADA document conversion tools, custom or template designs; estimated 4–6 months for implementation; can migrate content; willing to present and discuss pricing; includes features for accessibility (readers, etc.).



Conway Township Board of Trustees
Regular Board Meeting Minutes
August 18th, 2026, at 7:00pm.

			○ CivicPlus: Demonstrated an agenda/packet/minutes tool enabling back-end collaboration; potentially higher cost; separate contacts for agenda tool vs. website; further meeting scheduled for the following week. ● Discussion on needing to research, compare features (especially agenda/minutes tool), and decide before next year's Filament billing; possibility of rate changes; Clerk to reach out to Filament contact.
	Board Member Discussion		Hall Rentals ● Approximately nine rentals last year; about ten so far this year. ● Difficulty finding/assigning a hall attendant; need to confirm staff coverage before accepting rentals. ● Multiple instances of non-compliance with signed rules (e.g., decorations using tape/hangers/clothes pins; residue on surfaces; issues with window film; HVAC misuse such as opening doors/adjusting air). ● Current rates viewed as too low relative to costs and market (statement that \$150 rentals are not feasible; questioned renting the hall for \$700/year equivalency). ● Place hall rental policy review on next month's agenda for action. Online Payments for Permits and Payment System Issues ● Significant issues matching online permit payments to corresponding permits; time-consuming reconciliation. Consider



Conway Township Board of Trustees
Regular Board Meeting Minutes
August 18th, 2026, at 7:00pm.

			reverting to cash/check via drop box/mailbox. • Issues noted with “Point and Pay.” evaluate discrepancies between quotes and contracts by Point & Pay. • Explore quote from BS&A to add their payment portal instead.
	Last Call to the Public		One member of the public spoke.
		Motion to adjourn made by G. Pushies. Second by D. Grubb. Motion carried 5-0.	Meeting adjourned at 9:03pm.

Approved: 9/15/2026