

Approved Minutes  
Of the February 13, 2024  
Conway Township  
Regular Board Meeting  
7:00 pm

REGULAR MEETING

Supervisor W Grubb called the meeting to order at 7:00 p.m. with the pledge of allegiance to the American flag.

Roll call: Supervisor William Grubb, Clerk Elizabeth Whitt, Treasurer Debra Grubb, Trustee George Pushies

Absent: Trustee Amy Crampton-Atherton.

Motion to approve the Consent Agenda, made by Whitt, supported by D Grubb. Motion passed.

Call to the public: six attendants spoke regarding Secluded Acres and 9 days for early voting and extra days of work for the Clerk.

Motion to approve agenda with the following additions: 9a - Assessors letter; 18 - Police Agreement payment; 19 - need for 2 PC laptops; 20 - rear door; 21 - payment for clerks' extra hours. Made by Whitt, supported by D Grubb. Motion passed.

Motion to approve the attendance of a Planning Commission member at Livingston County Planning Commission meeting when Conway has an item on the agenda at the normal meeting pay and mileage. Made by Whitt, supported by Pushies. Motion passed.

Motion to take no action on the budget approval for the Recreation Association. Made by Pushies, supported by Whitt. Motion passed.

Motion we receive and file Assessor letter of retirement. Made by Whitt, supported by D Grubb. Motion passed.

Motion we amend the Conway Township Civil Infraction Ordinance as noted. Made by W Grubb, supported by Whitt. Roll call: Unanimous yes.

Motion we purchase a new desktop computer for deputy clerk. Made by W Grubb, supported by Whitt. Roll call: Unanimous yes.

Motion to approve Assessors Assistant to take Assessing Class 3 certification. Made by Pushies, supported by Whitt. Roll call: Unanimous yes.

Motion to amend current Conway Township Land Division Application as presented (One (1) completed copy of the application. Immediately following acceptance of the completed application, it will be electronically scanned into the township computer system/copied as needed, forwarded to the zoning administrator, assessor's office.). Made by Pushies, supported by D Grubb. Motion passed.

Resolution 240213-01 Regarding Poverty Guidelines, offered by W Grubb, second by Whitt. Roll call: Unanimous yes.

Motion to approve forms and fee schedule for disinterment. Made by Whitt, supported by W Grubb. Motion passed.

8:23 pm Whitt removed herself from the board table to sit with public attendees during discussion of Secluded Acres.

Resolution 240213-02 resolution to establish Secluded Acres Special Assessment District, offered by W Grubb, second by Pushies. Roll call: W Grubb, Pushies – yes, D Grub – no, Whitt – abstained.

8:26 pm Whitt returned to the board table.

Motion to pay the Police Liaison Agreement invoice for \$5000. Made by Whitt, supported by W Grubb. Roll call: Unanimous yes.

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Motion to amend the following items on the 2023-2024 budget: increase unallocated expenses from \$59,500 to \$64,000. Increased the township board from \$5,000 to \$9,000. Increase the supervisor's office from \$26,321 to \$27,500. Increase the buildings and grounds from \$70,000 to \$152,000. Increase the planning and zoning from \$20,500 to \$25,000. Increase the recreation association from \$35,900 to \$39,000. Increase the cemetery budget from \$34,305 to \$45,000. Made by W Grubb supported by D Grubb. Motion passed.

Motion to purchase two Laptops for planning commission members. Made by Whitt, supported by Pushies. Roll call: Unanimous yes.

Motion to accept bid from Christman for back door repair. Made by W Grubb, supported by Pushies. Roll call: Unanimous yes.

Call to the public: 3 attendees spoke to secluded acres, conflict of interest and class of '66.

Motion to take a vote if Pushies has a conflict of interest regarding Land Division Application Applications. Made by Whitt, supported by W Grubb. Roll call: Whit, W Grubb, D Grubb – no, Pushies – abstained. Motion passed, no conflict of interest.

Motion to adjourn at 9:21 p.m., made by D Grubb, supported by Pushies. Motion passed.



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Elizabeth Whitt, Township Clerk



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Gabl Bresett, Township Deputy Clerk

RESOLUTION 240213-1

WHEREAS: the Board is required by the General Property Tax Act, MCL 211.7u, to adopt such guidelines and asset level test language to address the circumstances where, by reason of poverty, persons with homesteads in the Township are unable to contribute to the public charges and an exemption for that reason is warranted;

NOW, THEREFORE, BE IT RESOLVED that:

1. The Board hereby adopts the above-stated Conway Township Poverty Exemption Guidelines and Asset Level Test language.
2. All other resolutions, policies, and procedures that are in conflict are hereby repealed.

The foregoing resolution offered by Board Member B Grubb.  
Second offered by Board Member Whitt.

Upon roll call vote the board members voted as follows:

Grubb, B: YES  
Whitt, E: YES  
Grubb, D: YES  
Pushies, G: YES  
Crampton-Atherton, A: absent

The Supervisor declared the resolution adopted at a regular meeting of the Board of Trustees held on 2-13, 2024.

[Signature]  
Elizabeth Whitt, Clerk

**State Tax Commission  
Michigan Advanced Assessing Officer (MAAO)  
Program Summary**

The State Tax Commission (STC) offers two paths to certification at the MAAO Level. **Individuals must hold MCAO certification for one year prior to beginning the STC online/lecture hybrid program or the Self-Paced courses.**

**Path 1 – State Tax Commission Online/Lecture Hybrid MAAO Program:**

The online/lecture hybrid program is a one-year program. MAAO instructors work with students and conduct eight classroom instruction sessions (including USPAP for Michigan Assessors) typically held on Saturdays from 8 a.m. to 5 p.m. The sessions are held at the end of each chapter and specifically relate to each area of study. Program instruction focuses on providing students with the necessary knowledge to successfully achieve MAAO certification. Student participation, completion of online work and attendance at all classroom sessions is mandatory to sit for the exam and obtain certification.

The MAAO program is offered by the State Tax Commission twice a year in April and October at a cost of \$1,000. Applications will be announced and posted ahead of each program. Incomplete applications are returned unprocessed. Each program will be limited to a maximum of thirty-five students.

**Path 1 – Examination and Certification:**

MAAO certification is achieved by passing seven, multiple choice question exams given online following each chapter.

Students must achieve seventy-five percent on each of the seven exams. Students who obtain a passing score on all seven exams will be issued their MAAO certificate.

Any student who achieves below seventy-five percent on any exam may retake that exam. The retake opportunity is limited to one retake, offered in person at the date specified on the program schedule. If after the retake opportunity a student has failed to pass all seven exams, they can pursue the self-paced path or reapply to a future online/lecture hybrid program.

Students **will be** given self-paced credit for any exam they have passed through the one-year program and will not have to repeat those courses.

**The State Tax Commission requires students to take Principles of Appraising, Statistics and Basic Income, in that order, prior to taking any of the other required courses.**

## RESOLUTION TO ESTABLISH SECLUDED ACRES SPECIAL ASSESSMENT DISTRICT

### Resolution No. 240213-02 \_\_\_\_\_ Conway Township

WHEREAS, the Conway Township Board of Trustees (“Board”) has received a Petition for a Special Assessment District for the purpose of improvements and repairs to Secluded Ridge Drive, Hidden Circle Drive, and Hidden Knoll Court, which are all of the private roads located in the Secluded Acres Site Condominium, Livingston County Condominium Plan No. 223, by more than 71% of the owners of property abutting the roads (“Petition”);

WHEREAS, the Board has preliminarily declared its intent to make the improvement and repairs and designate the special assessment district, and conducted a first public hearing to hear objections to the assessment and the proposed district on January 16, 2024, at 7 pm;

WHEREAS, the Clerk provided notice by mail to all 52 owners or parties of interest at the address shown on the tax records and published notice in the News and Views on 12/31/2023 and 1/7/2024, at least ten days prior to the scheduled first public hearing;

WHEREAS, the Clerk has reviewed the signatures on the Petition and found them to be valid and the Petition to be sufficient pursuant to MCL 41.723(b);

WHEREAS, the Board has reviewed the cost estimates provided and plan provided, and heard opinions of the public at the public hearing;

WHEREAS, several competitive bids were secured, and upon recommendation and preference of the Secluded Acres Homeowners Association (“HOA”), the Board has decided on Copeland Paving, Inc., out of Novi, Michigan due to quality of asphalt and work proposed for storm drains;

WHEREAS, one person spoke in person in opposition to the method of repair being considered at the first public hearing;

WHEREAS, authority is provided to the Board to establish such an assessment district pursuant to Public Act 188 of 1954;

NOW, THEREFORE, BE IT RESOLVED that:

1. The Petition is sufficient and contains the minimum required signatures from owners of property abutting the road pursuant to MCL 41.723(1)(b).
2. The Secluded Acres Special Assessment District is hereby established and approved for the purposes of improvement and repair including cutting down the grade, adding crushed asphalt, grading crushed asphalt, and storm drain repairs.
3. The plans attached as **Exhibit A** and the estimated costs attached as **Exhibit B** are approved with any additional costs to be provided by the Clerk in advance of the second public hearing.
4. The term of the Secluded Acres Special Assessment District shall be 10 years and the annual interest rate shall be 5%.
5. The Supervisor is hereby directed to prepare the special assessment roll. The second public hearing and roll confirmation shall be scheduled for the Board’s March 19, 2024, regular meeting.
6. An amount of \$12,183 is to be held in escrow by Conway Township for unforeseen expenses.

The foregoing resolution offered by Board Member W Grubb. Second offered by Board Member Pushies.

Upon roll call vote the board members voted as follows:

Grubb, B: *Yes*

Whitt, E: *abstained*

Grubb, D: *No*

Pushies, G: *Yes*

Crampton-Atherton, A: *not present*

The Supervisor declared the resolution adopted at a meeting of the Board of Trustees held on February 13, 2024.



Elizabeth Whitt, Clerk

**EXHIBIT A TO RESOLUTION**

**APPROVED PLANS**

**[ATTACH APPROVED PLANS]**

**Bill Grubb**

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**From:** President <secludedacrespresident@gmail.com>  
**Sent:** Wednesday, February 7, 2024 11:52 AM  
**To:** Bill Grubb  
**Cc:** secludedacresvp@gmail.com; David Whitt; curtis@copelandpavinginc.com  
**Subject:** Secluded Acres SAD Bid Contract and Info  
**Attachments:** 20231221\_115947.jpg

Hey Bill!

Here is a copy of the signed contract. The total with all accepted options is roughly \$162,817.

We have requested \$175,000 for the SAD to cover any issues that may arise since the estimate was done. Any unused funds would then be returned to the Township after the project is complete.

The Association only paid the 10% down of the above price to hold the above price for the work to be completed this spring/summer. The contractor will give the 10% back to the Association when the funds are released to them or the Association will pay the contractor directly if the funds are released to the Association.

I have cc'ed the contractor with his permission on this email to provide better communication going forward.

Please let me know if you have any questions or concerns.

Kayla Poissant  
Secluded Acres HOA President  
517-294-2345



(248) 305-8020  
FAX: (248) 305-8023

# PAVING PROPOSAL

## Copeland Paving Inc.



ASPHALT  
PAVEMENT  
ASSOCIATION  
MICHIGAN



- PARKING LOTS • DRIVEWAYS
- REPAIR WORK • FREE ESTIMATES

46900 W. 12 MILE ROAD NOVI, MICHIGAN 48377  
www.copelandpavinginc.com

COMMERCIAL  
INDUSTRIAL  
RESIDENTIAL

JULY 10, 2023

PAGE 1 OF 1  
PROPOSAL:23-C-317

NAME: SECLUDED ACRES SUBDIVISION  
C/O: DAVID WHITT  
ADDRESS: 7764 HIDDEN CIRCLE DR  
CITY/STATE/ZIP: BYRON MI 48418  
CUSTOMER PHONE: 989-620-4149  
EMAIL: WITTDG63@GMAIL.COM  
JOB NAME: ROAD RESURFACE- 3 PHASES  
JOB ADDRESS: HIDDEN CIRCLE DR.

We will do the following items of work with the following specifications, quantities, and unit prices enumerated below:

1. Clean and tack existing asphalt approximately 84,144 Sq. Ft.
2. Install 2" of SE 1 wearing asphalt material over 84,144 Sq. Ft. area total.
3. Clean up all debris caused by this paving operation.
4. Please read Exhibit A - general conditions as they are part of this contract.
5. The price in this contract is valid for the next 10 days; contract price is subject to change based on unstable and fluctuating gas, oil and material prices.
6. Any and all permits, bonds, testing or inspection fees will be the responsibility of the owner.
7. Copeland Paving must be notified of any/all HUD properties, MSHDA properties or prevailing wage requirements prior to signing of proposal to allow for proper bidding procedures.
8. Upon acceptance of this proposal, it is required that the authorized party notify and supply Copeland Paving any copies of Bonds issued for this project or a Notice of Commencement where no bonds have been issued.
9. Pay schedule to be as follows:
  - a.) 50 % of the total estimated contract price down.
  - b.) 50 % of the total estimated contract price upon completion.

The total estimated contract price is One Hundred Forty-Seven Thousand Eight Hundred Seventeen Dollars (\$147,817.00).

OPTIONS AVAILABLE AT AN ADDITIONAL COST: Please mark accept/decline for all options listed.

- Accept  Decline Option to tuck point 16 catch basins, 1 row of brick 1 row of block at a cost of \$8,000.00.
- Accept  Decline Option to tuck point 7 catch basins, 1 row of brick 1 row of block at a cost of \$3,500.00.
- Accept  Decline Option to rebuild one catch basin, 1 row of brick 1 row of block and install asphalt patch 5' x 5' up to 4" deep at a cost of \$3,500.00 (This work must be completed before sealcoating work on main entrance drive).

The above quoted prices may be subject to change if not accepted within 10 days from the date of the proposal.

ACCEPTED: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Duly Authorized Signature  
CURTIS COPELAND

*[Signature]*

12/20/23

Signature of Acceptance

Date

*Kayla Poissant*

President of  
Secluded Acres  
HOA

PRINT NAME AND TITLE

SIGN AND RETURN ORIGINAL WHITE COPY

## EXHIBIT B TO RESOLUTION

### CONWAY TOWNSHIP SECLUDED ACRES SAD—COST ESTIMATES

#### Repair and Improvement (amount of approved plans from Exhibit A)

- Cutting down the grade, adding crushed asphalt, grading crushed asphalt, repair storm drain basins: \$ **162,817**

#### Publication & Postage

- Publication notices (4) in the News and Views: \$ 400 \_\_\_\_
- Postage for mailings (3) to 52 impacted property owners: \$ 210 \_\_\_\_

#### Clerical:

- Paper/office supplies: \$ 250 \_\_\_\_
- Assessor services: \$ 120 \_\_\_\_
- Treasurer services: \$ 600 \_\_\_\_
- Clerk services: \$ 0 \_\_\_\_

#### Township Engineer

- Review and Recommendations (6/22/2022): \$ 1770 \_\_

#### Attorney Fees

- To complete SAD (estimated): \$3,250.00

#### Cost Allocation/Assessment —52 parcels

- Total cost: \$ 181,600
- Assessment amount per parcel: \$ 3492.31

# **MUNICIPAL CIVIL INFRACTION ORDINANCE**

## **CONWAY TOWNSHIP LIVINGSTON COUNTY, MICHIGAN Ordinance No. 10**

An ordinance adopted pursuant to 1994 Public Act No. 12 to establish a Municipal Ordinance Violations Bureau for the purpose of accepting admissions of responsibility for ordinance violation notices have been issued and served by authorized officials to collect and retain civil fines/costs for such violations as prescribed herein; and to repeal all conflicting ordinances or parts of ordinances.

### **SECTION 1. TITLE**

The ordinance shall be known and cited as the Conway Township Municipal Ordinance Violations Bureau Ordinance.

### **SECTION 2. ESTABLISHMENT, LOCATIONS AND PERSONNEL OF MUNICIPAL ORDINANCE VIOLATIONS BUREAU**

- A. Establishment. The Conway Township Municipal Ordinance Violations bureau (hereafter "Bureau") is hereby established pursuant of 1994 Public Act 12 (MCL 600.8396) as it may be amended from time to time for the purpose of accepting admissions of responsibility for ordinance violations designated as municipal civil infractions, and to collect and retain civil fines/costs for such violations as prescribed herein.
- B. Location. The Bureau shall be located at the Township Hall/Office or such other location in the Township as may be designated by the Township Board.
- C. Personnel. All personnel of the Bureau shall be Township employees. The Township Board may by resolution designate a Bureau Clerk with the duties prescribed herein and as otherwise may be delegated by the Township Board.

### **SECTION 3. BUREAU AUTHORITY**

The Bureau shall only have authority to accept admissions of responsibility (without explanation) for municipal civil infractions for which a municipal ordinance violations notice (as compared to a citation) has been issued and served, and to collect and retain the scheduled civil fines/costs for such violations specified pursuant to this Ordinance or other applicable ordinance. The bureau shall not accept payment of fines/costs from any person who denies having committed the alleged violation or who admits responsibility only with explanation. The Bureau shall not determine or attempt to determine the truth or falsity of any fact or matter relating to an alleged ordinance violation.

### **SECTION 4. ORDINANCE VIOLATION NOTICE REQUIREMENTS ADMISSION/DENIAL OF RESPONSIBILITY**

- A. Ordinance Violation Notice Requirements. Municipal civil infraction violation notice shall be issued and served by authorized Township officials as provided by law. A municipal

ordinance violation notice shall include at a minimum, all of the following:

1. The violation;
2. The time within which the person must contact the Bureau for purposes of admitting or denying responsibility for the violation;
3. The amount of the scheduled fines/costs for the violation;
4. The methods by which the violation may be admitted or denied;
5. The consequences of failing to pay the required fines/costs or contact the Bureau within the required time;
6. The address and telephone number of the Bureau;
7. The days and hours that the Bureau is open.

B. Denial of Responsibility. Where a person fails to admit responsibility (without explanation) for a violation within the jurisdiction of the Bureau and pay the required civil fines/costs within the designated time period, the Bureau Clerk or other designated Township employee(s) shall advise the complainant to issue and file a municipal civil infraction citation for such violation with the court having jurisdiction of the matter. The citation filed with the court shall consist of a sworn complaint containing, at a minimum, the allegations stated in the municipal ordinance violation notice and shall fairly inform the alleged violator how to respond to the citations. A copy of the citation may be served by first class mail upon the alleged violator at the alleged violator's last known address. The citation shall thereafter be processed in the manner required by law.

**SECTION 5. SCHEDULE OF CIVIL FINES/COSTS**

Unless a different schedule of civil fines is provided for by an applicable ordinance, the civil fines payable to the Bureau upon admissions of responsibility by persons served with municipal ordinance violation notice shall be determined pursuant to the following schedule:

1 <sup>st</sup> violation within 3-year period*	\$ 50.00
2 <sup>nd</sup> violation within 3-year period*	\$250.00
3 <sup>rd</sup> violation within 3-year period*	\$500.00

\*determined on the basis of the date of violations(s)

**SECTION 6. RECORDS AND ACCOUNTING**

The Bureau Clerk or other designated Township official/employee shall retain a copy of all municipal ordinance violation notices, and shall account to the Township Board once a month or at such other intervals, as the Township Board may require concerning the number of admissions and denials of responsibility for ordinance violations within the jurisdiction of the Bureau and the amount of fines/costs collected with respect to such violations. The civil fines/costs collected shall be delivered to the Township Treasurer at such intervals as the Treasurer shall require, and shall be deposited in the general fund of the Township.

**SECTION 7. AVAILABILITY OF OTHER ENFORCEMENT OPTIONS**

Nothing in this Ordinance shall be deemed to require the Township to initiate its municipal civil infraction ordinance enforcement activity through the issuance of an ordinance violation notice. As to each ordinance violation designated as a municipal civil infraction the Township may, at its sole discretion, proceed directly with the issuance of a municipal civil infraction citation or take such other enforcement action as is authorized by law.

**SECTION 8. SEVERABILITY**

The provisions of this Ordinance are hereby declared to be severable and if any part is declared invalid for any reason by a court of competent jurisdiction it shall not affect the remainder of the Ordinance which shall continue in full force and effect.

**SECTION 9. REPEAL**

All ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed.

**SECTION 10. EFFECTIVE DATE**

This Ordinance shall take effect immediately upon effective date set forth above or after.

ADOPTED by the Conway Township Board at its regular meeting the 15<sup>th</sup> day of June, 2004, becoming effective July 4, 2004; and amended by the Conway Township Board at its regular meeting this 13<sup>th</sup> day of February, 2024.

  
\_\_\_\_\_  
BY: ELIZABETH WHITT, CLERK

# PLEASE SIGN IN:

Conway Township

Board of Trustees

February 13, 2024

Name	Email Address (optional)
Donald Smith	
Steve Smith	
Crygwell	
Doug Helzerman	
Alegha Marsh	