

Approved Minutes
Of the February 21, 2023
Conway Township
Regular Board Meeting
7:00 pm

REGULAR MEETING

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

Roll call: Clerk Elizabeth Whitt, Supervisor William Grubb, Treasurer Debra Grubb, Trustee George Pushies, Trustee Amy Crampton-Atherton

Consent Agenda approved by roll call: D. Grubb, W. Grubb, Crampton-Atherton, Whitt – yes, Pushies – no. Motion approved.

Call to the public: 2 attendees spoke regarding budget concerns and attorney involvement.

Motion to approve the Board Meeting Agenda with the following amendments: add items 13 –BoR alternate, 14 – Drains, 15 – ZBA alternate, move auditor to 16, add 25 – Deputy Treasurer wages, 26 – budget workshop. Motion by D. Grubb, supported by Whitt. Motion Approved.

Motion to approve the recreation board budget. Made by W Grubb, no support. Motion died.

Board of Review Alternate position was Postponed to the next regular meeting by Supervisor Grubb.

Motion to commit to the proposed project for Sharp, Lang & Morelock, Conway NO 22, and Conway NO 4 drains using ARPA funds made by Whitt, supported by Pushies. Motion approved.

Zoning Board of Appeals Alternate position was postponed to the next regular meeting by Supervisor Grubb.

Resolution no. 230221-01 to Correct Milage Over Assessment offered by Whitt, second by Pushies. Roll call: Unanimous yes, Resolution passed.

Resolution no 230221-02 Poverty Exemption Guidelines and Asset Level Test offered by Whitt, second by Crampton-Atherton. Roll call: Unanimous yes, Resolution passed.

Motion the burial stipend be raised to \$75 effective immediately. First instance I found of the \$50 rate was in July 2015. Motion made by Whitt, no support. Motion died.

Motion the FOIA Coordinator stipend be raised to \$75 effective immediately. Pay was set in 2015, the job has become much more involved and time consuming, made by Whitt, no support. Motion died.

Motion the amend Policy 17 made by Whitt, supported by D Grubb. Motion approved.

Motion to put out a request for bids on getting our sidewalk around the building either repaired or preferable replaced due to damage and unevenness, made by W Grubb, supported by Pushies. Motion approved.

Motion to approve the renewal of the Auditor contract made by Whitt, supported by D Grubb. Roll call: Unanimous yes, motion approved.

Motion to agree to pay \$115 per hour, not to exceed \$4600 to convert final chart of accounts in QuickBooks made by Whitt, supported by D Grubb. Roll call: Unanimous yes, motion approved.

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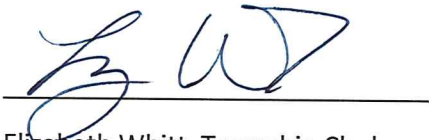
Motion to amend the following items on the 2022-2023 budget: Increase the Insurance & Bonds budget 954.000 from \$10,000 to \$11,000; Increase the Planning and Zoning Wages budget 721.702 from \$15,500 to \$18,500 and the Seminars & Workshops budget 721.969 from \$500 to \$2300; Increase the Attorney Fees budget 222.103 from \$45,000 to \$55,000; Increase the Utilities budget 265.920 from \$3000 to \$5500; Increase the postage budget 102.910 from \$2500 to \$5500. Made by W Grubb, supported by D Grubb. Motion failed.

Motion the new Deputy Treasurer be paid \$15 per hour made by Whitt, supported by Crampton-Atherton. Roll call: Whitt and Crampton-Atherton – yes, W Grubb, D Grubb and Pushies – no. Motion failed.

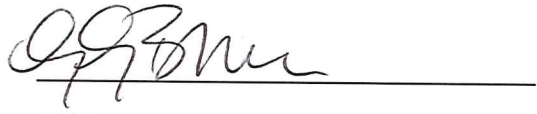
Motion to hold a budget workshop on March 7, 2023, at 7 pm to review the budget thoroughly made by Whitt, supported by Pushies. Motion approved.

Call to the public: 6 attendees spoke regarding using Secluded Acres, public comments, Policy 7, and broadband.

Motion to adjourn the meeting at 8:51 pm, made by D Grubb, sported by Pushies, motion approved.



Elizabeth Whitt, Township Clerk



Gabi Bresett, Township Deputy Clerk

RESOLUTION TO CORRECT MILLAGE OVER ASSESSMENT

Resolution No. 230221-01

CONWAY TOWNSHIP

WHEREAS, in 2022, certain properties located in Conway Township in the Ingham Intermediate School District were assessed and taxes collected pursuant to the L-4029 Form attached to this Resolution and signed and dated by relevant county officials on August 16, 2022.

WHEREAS, there is a hand written total in column 11 indicating the total millage applicable to this group of properties is 6.2296;

WHEREAS, there are ninety (90) properties included in this district and those properties were assessed a millage of 6.2296 for the 2022 tax year in accordance with the attached L-4029 Form;

WHEREAS, it has recently been discovered by the County Treasurer that there was an error in this assessment whereby the properties should have been assessed 6.229 and not 6.2296, resulting in an over assessment of 0.0006 mills;

WHEREAS, this assessment resulted in an over collection of \$2.18 more in taxes from the affected properties;

WHEREAS, the Township Supervisor, Attorney and County Treasurer have worked out a solution to the over assessment believe that a reduction of 0.0006 for tax year 2023 would be an efficient way to correct the error and make the affected property owners whole;

WHEREAS, the affected property owners should receive notice from the Township of the issue and the resolution.

NOW, THEREFORE, BE IT RESOLVED that:

1. To remedy the error of an over assessment for 2022 in the amount of 0.0006 mills for properties located in the Ingham Intermediate School District, those properties shall be assessed for the 2023 tax year in an amount that is reduced by 0.0006 mills.
2. The Township Supervisor is directed to communicate the error and resolution to the impacted property owners in the form of a letter prior to the next assessment.

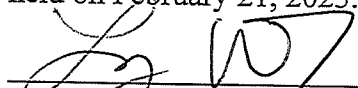
The foregoing resolution offered by Board Member Ly WJ

Second offered by Board Member Dusties

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: yes

The Supervisor declared the resolution adopted at a regular meeting of the Board of Trustees held on February 21, 2023.


Elizabeth Whitt, Clerk

2022 Tax Rate Request (This form must be completed and submitted on or before September 30, 2022)
MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

This form is issued under authority of MCL Sections 211.24c, 211.34 and 211.34d. Filing is mandatory. Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes: **Livingston County**
 Local Government Unit Requesting Millage Levy: **Ingham Intermediate School District**
 2022 Taxable Value for ALL Properties in the Unit as of 5-23-22: **131,838,576 GE/SE**
 For LOCAL School Districts: 2022 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial, Personal and Commercial Personal Properties: **131,838,576 VE**

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2022 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election, Charter, etc.	(5)** 2021 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2022 Current Year "Headlee" Millage Reduction Fraction	(7) 2022 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy*	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Date 1	(12) Expiration Date of Millage Authorized
Allocated	Operating ALL	N/A	0.2000	0.1994	1.0000	0.1994	1.0000	0.1994		0.1994	N/A
Charter	Special Ed ALL	N/A	4.7500	4.4952	1.0000	4.4952	1.0000	4.4952		4.4952	N/A
Charter	Special Ed ALL	Mar-20	0.2438	0.2432	1.0000	0.2432	1.0000	0.2432		0.2432	Dec 2039
Charter	Vocational Ed ALL	N/A	1.4000	1.2919	0.9995	1.2912	1.0000	1.2912		1.2912	N/A

Prepared by: **Andrew Dravland** Telephone Number: **(517) 244-4515** Title of Preparer: **Accountant, Business Office, Ingham ISD**
 Date: **08/16/2022**

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary, to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24c, 211.34 and 211.34d, for LOCAL school districts which levy a Supplemental (field harmless) Millage, 300.121(3).

<input type="checkbox"/> Clerk	Signature: <i>[Signature]</i>	Print Name: Erin Scher	Date: 8/16/2022
<input type="checkbox"/> Secretary	Signature: <i>[Signature]</i>	Print Name: Lori Zajac	Date: 8/16/2022
<input type="checkbox"/> Chairperson	Signature: <i>[Signature]</i>	Print Name: Lori Zajac	Date: 8/16/2022
<input type="checkbox"/> President	Signature: <i>[Signature]</i>	Print Name: Lori Zajac	Date: 8/16/2022

* Under Truth in Taxation, MCL Section 211.24c, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24c must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

** IMPORTANT: See instructions on page 2 regarding where to find the millage rate used in column (5).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2022 for instructions on completing this section.	Total School District Operating Rates to be Levied (1-11/Supp and NH Oper ONLY)	Rate ***
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal		
For Commercial Personal		
For all Other		

*** DECEMBER 1 LEVY

4,7384

Conway Township

8015 N Fowlerville RD, Fowlerville, MI 48836

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

Resolution # 230221-02

RESOLUTION: Conway Township Poverty Exemption Policy and Guidelines

WHEREAS: The Township Board desires to approve the adoption of the following Poverty Exemption Guidelines and Asset Level Test language and application (application attached):

CONWAY TOWNSHIP POVERTY EXEMPTION GUIDELINES AND ASSET LEVEL TEST

General Information:

1. The poverty exemption for property taxes under MCL 211.7u is granted on an annual basis. An applicant must submit a new application each year in order to retain eligibility.
2. The poverty exemption is only available for a property used as a principal place of residence (homestead).
3. 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.

Application Process:

1. Applications for hardship exemptions will be processed at the March, July, and December meetings of the Board of Review. To be considered, applications must be received by the Assessor's office at least 7 days before the start of the meeting at which the application is to be considered.
2. Applications must be submitted using the State of Michigan forms 5737 and 5739 and 4988. A complete application includes:
 - a. All information requested on the application form.
 - b. A copy of the MI-1040CR form showing the Homestead Property Tax Credit.
 - c. Copies of the prior years' federal and state income tax returns for each household member over 18 years of age. If any such household member is not required to file a federal or state income tax return, an affidavit on Michigan Treasury Form 4988 must be submitted instead.
 - d. Supporting documentation for all income sources reported on the application form (e.g. recent pay stubs, receipts, investment account year-end reports, etc.).

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

3. When completing the required forms, it is the applicant's responsibility to provide sufficient information and documentation regarding each item. The Board of Review may ask for additional information and documentation.

Asset Guidelines:

1. "Household assets" include, but are not limited to, the cash value of savings accounts and shares, certificates of deposit, investments such as stocks, bonds, mutual funds, retirement savings (including, without limitation, accrued pension benefits, IRAs, annuities, and 401(k)s), cashable insurance policies, equity in real estate other than the homestead for which the exemption is claimed, equity in recreational motor vehicles, jewelry, coins and other collectables, precious metals, and any non-essential items used in the household (including recreational electronics) purchased within the last 2 years for more than \$500. Any one-time gifts, one-time insurance payments, or lump-sum inheritances received during the previous tax year should be reflected as household assets. Household assets are counted as of the date of application.
2. In general, each household member that is at least 18 years old and no longer a student may own one motor vehicle without having the value of such vehicle count towards household assets. Any additional vehicles owned by household members shall generally be considered recreational motor vehicles (unless the applicant demonstrates that the vehicle is a transportation necessity), and the equity in such vehicles shall be counted toward household assets. Further, if the Board of Review determines that the value of any vehicle owned by a household member is significantly higher than is needed to satisfy essential transportation needs, it may count a portion of the equity in such vehicle toward household assets. For purposes of this paragraph, a vehicle titled in the name of a business owned by an applicant or household member shall be treated the same as a vehicle titled in the name of such individual.
3. The Board of Review shall determine eligibility for a poverty exemption based on the previous years federal poverty guidelines plus 25%.
4. Assets cannot be more than five times your income.

Income Guidelines

1. "Household income" includes all of the following items, as received in the previous tax year (2022):
 - a. Wages and salaries before any deductions.
 - b. Payments or in-kind provision of normal expenses (e.g. meals, insurance, clothing, electronic equipment used at least in part for personal use) by a household member's business or employer.
 - c. Net receipts from non-farm self-employment. These receipts are from a person's own business, professional enterprise, or partnership, after deductions for business expenses.
 - d. Net receipts from farm self-employment. These are receipts from a farm that one operates as an owner, renter, or share cropper, after deductions for farm operating expenses.

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- e. Regular payments from Social Security, retirement plans, unemployment compensation, benefits from union funds, workers compensation, veteran payments, and public assistance.
 - f. Alimony, child support, and military family allotments or other regular support from an absent family member or someone not living in the household.
 - g. Private pension receipts, government employee pension receipts (including military retirement pay), and regular insurance or annuity payments, and disbursements from other retirement plans.
 - h. Dividends, interest, net rental income, net royalties, periodic receipts from estates or trust, net gambling or lottery winnings.
2. Household income does *not* include the following:
- a. Food produced for personal consumption.
 - b. Payments or receipts from federal benefit programs such as Medicare, Medicaid, food stamps, and school lunches.
 - c. Income tax refunds.
 - d. Refunds received from the Michigan Homestead Property Tax Credit.
 - e. One-time gifts, one-time insurance payments, or lump-sum inheritances.

Exemption Eligibility and Calculation:

1. The Board of Review shall determine eligibility and calculate the amount of hardship exemptions based on the policy and guidelines provided herein.
2. The denial of a hardship exemption application may be appealed to the Michigan Tax Tribunal.
3. If a person meets all eligibility in stature, the Board of Review must grant a full exemption equal to a 100% reduction in taxable value.

Conway Township

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

WHEREAS: The Conway Township Board approves 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 stated above.

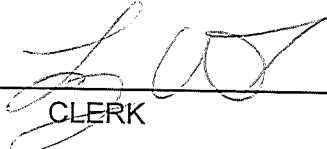
The foregoing resolution offered by: Whitt

And supported by: Crampton-Atherton

Upon roll call vote, the following voted "Aye": Crampton-Atherton, Whitt, W Grubb, D Grubb, Pushies

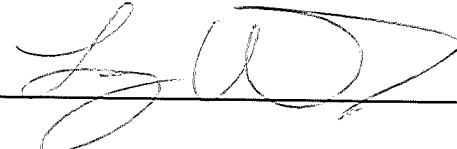
The following voted "Nay": none

The supervisor declared the resolution adopted.



CLERK

I, Elizabeth Whitt, the duly elected Clerk of Conway Township, hereby certify that the foregoing resolution was adopted by the Conway Township Board at the regular meeting on February 21, 2023, at which meeting a quorum was present, by roll call vote of said members as hereinbefore set forth; that said resolution was ordered to take immediate effect.



CLERK

Conway Township

Policy No. 17

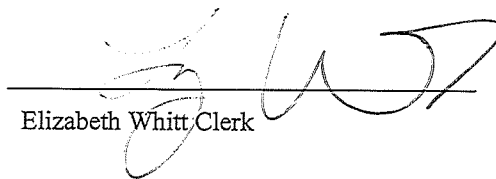
Partial Payment

The Conway Township Board has adopted this administrative policy to formalize and clarify when partial payments will be accepted at the Conway Township Hall.

Partial payments will be accepted for tax bills only, which may include special assessments.

All other fees listed on the adopted fee schedule shall be paid in full. This includes, but is not limited to: cemetery plots, interments, foundations, Land Use Permits, and Hall Rentals.

I, Elizabeth Whitt, do hereby certify that this Partial Payment Policy was approved at the regular meeting of the Conway Township Board on February 21, 2023.


Elizabeth Whitt, Clerk

2023-2024 Community Recreation Budget Approval
Status Form

Governmental Unit Conway Township

The 2023-2024 Community Recreation Budget Proposal was approved.

No action has been taken at this time.

Signature [Handwritten Signature]

Date 2-21-23

Title Township Clerk

Please submit this form along with a copy of the minutes from the meeting at which the vote on the budget took place and mail both to:

Lauri Daubenmeyer
Fowlerville Community Schools
7677 Sharpe Road, Suite A
Fowlerville, MI 48836