

**Unapproved Minutes  
Of the March 24, 2020  
Conway Township Special Board Meeting**

SPECIAL MEETING

March 24, 2020

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

Present: Grubb, Parsons, Whitt, Rife

Motion to approve the board agenda. Motion by Parsons. Support by Whitt. Motion approved.

Public Hearing – For the 2020/2021 General Fund Budget. No public comments. Motion by Parsons to close the hearing on the General Fund Budget. Supported by Whitt. Motion approved.

Public Hearing – For the 2020/2021 Road Fund Budget. No public comments. Motion by Parsons to close the hearing on the Road Fund Budget. Support by Grubb. Motion approved.

Motion to approve 2019/2020 General Fund Budget Amendments. Motion by Whitt. Support by Parsons. Motion approved.

Motion to adopt Supervisor Salary Resolution 200324-1 as presented. Motion by Parsons. Support by Whitt. Roll Call: Whitt – aye, Rife – nay, Grubb – aye, Parsons – aye. Supervisor Rife declared Resolution adopted.

Motion to adopt Clerk Salary Resolution 200324-2 as presented. Motion by Parsons. Support by Rife. Roll Call: Parsons – aye, Rife – nay, Grubb – aye, Whitt – aye. Supervisor Rife declared Resolution adopted.

Motion to adopt Treasurer Salary Resolution 200324-3 as presented. Motion by Parsons. Support by Rife. Roll Call: Rife – aye, Whitt – aye, Grubb – aye, Parsons – aye. Supervisor Rife declared Resolution adopted.

Motion to adopt Headlee Operating Tax Millage Rate 2020/2021 Resolution 200324-4. Motion by Parsons. Support by Grubb. Roll Call: Whitt – aye, Grubb – aye, Parsons – aye, Rife – aye. Supervisor Rife declared the Resolution adopted.

Motion to adopt Headlee Road Tax Millage Rate Resolution 200324-5. Motion by Parsons. Support by Grubb. Roll Call: Whitt – aye, Grubb – aye, Parsons – aye, Rife – aye. Supervisor Rife declared the Resolution adopted.

Motion to adjourn at 7:23 pm. Motion by Parsons. Support by Whitt. Motion approved.

Elizabeth Whitt, Township Clerk

Nanci Forster, Deputy Clerk

**Conway Township**  
**Profit & Loss Budget vs. Actual**  
April 1, 2019 through March 9, 2020

	<u>Apr 1, '19 - Mar 9, 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Amendment</u>
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
402.000 · Taxes - General	95,791.00	98,500.00	-2,709.00	97.25%	
403.000 · Taxes - Admin fees	35,612.87	38,700.00	-3,087.13	92.02%	
409.000 · Taxes - SET fee	4,572.50	0.00	4,572.50	100.0%	
411.000 · Dog licenses	10.50	85.00	-74.50	12.35%	
435.000 · Sale of assets	0.00	0.00	0.00	0.0%	
450.000 · Licenses & Permits	6,995.00	4,000.00	2,995.00	174.88%	
478.000 · Set Fee Retained	0.00	0.00	0.00	0.0%	
560.000 · Metro Act Fee	0.00	4,300.00	-4,300.00	0.0%	
573.000 · LCSA PPT Reimbursement	4,205.39	0.00	4,205.39	100.0%	
574.000 · State Revenue Sharing	313,426.00	286,000.00	27,426.00	109.59%	
664.000 · Interest & Dividends	1,189.87	1,100.00	89.87	108.17%	
667.000 · Rent	2,100.00	2,000.00	100.00	105.0%	
671.000 · Misc. Revenues	3,842.61	1,500.00	2,342.61	256.17%	
676.000 · Cemeterial Lots/Burial	0.00	0.00	0.00	0.0%	
677.000 · General Reimbursements	5,475.80	500.00	4,975.80	1,095.16%	
678.000 · Grant Reimbursement	0.00	0.00	0.00	0.0%	
679.000 · Election Grant - HAVA	0.00	0.00	0.00	0.0%	
680.000 · Election Reimburse	351.35	0.00	351.35	100.0%	
699.000 · Transfer in - Road Fund	0.00	0.00	0.00	0.0%	
<b>Total Income</b>	<b>473,572.89</b>	<b>436,685.00</b>	<b>36,887.89</b>	<b>108.45%</b>	
<b>Expense</b>					
<b>102.000 · Unallocated</b>					
102.702 · Receptionist salary	7,397.25	9,700.00	-2,302.75	76.26%	
102.704 · Payroll Taxes	10,140.04	10,500.00	-359.96	96.57%	
102.710 · Payroll Billing	1,933.35	2,000.00	-66.65	96.67%	
102.726 · Supplies	2,361.26	2,450.00	-88.74	96.38%	
102.801 · Memberships & Dues	3,642.74	4,500.00	-857.26	80.95%	
102.805 · Appropriation Senior Center	1,000.00	1,000.00	0.00	100.0%	
102.900 · Printing & Publishing	5,357.84	4,000.00	1,357.84	133.95%	
102.910 · Postage	832.25	2,000.00	-1,167.75	41.61%	-1000

**Conway Township**  
**Profit & Loss Budget vs. Actual**  
April 1, 2019 through March 9, 2020

	<u>Apr 1, '19 - Mar 9, 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Amendment</u>
102.970 · Mileage	3,389.47	5,000.00	-1,610.53	67.79%	
102.971 · Miscellaneous	600.00	0.00	600.00	100.0%	
102.000 · Unallocated - Other	0.00	0.00	0.00	0.0%	
<b>Total 102.000 · Unallocated</b>	<b>36,654.20</b>	<b>41,150.00</b>	<b>-4,495.80</b>	<b>89.08%</b>	
<b>103.000 · Township Board</b>					
103.702 · Salaries Wages	3,924.89	4,200.00	-275.11	93.45%	
103.703 · Fire Authority Rep	0.00	0.00	0.00	0.0%	
103.704 · Social Security/Medicar	0.00	0.00	0.00	0.0%	
103.705 · Recreation Board Rep	0.00	0.00	0.00	0.0%	
103.706 · FOIA COORDINATOR	0.00	0.00	0.00	0.0%	
103.710 · Payroll Billing	0.00	0.00	0.00	0.0%	
103.726 · Supplies	0.00	0.00	0.00	0.0%	
103.801 · Memberships & Dues	0.00	0.00	0.00	0.0%	
103.805 · Appropriation Senior Ce	0.00	0.00	0.00	0.0%	
103.862 · Township SS/Medicare	0.00	0.00	0.00	0.0%	
103.863 · Township Unemployment	0.00	0.00	0.00	0.0%	
103.865 · MEDICAL REIMBURSEMENT	0.00	0.00	0.00	0.0%	
103.900 · Printing & Publishing	0.00	0.00	0.00	0.0%	
103.910 · Postage	0.00	0.00	0.00	0.0%	
103.957 · Condemned Building	0.00	0.00	0.00	0.0%	
103.969 · Seminars and Workshops	0.00	500.00	-500.00	0.0%	
103.970 · Mileage	0.00	0.00	0.00	0.0%	
103.000 · Township Board - Other	0.00	0.00	0.00	0.0%	
<b>Total 103.000 · Township Board</b>	<b>3,924.89</b>	<b>4,700.00</b>	<b>-775.11</b>	<b>83.51%</b>	
<b>171.000 · Supervisor's Office</b>					
171.702 · Salaries	19,066.63	20,800.00	-1,733.37	91.67%	
171.704 · Social Security/Medicar	0.00	0.00	0.00	0.0%	
171.706 · Federal Withholding	0.00	0.00	0.00	0.0%	
171.708 · State Withholding	0.00	0.00	0.00	0.0%	
171.726 · Supplies	0.00	0.00	0.00	0.0%	
171.801 · Memberships & Dues	0.00	0.00	0.00	0.0%	
171.900 · Printing & Publishing	0.00	0.00	0.00	0.0%	

**Conway Township**  
**Profit & Loss Budget vs. Actual**  
April 1, 2019 through March 9, 2020

	<u>Apr 1, '19 - Mar 9, 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Amendment</u>
171.910 · Postage	0.00	0.00	0.00	0.0%	
171.965 · Assessor	0.00	0.00	0.00	0.0%	
171.969 · Seminars & Workshops	1,687.48	2,000.00	-312.52	84.37%	
171.970 · Mileage	0.00	0.00	0.00	0.0%	
171.000 · Supervisor's Office - Other	0.00	0.00	0.00	0.0%	
<b>Total 171.000 · Supervisor's Office</b>	<b>20,754.11</b>	<b>22,800.00</b>	<b>-2,045.89</b>	<b>91.03%</b>	
200.203 · Due To Road Fund	0.00	0.00	0.00	0.0%	
<b>215.000 · Clerk's Office</b>					
215.702 · Salaries & Wages	19,185.11	23,700.00	-4,514.89	80.95%	8700
215.703 · Deputies Wages	12,956.50	16,000.00	-3,043.50	80.98%	
215.704 · Social Security/Medicar	0.00	0.00	0.00	0.0%	
215.706 · Federal Withholding	0.00	0.00	0.00	0.0%	
215.708 · State Withholding	0.00	0.00	0.00	0.0%	
215.726 · Supplies	0.00	0.00	0.00	0.0%	
215.801 · Membership	0.00	0.00	0.00	0.0%	
215.900 · Printing & Publishing	0.00	0.00	0.00	0.0%	
215.910 · Postage	0.00	0.00	0.00	0.0%	
215.969 · Seminars & Workshops	3,986.72	3,000.00	986.72	132.89%	
215.970 · Mileage	0.00	0.00	0.00	0.0%	
215.000 · Clerk's Office - Other	0.00	0.00	0.00	0.0%	
<b>Total 215.000 · Clerk's Office</b>	<b>36,128.33</b>	<b>42,700.00</b>	<b>-6,571.67</b>	<b>84.61%</b>	
<b>247.000 · Board of Review</b>					
247.702 · Salaries & Wages	450.00	1,000.00	-550.00	45.0%	
247.704 · Social Security/Medicar	0.00	0.00	0.00	0.0%	
247.706 · Federal Withholding	0.00	0.00	0.00	0.0%	
247.708 · State Withholding	0.00	0.00	0.00	0.0%	
247.900 · Printing & Publishing	0.00	0.00	0.00	0.0%	
247.969 · Seminars & Workshops	94.00	500.00	-406.00	18.8%	
247.970 · Mileage	0.00	0.00	0.00	0.0%	
247.000 · Board of Review - Other	0.00	0.00	0.00	0.0%	
<b>Total 247.000 · Board of Review</b>	<b>544.00</b>	<b>1,500.00</b>	<b>-956.00</b>	<b>36.27%</b>	
<b>253.000 · Treasurer's Office</b>					

**Conway Township**  
**Profit & Loss Budget vs. Actual**  
April 1, 2019 through March 9, 2020

	<u>Apr 1, '19 - Mar 9, 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Amendment</u>
253.702 · Salaries & Wages	20,441.63	22,300.00	-1,858.37	91.67%	
253.703 · Deputies Salaries	4,946.25	6,500.00	-1,553.75	76.1%	
253.704 · Social Security/Medicar	0.00	0.00	0.00	0.0%	
253.706 · Federal Withholdings	0.00	0.00	0.00	0.0%	
253.708 · State Withholding	0.00	0.00	0.00	0.0%	
253.726 · Supplies	0.00	0.00	0.00	0.0%	
253.801 · Memberships & Dues	0.00	0.00	0.00	0.0%	
253.832 · Charge Back	270.34	700.00	-429.66	38.62%	
253.900 · Printing & Publishing	0.00	0.00	0.00	0.0%	
253.910 · Postage	0.00	0.00	0.00	0.0%	
253.969 · Seminars & Workshops	1,253.29	3,000.00	-1,746.71	41.78%	
253.970 · Other	0.00	0.00	0.00	0.0%	
253.975 · Bank Service Charge	-99.99	400.00	-499.99	-25.0%	
253.000 · Treasurer's Office - Other	0.00	0.00	0.00	0.0%	
<b>Total 253.000 · Treasurer's Office</b>	<b>26,811.52</b>	<b>32,900.00</b>	<b>-6,088.48</b>	<b>81.49%</b>	
<b>257.000 · Assessor</b>					
257.701 · Assessor Services	0.00	0.00	0.00	0.0%	
257.702 · Salaries	28,895.87	31,500.00	-2,604.13	91.73%	
257.703 · Expenses	0.00	250.00	-250.00	0.0%	
257.000 · Assessor - Other	0.00	0.00	0.00	0.0%	
<b>Total 257.000 · Assessor</b>	<b>28,895.87</b>	<b>31,750.00</b>	<b>-2,854.13</b>	<b>91.01%</b>	
<b>262.000 · Elections</b>					
262.702 · Salaries & Wages	0.00	2,500.00	-2,500.00	0.0%	2500
262.704 · Social Security/Medicare	0.00	0.00	0.00	0.0%	
262.706 · Federal Withholding	0.00	0.00	0.00	0.0%	
262.708 · State Withholding	0.00	0.00	0.00	0.0%	
262.726 · Supplies	0.00	0.00	0.00	0.0%	
262.900 · Printing & Publishing	0.00	0.00	0.00	0.0%	
262.910 · Postage	0.00	0.00	0.00	0.0%	
262.930 · Equipment/Maintenance	0.00	0.00	0.00	0.0%	
262.000 · Elections - Other	0.00	0.00	0.00	0.0%	
<b>Total 262.000 · Elections</b>	<b>0.00</b>	<b>2,500.00</b>	<b>-2,500.00</b>	<b>0.0%</b>	

**Conway Township**  
**Profit & Loss Budget vs. Actual**  
April 1, 2019 through March 9, 2020

	<u>Apr 1, '19 - Mar 9, 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Amendment</u>
<b>265.000 · Building &amp; Grounds</b>					
265.146 · Equipment-Office	6,111.28	8,150.00	-2,038.72	74.99%	
265.702 · Hall Monitor Salary	750.00	1,000.00	-250.00	75.0%	
265.704 · Social Security/Medicare	0.00	0.00	0.00	0.0%	
265.726 · Supplies	0.00	0.00	0.00	0.0%	
265.801 · Lawn Mowing	2,400.00	3,500.00	-1,100.00	68.57%	
265.802 · Landscaping	1,825.00	1,000.00	825.00	182.5%	
265.805 · Snow Removal	2,500.00	3,200.00	-700.00	78.13%	
265.851 · Liability Insurance	0.00	0.00	0.00	0.0%	
265.859 · Internet & Phones	8,910.05	10,000.00	-1,089.95	89.1%	
265.871 · Workers Comp	0.00	0.00	0.00	0.0%	
265.910 · Postage	0.00	0.00	0.00	0.0%	
265.920 · Utilities	5,975.01	7,000.00	-1,024.99	85.36%	
265.930 · Equipment Maintenance	13,947.70	15,000.00	-1,052.30	92.99%	
265.935 · Building Maintenance	10,245.00	18,000.00	-7,755.00	56.92%	
265.963 · Property Taxes	0.00	0.00	0.00	0.0%	
265.964 · Deposit reimbursement	0.00	0.00	0.00	0.0%	
265.970 · Parking Lot	0.00	400.00	-400.00	0.0%	
265.971 · Capital Improvement	0.00	0.00	0.00	0.0%	
265.000 · Building & Grounds - Other	0.00	0.00	0.00	0.0%	
<b>Total 265.000 · Building &amp; Grounds</b>	<u>52,664.04</u>	<u>67,250.00</u>	<u>-14,585.96</u>	<u>78.31%</u>	
<b>266.000 · Professional Fees</b>					
266.103 · Attorney	21,217.95	28,000.00	-6,782.05	75.78%	8000
266.446 · Highways	0.00	0.00	0.00	0.0%	
266.500 · Misc. Contractors	0.00	0.00	0.00	0.0%	
266.721 · Planning Commission	752.50	6,000.00	-5,247.50	12.54%	-3800
266.830 · Contractual Fees	0.00	0.00	0.00	0.0%	
266.955 · Auditor	7,380.00	9,500.00	-2,120.00	77.68%	
266.956 · Internet Project	0.00	0.00	0.00	0.0%	
266.960 · Engineer	0.00	0.00	0.00	0.0%	
266.000 · Professional Fees - Other	0.00	0.00	0.00	0.0%	
<b>Total 266.000 · Professional Fees</b>	<u>29,350.45</u>	<u>43,500.00</u>	<u>-14,149.55</u>	<u>67.47%</u>	

**Conway Township**  
**Profit & Loss Budget vs. Actual**  
April 1, 2019 through March 9, 2020

	<u>Apr 1, '19 - Mar 9, 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Amendment</u>
267.000 · Accounting and Auditing	0.00	0.00	0.00	0.0%	
275.000 · Drains At Large	46,876.40	47,000.00	-123.60	99.74%	
<b>276.000 · Cemetery</b>					
276.702 · Salaries	1,725.00	2,000.00	-275.00	86.25%	2000
276.704 · Social Security/Medicar	0.00	0.00	0.00	0.0%	
276.801 · Lawn Mowing	0.00	0.00	0.00	0.0%	
276.850 · Contracted Labor	0.00	0.00	0.00	0.0%	
276.930 · Repair & Maintenance	0.00	0.00	0.00	0.0%	
276.964 · Reimburs of Burial Site	0.00	0.00	0.00	0.0%	
276.970 · Mileage	0.00	0.00	0.00	0.0%	
276.000 · Cemetery - Other	0.00	0.00	0.00	0.0%	
<b>Total 276.000 · Cemetery</b>	<b>1,725.00</b>	<b>2,000.00</b>	<b>-275.00</b>	<b>86.25%</b>	
<b>301.000 · Public Safety</b>					
301.700 · Fire Authority Rep	0.00	500.00	-500.00	0.0%	
301.702 · Contribution Police Salaries	5,000.00	10,000.00	-5,000.00	50.0%	
301.000 · Public Safety - Other	0.00	0.00	0.00	0.0%	
<b>Total 301.000 · Public Safety</b>	<b>5,000.00</b>	<b>10,500.00</b>	<b>-5,500.00</b>	<b>47.62%</b>	
<b>446.000 · Roads and Highways</b>					
446.955 · Chloride	0.00	0.00	0.00	0.0%	
446.956 · CLJ & Associates	0.00	0.00	0.00	0.0%	
446.967 · Construction & Excavati	0.00	0.00	0.00	0.0%	
446.000 · Roads and Highways - Other	0.00	0.00	0.00	0.0%	
<b>Total 446.000 · Roads and Highways</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	
<b>526.000 · Sanitary Landfill</b>					
526.960 · Spring Cleanup	3,344.00	3,500.00	-156.00	95.54%	-1500
526.000 · Sanitary Landfill - Other	0.00	0.00	0.00	0.0%	
<b>Total 526.000 · Sanitary Landfill</b>	<b>3,344.00</b>	<b>3,500.00</b>	<b>-156.00</b>	<b>95.54%</b>	
660.000 · Payroll Taxes-general	0.00	0.00	0.00	0.0%	
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.0%	
<b>721.000 · Planning &amp; Zoning</b>					
721.702 · Salaries	12,734.78	15,000.00	-2,265.22	84.9%	
721.704 · Social Security/Medicar	0.00	0.00	0.00	0.0%	

**Conway Township**  
**Profit & Loss Budget vs. Actual**  
April 1, 2019 through March 9, 2020

	Apr 1, '19 - Mar 9, 20	Budget	\$ Over Budget	% of Budget	Amendment
721.706 - Federal Withholding	0.00	0.00	0.00	0.0%	
721.708 - State Withholdings	0.00	0.00	0.00	0.0%	
721.726 - Supplies	0.00	0.00	0.00	0.0%	-1058.94
721.801 - Membership and Dues	0.00	0.00	0.00	0.0%	
721.900 - Printing & Publishing	0.00	0.00	0.00	0.0%	
721.964 - Permit Reimbursements	0.00	0.00	0.00	0.0%	
721.969 - Seminars & Workshop	294.00	1,100.00	-806.00	26.73%	-3900
721.970 - Mileage	0.00	0.00	0.00	0.0%	
721.000 - Planning & Zoning - Other	0.00	0.00	0.00	0.0%	
<b>Total 721.000 - Planning &amp; Zoning</b>	<b>13,028.78</b>	<b>16,100.00</b>	<b>-3,071.22</b>	<b>80.92%</b>	
<b>738.000 - Recreation Association</b>					
738.100 - Parks & Recreation Contribution	20,606.16	21,941.06	-1,334.90	93.92%	-1941.06
738.702 - Salaries	525.00	600.00	-75.00	87.5%	
738.000 - Recreation Association - Other	0.00	0.00	0.00	0.0%	
<b>Total 738.000 - Recreation Association</b>	<b>21,131.16</b>	<b>22,541.06</b>	<b>-1,409.90</b>	<b>93.75%</b>	
954.000 - Insurance & Bond	8,141.00	10,000.00	-1,859.00	81.41%	
960.000 - Delinquent Personal Prop Taxes	0.00	0.00	0.00	0.0%	
969.000 - Trans out - Capital Res Fund	0.00	0.00	0.00	0.0%	
970.000 - Transfers out	0.00	0.00	0.00	0.0%	
970.350 - TRANS OUT - DAISEY LANE	0.00	0.00	0.00	0.0%	
980.000 - Transfers Out - Cemetery	0.00	30,000.00	-30,000.00	0.0%	
<b>Total Expense</b>	<b>334,973.75</b>	<b>432,391.06</b>	<b>-97,417.31</b>	<b>77.47%</b>	
<b>Net Ordinary Income</b>	<b>138,599.14</b>	<b>4,293.94</b>	<b>134,305.20</b>	<b>3,227.79%</b>	
<b>Other Income/Expense</b>					
<b>Other Income</b>					
Interest Income	152.08	0.00	152.08	100.0%	
Other Income	0.00	0.00	0.00	0.0%	
<b>Total Other Income</b>	<b>152.08</b>	<b>0.00</b>	<b>152.08</b>	<b>100.0%</b>	
<b>Net Other Income</b>	<b>152.08</b>	<b>0.00</b>	<b>152.08</b>	<b>100.0%</b>	
<b>Net Income</b>	<b>138,751.22</b>	<b>4,293.94</b>	<b>134,457.28</b>	<b>3,231.33%</b>	<b>8000</b>

**Conway Township**  
**Profit & Loss Budget Overview**  
 April 2020 through March 2021

	Apr '20 - Mar 21
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
402.000 · Taxes - General	100,500.00
403.000 · Taxes - Admin fees	41,000.00
409.000 · Taxes - SET fee	0.00
411.000 · Dog licenses	85.00
450.000 · Licenses & Permits	6,000.00
560.000 · Metro Act Fee	4,300.00
573.000 · LCSA PPT Reimbursement	2,000.00
574.000 · State Revenue Sharing	288,000.00
664.000 · Interest & Dividends	1,100.00
667.000 · Rent	2,000.00
671.000 · Misc. Revenues	1,500.00
676.000 · Cemeterial Lots/Burial	0.00
677.000 · General Reimbursements	500.00
679.000 · Election Grant - HAVA	0.00
680.000 · Election Reimburse	3,000.00
699.000 · Transfer in - Road Fund	0.00
<b>Total Income</b>	<b>449,985.00</b>
<b>Expense</b>	
<b>102.000 · Unallocated</b>	
102.702 · Receptionist salary	9,000.00
102.704 · Payroll Taxes	12,000.00
102.710 · Payroll Billing	2,500.00
102.726 · Supplies	7,500.00
102.801 · Memberships & Dues	4,500.00
102.805 · Appropriation Senior Center	1,000.00
102.900 · Printing & Publishing	7,500.00
102.910 · Postage	3,000.00
102.970 · Mileage	5,000.00
102.971 · Miscellaneous	200.00
<b>Total 102.000 · Unallocated</b>	<b>52,200.00</b>
<b>103.000 · Township Board</b>	
103.702 · Salaries Wages	4,200.00
103.706 · FOIA COORDINATOR	375.00
103.710 · Payroll Billing	0.00
103.957 · Condemned Building	4,000.00
103.969 · Seminars and Workshops	500.00
<b>Total 103.000 · Township Board</b>	<b>9,075.00</b>
<b>171.000 · Supervisor's Office</b>	
171.702 · Salaries	21,715.00
171.801 · Memberships & Dues	0.00
171.969 · Seminars & Workshops	2,000.00
<b>Total 171.000 · Supervisor's Office</b>	<b>23,715.00</b>
<b>215.000 · Clerk's Office</b>	
215.702 · Salaries & Wages	24,743.00
215.703 · Deputies Wages	18,000.00
215.801 · Membership	0.00
215.969 · Seminars & Workshops	6,500.00
<b>Total 215.000 · Clerk's Office</b>	<b>49,243.00</b>
<b>247.000 · Board of Review</b>	
247.702 · Salaries & Wages	800.00
247.969 · Seminars & Workshops	500.00
<b>Total 247.000 · Board of Review</b>	<b>1,300.00</b>
<b>253.000 · Treasurer's Office</b>	
253.702 · Salaries & Wages	23,281.00
253.703 · Deputies Salaries	5,000.00

**Conway Township**  
**Profit & Loss Budget Overview**  
 April 2020 through March 2021

	<u>Apr '20 - Mar 21</u>
253.801 · Memberships & Dues	0.00
253.832 · Charge Back	500.00
253.969 · Seminars & Workshops	3,000.00
253.970 · Other	0.00
253.975 · Bank Service Charge	200.00
<b>Total 253.000 · Treasurer's Office</b>	<b>31,981.00</b>
<b>257.000 · Assessor</b>	
257.701 · Assessor Services	0.00
257.702 · Salaries	33,000.00
257.703 · Expenses	250.00
<b>Total 257.000 · Assessor</b>	<b>33,250.00</b>
<b>262.000 · Elections</b>	
262.702 · Salaries & Wages	7,500.00
262.930 · Equipment/Maintenance	6,000.00
<b>Total 262.000 · Elections</b>	<b>13,500.00</b>
<b>265.000 · Building &amp; Grounds</b>	
265.146 · Equipment-Office	8,150.00
265.702 · Hall Monitor Salary	1,000.00
265.801 · Lawn Mowing	3,500.00
265.802 · Landscaping	2,000.00
265.805 · Snow Removal	3,200.00
265.859 · Internet & Phones	10,000.00
265.920 · Utilities	7,000.00
265.930 · Equipment Maintenance	15,000.00
265.935 · Building Maintenance	18,000.00
265.970 · Parking Lot	400.00
<b>Total 265.000 · Building &amp; Grounds</b>	<b>68,250.00</b>
<b>266.000 · Professional Fees</b>	
266.103 · Attorney	30,000.00
266.446 · Highways	0.00
266.500 · Misc. Contractors	0.00
266.721 · Planning Commission	2,000.00
266.955 · Auditor	9,500.00
266.956 · Internet Project	0.00
266.960 · Engineer	0.00
<b>Total 266.000 · Professional Fees</b>	<b>41,500.00</b>
<b>267.000 · Accounting and Auditing</b>	<b>0.00</b>
<b>275.000 · Drains At Large</b>	<b>50,000.00</b>
<b>276.000 · Cemetery</b>	
276.702 · Salaries	0.00
276.930 · Repair & Maintenance	0.00
276.964 · Reimburs of Burial Site	0.00
<b>Total 276.000 · Cemetery</b>	<b>0.00</b>
<b>301.000 · Public Safety</b>	
301.700 · Fire Authority Rep	500.00
301.702 · Contribution Police Salaries	10,000.00
<b>Total 301.000 · Public Safety</b>	<b>10,500.00</b>
<b>526.000 · Sanitary Landfill</b>	
526.960 · Spring Cleanup	5,000.00
<b>Total 526.000 · Sanitary Landfill</b>	<b>5,000.00</b>
<b>66900 · Reconciliation Discrepancies</b>	<b>0.00</b>
<b>721.000 · Planning &amp; Zoning</b>	
721.702 · Salaries	12,000.00
721.801 · Membership and Dues	0.00

**Conway Township**  
**Profit & Loss Budget Overview**  
 April 2020 through March 2021

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	Apr '20 - Mar 21
721.969 · Seminars & Workshop	2,000.00
721.000 · Planning & Zoning - Other	0.00
<b>Total 721.000 · Planning &amp; Zoning</b>	<b>14,000.00</b>
738.000 · Recreation Association	
738.100 · Parks & Recreation Contribution	26,000.00
738.702 · Salaries	750.00
<b>Total 738.000 · Recreation Association</b>	<b>26,750.00</b>
954.000 · Insurance & Bond	10,000.00
980.000 · Transfers Out - Cemetery	30,000.00
<b>Total Expense</b>	<b>470,264.00</b>
<b>Net Ordinary Income</b>	<b>-20,279.00</b>
<b>Other Income/Expense</b>	
<b>Other Income</b>	
Interest Income	200.00
<b>Total Other Income</b>	<b>200.00</b>
<b>Net Other Income</b>	<b>200.00</b>
<b>Net Income</b>	<b>-20,079.00</b>

**Conway Township - Road Fund #201**  
**Profit & Loss Budget Overview**  
April 2020 through March 2021

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	<u>Apr '20 - Mar 21</u>
<b>Income</b>	
402.000 · Taxes - Road Millage	170,000.00
573.000 · LCSA PPT Reimbursement	0.00
664.000 · Interest Income	300.00
	<hr/>
<b>Total Income</b>	170,300.00
<b>Expense</b>	
954.000 · Supplies	0.00
955.000 · Chloriding	100,000.00
967.000 · Construction	70,000.00
	<hr/>
<b>Total Expense</b>	170,000.00
<b>Net Income</b>	<hr/> <b>300.00</b> <hr/>

**RESOLUTION TO ESTABLISH TOWNSHIP OFFICERS SALARY**

**Resolution: # 200324-1**

**Conway Township**

WHEREAS, according to MCL 41.95(3), in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and

WHEREAS, the Conway Township Board deems that an adjustment in the salary of the office of supervisor is warranted in consideration of the prevailing salaries of other similar sized townships in Livingston County;

NOW BE IT RESOLVED that as of April 1, 2020 the salary of the office of supervisor, shall be as follows:

Supervisor: \$21,715 salary

This resolution offered by board member

Supported by board member

Upon a roll call vote, the following voted:

Whitt

Kreeger

Parsons

Grubb

Rife

The supervisor declared the resolution adopted. At the Conway Township Board of Trustees meeting held on March 24, 2020.

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Elizabeth Whitt, Clerk

**RESOLUTION TO ESTABLISH TOWNSHIP OFFICERS SALARY**

**Resolutions; #200324- 2**

**Conway Township**

WHEREAS, according to MCL 41.95(3), in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and

WHEREAS, the Conway Township Board deems that an adjustment in the salary of the office of clerk is warranted in consideration of the prevailing salaries of other similar sized townships in Livingston County;

NOW BE IT RESOLVED that as of April 1, 2020 the salary of the office of clerk, shall be as follows:

Clerk: \$24,743 salary

This resolution offered by board member

Supported by board member

Upon a roll call vote, the following voted:

Parsons

Whitt

Kreeger

Grubb

Rife

The supervisor declared the resolution adopted. At the Conway Township Board of Trustees meeting held on March 24, 2020.

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Elizabeth Whitt, Clerk

**RESOLUTION TO ESTABLISH TOWNSHIP OFFICERS SALARY**

**Resolution: # 200324-3**

**Conway Township**

WHEREAS, according to MCL 41.95(3), in a township that does not hold an annual meeting, the salary for officers composing the township board shall be determined by the township board, and

WHEREAS, the Conway Township Board deems that an adjustment in the salary of the office of treasurer is warranted in consideration of the prevailing salaries of other similar sized townships in Livingston County;

NOW BE IT RESOLVED that as of April 1, 2020 the salary of the office of treasurer, shall be as follows:

Treasurer: \$23,281 salary

This resolution offered by board member

Supported by board member

Upon a roll call vote, the following voted:

Kreeger

Parsons

Rife

Whitt

Grubb

The supervisor declared the resolution adopted. At the Conway Township Board of Trustees meeting held on March 24, 2020.

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Elizabeth Whitt, Clerk

**RESOLUTION #200324-4  
CONWAY TOWNSHIP, LIVINGSTON COUNTY**

**ESTABLISHING FISCAL YEAR 2020-2021 OPERATING TAX MILLAGE  
RATE AS DIRECTED BY THE HEADLEE ROLLBACK CALCULATION**

**WHEREAS**, the Conway Township Board has carefully examined the financial circumstances of the Township for the 2020-2021 fiscal year, including estimated expenditures, estimated revenues and state equalized valuation of property located within the Township;

**NOW, THEREFORE, BE IT RESOLVED**, that the Conway Township Board has complete authority and hereby authorizes up to .8566 mils to be levied for operating purposes in Fiscal Year 2020-2021 from within its authorized millage rate.

**RESOLVED BY:  
SUPPORTED BY:**

**VOTE: Kreeger: Parsons: Grubb: Whitt: Rife:**

**ADOPTION DATE:** March 24, 2020

**CERTIFICATION OF THE CLERK**

The undersigned, being the duly qualified and acting Clerk of Conway Township, Livingston County, Michigan, hereby certifies that (1) the foregoing is a true and complete copy of a resolution adopted by the Township Board at a regular meeting, held on March 24, 2020, at which meeting a quorum was present and remained throughout, (2) the original thereof is on file in the records in my office, (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended) and (4) minutes of such meeting were kept and will be or have been made available as required thereby.

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Elizabeth Whitt  
Township Clerk

**RESOLUTION #200324-5  
CONWAY TOWNSHIP, LIVINGSTON COUNTY**

**ESTABLISHING FISCAL YEAR 2020-2021 ROAD MILLAGE RATE AS  
DIRECTED BY THE HEADLEE ROLLBACK CALCULATION**

**WHEREAS**, the Conway Township Board has carefully examined the financial circumstances of the Township for the 2020-2021 fiscal year, including estimated expenditures, estimated revenues and state equalized valuation of property located within the Township;

**NOW, THEREFORE, BE IT RESOLVED**, that the Conway Township Board has complete authority and hereby authorizes up to 1.9507 mills to be levied for road maintenance and road improvement purposes in Fiscal Year 2020-2021 from within its authorized millage rate.

**RESOLVED BY:**  
**SUPPORTED BY:**

**VOTE: Kreeger: Grubb: Whitt: Parsons: Rife:**

**ADOPTION DATE:** March 24, 2020

**CERTIFICATION OF THE CLERK**

The undersigned, being the duly qualified and acting Clerk of Conway Township, Livingston County, Michigan, hereby certifies that (1) the foregoing is a true and complete copy of a resolution adopted by the Township Board at a regular meeting, held on March 24, 2020, at which meeting a quorum was present and remained throughout, (2) the original thereof is on file in the records in my office, (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended) and (4) minutes of such meeting were kept and will be or have been made available as required thereby.

---

Elizabeth Whitt  
Township Clerk

**RESOLUTION OF CONWAY TOWNSHIP**  
**GENERAL APPROPRIATIONS ACT (BUDGET APPROVAL)**

**Resolution No. 200324-6**

**Conway Township**

WHEREAS, the Conway Township Board of Trustees is charged annually with adoption of a budget for the upcoming fiscal year by the Uniform Budgeting and Accounting Act, MCL 141.436;

WHEREAS, pursuant to MCL 141.412 and MCL 211.24e, notice of a public hearing on the proposed budget and millage was published in a newspaper of general circulation on March 15, 2020, and the public hearing was held on March 24, 2020;

WHEREAS, the attached budget has been made available for review to the public prior to the public hearing, and is being presented to the Board for adoption;

NOW, THEREFORE, BE IT RESOLVED that Conway Township Board of Trustees does hereby resolve to approve the following;

**1. ESTIMATED REVENUES, EXPENDITURES AND ADOPTION OF BUDGET BY REFERENCE**

The budgets for the various funds of Conway Township are hereby adopted by reference, with revenues and activity expenditures as indicated on the attached.

**2. ADOPTION OF BUDGET BY DEPARTMENT OR CLASSIFICATION** The Conway Township Board of Trustees adopts the 2020-21 fiscal year general fund budget by department or classification. Township officials responsible for the expenditures authorized in the budget may expend township funds up to, but not to exceed, the total appropriation authorized for each department or classification, and make transfers among the various line items contained in the department or classification appropriation. However, no transfers of appropriations for line items related to personnel or capital outlays may be made without prior Board approval by budget amendment.

**3. PERIODIC FISCAL REPORTS**

The Township Treasurer shall provide the Township Board at the Board Meeting immediately following the end of each fiscal quarter and at the final Board meeting of the fiscal year, a report of fiscal year to date revenues and expenditures compared to the budgeted amounts in the various funds of the Township.

4. PAYMENT OF BILLS

Pursuant to MCL 41.75, all claims against the Township shall be approved by the Conway Township Board of Trustees prior to being paid. The Township Clerk and Treasurer may pay employee payroll obligations, and certain bills prior to approval to avoid late penalties, service charges and interest. The Township Board shall receive a list of claims paid prior to approval at the next Board meeting.

5. LIMIT ON OBLIGATIONS AND PAYMENTS

No obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

6. BUDGET MONITORING

Whenever it appears that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures shall exceed an appropriation, the Township Board shall be presented with recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

The foregoing resolution offered by Board Member \_\_\_\_\_.  
Second offered by Board Member \_\_\_\_\_.

Upon roll call vote the board members voted as follows:

- Rife:
- Whitt:
- Grubb:
- Parsons:
- Kreeger:

The Supervisor declared the resolution adopted at a regular meeting of the Board held on March 24, 2020.

\_\_\_\_\_  
Elizabeth Whitt, Clerk