



Conway Township Board of Trustees

Regular Board Meeting Minutes

June 17th, 2025, at 7pm.

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

ROLL CALL: Present: G. Pushies (Trustee); S. Porter (Trustee); M. Brown (Supervisor);

T. Foote (Clerk);

Not Present: D. Grubb (Treasurer)

	AGENDA	ACTIONS TAKEN	ITEMS DISCUSSED
1	Consent Agenda	Motion to approve Consent Agenda by T. Foote. Second by M. Brown. Motion carried 3-1.	<ul style="list-style-type: none">• Questions about outstanding checks.• Double-check the coding for AccuShred under professional and contractual services and verify budget allocation.• Verify the correct budgeting and coding for the cemetery wages under Journal Entry Payroll.• Monitor budget overruns and improvements.
	Additions to agenda/approval of meeting Agenda	Motion to approve the agenda as amended for the June 17 th meeting by S. Porter. Second by G. Pushies. Motion carried 4-0.	<ul style="list-style-type: none">• Add 6a for assessing report• Add 11a for the Zoning report• Add 21 for Resolution for Tax Admin Fee• Add 22 for Insurance and Bonding
	First call to the public		No comments from the public regarding the agenda topics
5	Treasury Training Report		<ul style="list-style-type: none">• Investment policy needs review• BS&A Training went well
6	Recreation Report	Motion to make a final payment of \$6500 for the remainder of 24-25	<ul style="list-style-type: none">• The signed agreement was received by Handy Township unamended (the original version) rather than the



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		<p>recreation expenses by S. Porter. Second by G. Pushies</p> <p>Motion carried 4-0 in roll call vote:</p> <p>G. Pushies- Y S. Porter- Y T. Foote- Y M. Brown- Y</p>	<p>intended amended version with prior discussed changes.</p> <ul style="list-style-type: none"> Discussed letter received in December about making the final payment for the 24-25 expenses.
6a	Assessing Report		<ul style="list-style-type: none"> The board reviewed the need for updated maps due to 32 new parcels. Decisions on postponing certain map updates (big map overhaul vs. free GIS-generated PDF) were deliberated. Proceed with the GIS-generated PDF for in-house use and update the big map later after reviewing costs. Attended In house training with other assessors for BS&A but still waiting on a date for one-on-one training.
7	Cemetery Report		<ul style="list-style-type: none"> Elected Jamie as the new chair for the cemetery committee
8	County Planning Commission Report		<ul style="list-style-type: none"> Encourages Conway Township to investigate elderly accessory dwelling.
9	Planning Commission Ex-Officio Report		<ul style="list-style-type: none"> Planning commission master plan survey available on website July 1st, 2025.
10	Clerks Update	<p>Motion to discontinue use of Next Request by Civic Plus button</p>	<ul style="list-style-type: none"> MTA Membership: Current membership is active; renewal is due in August. Three options are available:



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		<p>for FOIA requests on the website due to minimal usage by T. Foote.</p> <p>Second by G. Pushies.</p> <p>Motion carried 4-0.</p>	<p>premium pass (all courses), plus, and essentials. Decision deferred to next meeting.</p> <ul style="list-style-type: none"> • Fowlerville Business Association: Annual fee is \$250. The board questioned the value, as no tangible benefits or communications have been received. Members will research and revisit at the next meeting. • FOIA Request Button: Only one FOIA request was received in the past year. The board voted to discontinue the paid service and rely on downloadable forms and in-person requests. • The American Express card is being phased out; Visa (through Bank of Ann Arbor) will be the sole card moving forward. • The Township received a FOIA request from lawyers representing Headland Solar Ranger Power, with plans to file an extension supported by Foster Swift. • Ongoing issues with Heartland's compliance and UIA's refusal to accept paper POA. Filing must be digital; quarterly filings required even if zero owed. \$60 fee currently outstanding.
11	Fire Board Update		<ul style="list-style-type: none"> • Doug Helzerman discussed Cohoctah's new fire station and the addition of 3 new 911 towers to address dead zones.
11a	Zoning Report		<ul style="list-style-type: none"> • Luke Bryan Concert: Special use permit application incomplete; major concern over loss of 9-1-1 service during the event due to cell tower



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			<p>overload. Weekly meetings with the applicant planned; 9-1-1 director will not sign off until the issue is resolved. Deadline for application materials: July 1; concert date: September 20.</p> <ul style="list-style-type: none">• 7 new houses and 8 new pole barns have been built.• Violations and Enforcement:<ul style="list-style-type: none">○ 9148 Eva Lane: Pool and deck built on community open space without a permit; multiple notices sent, attorneys involved, show cause hearing scheduled for July 15.○ HOA Formation: Residents on Eva Lane need to form an HOA to resolve open space issues.○ 6096 North Gregory Road: New owner living in camper without a building permit; final notice sent, likely to proceed to court.○ Elm Street Wholesale: No rezoning application submitted; third notice and show cause pending.○ Ives Farm (8224 Mohrle Road): Unpermitted auto scrap/recycling operation (10–12 acres); first notice to be sent imminently due to environmental concerns.• Policy 13: Board discussed being methodical and fair in enforcement but acknowledged the need for timely action.
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12	Accounting Presentation	<p>Motion to accept a proposal of \$5700 from Pfeffer Hanniford and Palka (PHP) to prepare audit by M. Brown.</p> <p>Second by S. Porter.</p> <p>Motion carried 4-0 in roll call vote.</p> <p>G. Pushies- Y</p> <p>S. Porter- Y</p> <p>T. Foote- Y</p> <p>M. Brown- Y</p> <p>Motion to approve 25/26 accounting services with PHP up to and not to exceed \$26,100 by S. Porter.</p> <p>Second by M. Brown.</p> <p>Motion carried in roll call vote 4-0.</p> <p>G. Pushies- Y</p> <p>S. Porter- Y</p> <p>T. Foote- Y</p> <p>M. Brown- Y</p>	<ul style="list-style-type: none"> Charlie presented two documents: one for current year audit preparation (\$5,700 approved), and one for ongoing monthly oversight and training for 25/26. Emphasis on preparing all documentation for auditors in advance, monthly reconciliation, and staff training to reduce reliance on external accountants. Quarterly progress updates from Charlie requested. Transition of financial statement preparation from accountant to auditor (Maner Costerisan) for independence. Issues with outstanding checks and budget entries discussed; process improvements planned.
13	Attorney Costs	<p>Motion to accept Gormley Law as our new general counsel by G. Pushies.</p> <p>Motion Died.</p>	<ul style="list-style-type: none"> Follow-up from the previous meeting to come to a decision regarding changing general counsel.



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		<p>Motion to hire Foster & Swift as our new general counsel by S. Porter. Second by M. Brown.</p> <p>Motion carried 3-1 in roll call vote.</p> <p>G. Pushies- N S. Porter- Y T. Foote- Y M. Brown- Y</p>	
14	Bank Signatures		<ul style="list-style-type: none"> Everything has been signed with Chase Bank.
15	Consumer Public Hearing	<p>Motion to proceed into a public hearing at 9:14pm for Consumers Energy which maintains power gas lines in our Township to review ordinance that renews every 30 years by M. Brown. Second by S. Porter. Motion carried 4-0.</p> <p>Motion to close public hearing at 9:16pm by M. Brown. Second by G. Pushies. Motion carried 4-0.</p>	<ul style="list-style-type: none"> The board conducted a public hearing concerning the consumer energy company gas franchise ordinance, including reviewing legal documents and long-term easement agreements. Questions regarding the timeline (every 30 years) and required approvals were raised.



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		<p>Motion to approve Consumers Energy Ordinance 29 by M. Brown.</p> <p>Second by S. Porter.</p> <p>Motion carried 4-0.</p>	
16	Bid for Stone Removal at the Hall	<p>Motion to hire 42 N Outdoors to remove rocks, reseed and add topsoil in the amount of \$2300 by T. Foote.</p> <p>Second by S. Porter.</p> <p>Motion passed in roll call vote 4-0.</p> <p>G. Pushies- Y S. Porter- Y T. Foote- Y M. Brown- Y</p>	<ul style="list-style-type: none"> Bids for stone removal and installation of grass/plant beds on south and southeast corners; stone to be reused on the retention pond.
17	Hall Occupancy		<ul style="list-style-type: none"> 194 people standing and 90 people with tables/chairs
18	List from Fire Marshall Inspection		<ul style="list-style-type: none"> Fire Marshal Compliance: Exit signs and batteries replaced; full inspection in six weeks.
19	Solar Ordinance Application Response		<ul style="list-style-type: none"> Application is incomplete
20	Knox Box for Township Hall	<p>Motion to purchase KnoxBox 3200 as recommended by the Fire Marshall by M. Brown.</p> <p>Second by S. Porter.</p> <p>Motion carried 4-0 in roll call vote.</p>	<ul style="list-style-type: none"> The need for a KnoxBox (a secure key storage box) was raised to ensure that fire department access is maintained in emergencies.



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		G. Pushies- Y S. Porter- Y T. Foote- Y M. Brown- Y	
21	Resolution Tax Admin Fee	Motion to accept Resolution 2506173 for Tax Admin Fee by T. Foote. Second by G. Pushies. Motion carried 4-0.	<ul style="list-style-type: none"> Tax admin fee for the tax bills
22	Insurance and Bonding	Motion to have current legal counsel review insurance and bonding policies for all board members and add trustees to bonding policy by G. Pushies. Second by S. Porter. Motion carried 4-0.	<ul style="list-style-type: none"> Legal counsel to review current insurance and bonding, including possible addition of trustees to the bonding policy.
	Board Member Discussion		<ul style="list-style-type: none"> ITC Power Line Project: Preliminary stages; 50+ mile line under consideration, with three possible routes. Board to share information with the public as permitted.
	Last Call to the Public		2 members of the public spoke.
		Motion to adjourn made by M. Brown. Second by G. Pushies. Motion carried 4-0. Meeting adjourned at 9:39pm.	Meeting adjourned at 9:39pm.



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