



Conway Township Board of Trustees

Regular Board Meeting Minutes

May 20th, 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); D. Grubb (Treasurer)

	AGENDA	ACTIONS TAKEN	ITEMS DISCUSSED
1	Consent Agenda	Motion to approve the consent agenda as amended for the by M. Brown. Second by G. Pushies. Motion carried 3-2.	<ul style="list-style-type: none">• There was clarification on discrepancies in the minutes regarding the fire truck payment, as well as updates on millage submissions. Will be corrected and updated on April 15th, 2025, minutes.• It was noted that a 20% fee, amounting to \$10, is charged by Waste Management for credit card payments. The board discussed the possibility of waiving the fee or switching to check payments, as the account is currently on autopay.• Discussion about BS&A-related expenses, including a \$10,000 final bill for siding and clarification of check numbers and budget report references• The new audit has not started, but it will begin soon.
	Additions to agenda/approval of meeting Agenda	Motion to approve the amended agenda for the May 20 th , 2025, meeting by S. Porter. Second by G. Pushies. Motion carried 5-0.	<ul style="list-style-type: none">• Added 12a to Old Business for Bank Signatures.



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	First call to the public		No comments from the public regarding the agenda topics
5	Recreation Report	<p>Motion to postpone recreation agreement vote by G. Pushies. Second by Tara Foote. Motion carried 5-0.</p>	<ul style="list-style-type: none"> On May 8th, a meeting was held with all five representatives for the recreation committee and school staff to discuss some questions about the agreement. They submitted a redline with a request for changes. Conway Township will not pay for changes, but the school will pay for attorney changes if it's approved. The changes requested include withdrawal dates, wording about discounts, and hiring authority. The original agreement is now void due to proposed changes. A request for an additional \$90,000 in funds was made by representatives, but only Conway Township received the supporting documents. The board agreed not to vote until all five townships have the same information.
6	Cemetery Report	<p>Motion to approve upcoming cremains burial with the option for the plastic urn vault as the Supervisor will review the container being used by T. Foote. Second by D. Grubb. Motion carried 5-0.</p>	<ul style="list-style-type: none"> Discussion on documenting cemetery damage, photos of damage, and issues with new contractor regarding grass scalping, trash removal, and brush disposal in various cemeteries Debate over mandatory use and charges for burial containers for cremains, referencing specific fees (\$38, \$44, \$72), ordinance language, and comparison with neighboring townships' practices Discussion on the need to clarify and update the cemetery ordinance,



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		<p>Motion to work on amending the entire cemetery ordinance by G. Pushies.</p> <p>Second by T. Foote.</p> <p>Motion carried 5-0.</p>	<p>including public hearing requirements and better terminology, especially regarding approved containers and metal washers for locating cremains.</p>
7	County Planning Commission Report		<ul style="list-style-type: none"> • Updates on parking and site plan review, sustainable agriculture and rural environment plan, emergency planning class, hazard mitigation plan, and upcoming rezoning reviews.
8	Planning Commission Ex-Officio Report		<ul style="list-style-type: none"> • Postponing camping at the airport as they are waiting on the completion of the application. • Also discussed the residential overlay district
9	Clerks Update		<ul style="list-style-type: none"> • Clarification regarding Gary Klein's check amount (approximately \$11.33) and line-item reporting. • Update on ARPA account balance (\$293,070.27), transfer of \$125,000 to roads account for Fowlerville Road, and remaining \$168,070.27 for completion of Fowlerville Rd. to Lovejoy Rd.
10	Fire Board Update		<ul style="list-style-type: none"> • Spoke about water use and then they went into a closed meeting
11	Accounting Presentation		Accounting System Transition and Staffing Changes



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			<ul style="list-style-type: none">• Discussion of the transition from QuickBooks to BS&A starting in February 2024, overlapping with fiscal year end in March 2024, and complicated by significant staff turnover in the clerk's department (from Liz to Rachel to Tara). <p>Auditor Independence and Change of Audit Firm</p> <ul style="list-style-type: none">• Explanation of the auditors' increasing involvement in management decisions, leading to a loss of independence and the decision for Conway Township to switch to another audit firm, Manor-Costerison, after a bidding process. <p>Current Role of Auditors and Need for Defined Responsibilities</p> <ul style="list-style-type: none">• The auditors' role shifted from independent review to hands-on assistance and undefined support, prompting the need to clarify expectations and responsibilities. <p>Staff Training and Role Clarification</p> <ul style="list-style-type: none">• Recommendation to define clear roles for staff: treasurer (property tax and collection), Susie (receiving and bank reconciliation), clerk (elections), and deputy clerk (payables/disbursement), with two dedicated staff for accounting. <p>Timeline for BS&A Transition</p> <ul style="list-style-type: none">• Initial expectation was a two-year transition to BS&A starting February 2024; due to staffing changes, this is now estimated to take an additional 6
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			<p>to 18 months, possibly extending the process to 30-42 months total.</p> <p>Recommended Accounting Oversight and Processes</p> <ul style="list-style-type: none">• Outlined monthly, quarterly, and annual accounting tasks: monthly review of general ledger, bank reconciliations, and staff assistance; quarterly payroll and ledger review; annual audit preparation including cash reconciliation, receivables, expenditures, fixed assets, inter-fund transfers, and tax activity. <p>Issues Identified in Reconciliations and Budgeting</p> <ul style="list-style-type: none">• Mention of unresolved items in March reconciliations (e.g., \$15,000 in duplicate transactions and misallocated journal entries), and the need for accurate budget-to-expenditure comparisons. <p>Next Steps and Documentation</p> <ul style="list-style-type: none">• Request to have all recommendations summarized in writing and forwarded to Mr. Brown for distribution to the board.
12	Attorney Costs	Motion to table attorney costs until the next meeting in June by S. Porter. Second by M. Brown. Motion carried 5-0.	



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12a	Bank Signatures		<ul style="list-style-type: none">Everything has been signed, just waiting on Chase bank.Adding to next month's agenda to follow up.
13	Policy 24 Amendment	<p>Motion to amend Policy 24 by adding Brande's name and adding Tuesdays to availability by M. Brown.</p> <p>Second by G. Pushies.</p> <p>Motion carried 5-0.</p>	<ul style="list-style-type: none">Discussion about website hours posted on website and to update with Tuesday's being available.
14	Owosso Road Improvements	<p>Motion to approve Owosso Road improvements as needed from Chase Lake to Sherwood Rd. by M. Brown.</p> <p>Second by D. Grubb.</p> <p>Motion carried in roll call vote 5-0.</p> <p>D. Grubb- Y G. Pushies- Y S. Porter- Y T. Foote- Y M. Brown- Y</p>	<ul style="list-style-type: none">Ditch as needed from Chase Lake to Sherwood Rd. as there is limited drainage.



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15	Headland Solar Project Cost Sharing Agreement	<p>Motion to enter cost sharing solar agreement with Cohoctah by S. Porter. Second by G. Pushies.</p> <p>Motion carried in roll call vote 5-0. D. Grubb- Y G. Pushies- Y S. Porter- Y T. Foote- Y M. Brown- Y</p> <p>Motion to accept Spicer Agreement by S. Porter. Second by D. Grubb.</p> <p>Motion passed in roll call vote 5-0. D. Grubb- Y G. Pushies- Y S. Porter- Y T. Foote- Y M. Brown- Y</p>	<ul style="list-style-type: none">Funds would come out of escrow account.Cohoctah has voted to enter into this agreement.
16	ZBA Member Appointments- Gary Klein, Kelly Ralko- Alternates	<p>Motion to appoint Gary Klein as a ZBA alternate by M. Brown. Second by S. Porter. Motion carried 5-0.</p>	



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		<p>Motion to appoint Kelly Ralko as a ZBA alternate by M. Brown. Second by G. Pushies. Motion carried 5-0.</p>	
17	Administration Fee Resolution	<p>Motion to make an admin fee resolution by T. Foote. Second by M. Brown. Motion carried 5-0.</p>	<ul style="list-style-type: none"> Discussion to create a new administrative fee resolution, including attempts to find templates from other sources and the decision to draft their own.
	Board Member Discussion	<p>Motion for planning commission to move forward with the Master Plan postcard postage not to exceed \$1500 by S. Porter. Second by T. Foote. Motion carried in roll call vote 5-0.</p> <p>Motion to file UIA report with either PHP or Heartland depending on which can assist</p>	<ul style="list-style-type: none"> D. Grubb brought up the MTA conference and wants to go through the investment policy at the next meeting. Motion was made at the planning commission meeting for the Township Board to appropriate the funds for bulk mailing of the Master Plan postcards. The board discussed overdue unemployment insurance filings since 2009, received notice with deadline of April 30, 2025, and considered options for CPA or payroll company (Heartland) to assist for \$250. Penalty fees for late filing accrue daily.



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		at a lower cost by T. Foote. Second by G. Pushies. Motion carried 5-0.	
	Last Call to the Public		2 members of the public spoke about lawn care and concerns for CPA Audit.
		Motion to adjourn made by G. Pushies. Second by D. Grubb. Motion carried 5-0.	Meeting adjourned at 9:06pm.

Approved: 6/17/25