

**DRAFT**

**Conway Township Board of Trustees**

**Regular Board Meeting Minutes**

**April 15th, 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 made by T. Foote. Second by D. Grubb. Motion passed 3-2.	<ul style="list-style-type: none"><li>• Approval of March 18<sup>th</sup> and 21<sup>st</sup>, 2025, meeting minutes.</li><li>• Change wording in additions from CPTA to MICPT and under 8b to change wording of rebalancing to balancing.</li><li>• Sarah questioned about check #12765</li><li>• Heartland's payroll report identified as incorrect; commission and wages misallocated to the wrong department (Parks and Rec)</li></ul>
	Additions to agenda/approval of meeting Agenda	Motion to approve the agenda for the April 15 <sup>th</sup> meeting by S. Porter. Second by G. Pushies. Motion passed 5-0.	
	First call to the public		No comments from the public regarding the agenda topics
5	Recreation Report		No Report (Brande Not Present)
6	County Planning Commission Report		<ul style="list-style-type: none"><li>• Last month they approved Green Oaks rezoning from local business to a single family.</li><li>• Green Oaks also approved rezoning from general business to limited industrial</li><li>• Approved Tyrone townships extraction industry ordinance. They brought them up to new state standards.</li></ul>

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			<ul style="list-style-type: none"><li>On the agenda for this month is Genoa Township changing their parking and site planning review process.</li></ul>
7	Planning Commission Ex-Officio Report		<ul style="list-style-type: none"><li>No Updates on Elm St.</li><li>Talked about airport camping at Maple Grove airport</li><li>Discussed the master plan and possible residential overlay district</li></ul>
8	Clerks Update		No Updates
9	Fire Board Update		<ul style="list-style-type: none"><li>Firetruck Grant was cancelled due to DOGE</li><li>The fire department has sufficient funds to buy a new fire truck without the grant; final confirmation is pending, but they want to lock in a price to avoid any future tariffs or price increases.</li><li>Firetruck replacement is urgent due to age and high maintenance costs.</li></ul>
10	Codification Update/ McKenna		<ul style="list-style-type: none"><li>Codification update postponed until further progress on the master plan.</li><li>Ordinances will be aligned with the master plan before codification begins.</li><li>Recommendation for a joint meeting between the board and planning commission to ensure alignment before codification.</li></ul>
11	Bids for CPA Audit	<p>Motion to hire <b>Maner Costerisan</b> for the 2025 audit in the amount of <b>\$12,900</b>.</p> <p>Motion carries 4-1 in roll call vote: D.Grubb- Y G.Pushies- N S.Porter- Y T.Foote- Y M.Brown- Y</p>	<p>Two audit bids were received and reviewed:</p> <p><b>Maner Costerisan</b> at \$12,900 for the 2025 audit and <b>Gabridge &amp; Company</b> at \$9,300 for the 2025 audit.</p> <p>Board members discussed the firm's experience, prior relationships, and price differences. Some members expressed concern about the higher cost, while others valued professional relationships and prior experience.</p>

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12	<b>Attorney Fees</b>	<p>Motion to call other law firms for pricing on hourly and paralegal rates as well as to see if another attorney at Foster &amp; Swift would be available at a lower rate.</p> <p>Motion carried 5-0.</p>	<p>Discussion on the fees and engagement of attorneys for township matters, including solar projects.</p> <p><b>Attorney Fees:</b> <b>Abby Cooper (Current General Counsel):</b> \$235/hour, Paralegal: \$140/hour <b>Foster &amp; Swift (Mike Homier- Solar Projects):</b> \$295/hour, with private entity rates at \$530/hour. Associate rate \$265/hour. Offers municipal discount.</p> <p><b>Concerns:</b> Overlapping charges and inefficiencies were highlighted, with examples of unnecessary costs due to dual representation. There are concerns about double billing and inefficiencies when both firms are involved.</p> <p>Suggestion to streamline legal services, possibly consolidating with one firm.</p>
13	<b>Laptops and Computers</b>		<ul style="list-style-type: none"><li>• Six laptops will become obsolete in October due to Windows 11 incompatibility.</li><li>• Recommendation to transition to laptops as workstations to reduce costs and improve flexibility.</li><li>• Applied Innovations provided pricing.</li><li>• Will update and verify the list of devices needing replacement from Applied Innovations.</li><li>• Plan to seek bids from other vendors for equipment replacement</li></ul>
	<b>Board Member Discussion</b>		<p><b>Treasurer's Report:</b></p> <ul style="list-style-type: none"><li>• MTA conference offers more in-person classes than online; online access is limited to a subset of sessions.</li></ul>

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			<ul style="list-style-type: none"><li>• Materials from training sessions to be scanned and shared via email.</li></ul> <p><b>Livingston County Treasurer’s meeting:</b></p> <ul style="list-style-type: none"><li>• Credit unions outperforming banks in rates.</li><li>• Change in process for tax and millage rate submissions due to staff retirement. Equalization will be handled by the assessing department.</li></ul> <p><b>Other Business:</b></p> <ul style="list-style-type: none"><li>• ARPA report due April 30; in progress.</li><li>• Unclaimed property reports due July 1; need to confirm responsibility for filing.</li><li>• Bank signature updates pending with Chase Bank; all other banks completed</li></ul> <p><b>Zoning and Application Processes</b></p> <ul style="list-style-type: none"><li>• Lack of application forms for ordinance amendments and special uses (e.g., airport camping).</li><li>• Need for clear processes and forms for applicants.</li><li>• Examples of delays and confusion due to missing forms and unclear procedures.</li><li>• An agreement to create a generic ordinance amendment application form using templates from other municipalities.</li><li>• Emphasis on the need for the board to provide clear directions to the Planning Commission.</li></ul> <p><b>Airport Camping and Elm Street Zoning Issues</b></p> <ul style="list-style-type: none"><li>• Ongoing confusion and delays regarding airport camping and Elm Street rezoning.</li><li>• Frustration over reliance on attorneys for decisions that could be made by the board or planning commission.</li></ul>
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			<ul style="list-style-type: none"><li>• Importance of supporting local businesses and community contributors.</li><li>• FAA regulations limit township control over aviation-related uses.</li><li>• Recommendation to add “aviation camping” as a special use in industrial zoning to streamline approval.</li><li>• Need for the Planning Commission to receive clear directions from the board.</li><li>• Precedent concerns about the board taking over Planning Commission matters.</li><li>• Agreement that applications must be submitted before action can be taken.</li></ul>
	Last Call to the Public		4 members of the public spoke about posting meeting dates on the Township website calendar, concerns about drone activity and feedback on attorney performance and audit firm selection.
		Motion to adjourn made by G. Pushies. Motion carried 5-0. Meeting adjourned at 9:14pm. Motion passed 5-0.	Meeting adjourned at 9:14pm.