



Conway Township Board of Trustees

Regular Board Meeting Minutes

July 15th, 2025, at 7pm.

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

ROLL CALL: Present: D. Grubb (Treasurer); G. Pushies (Trustee); S. Porter (Trustee); M. Brown (Supervisor); T. Foote (Clerk)

	AGENDA	ACTIONS TAKEN	ITEMS DISCUSSED
1	Consent Agenda	<p>Motion to approve Consent Agenda by M. Brown. Second by T. Foote. Motion Amended.</p> <p>Motion to table sections 2, 3 and 4 of the Consent Agenda and approve June 17th, 2025, meeting minutes by S. Porter. Second by G. Pushies. Motion carried 5-0.</p>	<ul style="list-style-type: none"> Changes noted in accounts from May to June; ongoing difficulty reconciling payroll and salary budgets. Discussion on payroll entries, manual journal entries, and timing of payroll posting. The board is concerned about voting on unfinished financials; suggestion to table items until finalized.
	Additions to agenda/approval of meeting Agenda	<p>Motion to approve the agenda as amended with sections 11a for MTA hotel discussion and 11b website discussion for the July 15th meeting by S. Porter. Second by M. Brown. Motion carried 5-0.</p>	<ul style="list-style-type: none"> Add 11a for MTA Hotel Discrepancies Add 11b for Website Discussion
	First call to the public		4 spoke from the public regarding the agenda topics



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5	County Planning Commission Report		<ul style="list-style-type: none"> Livingston County capital improvement plan sent to Board of Commissioners.
6	Planning Commission Ex-Officio Report		<ul style="list-style-type: none"> Master Plan Survey is Due by July 11, 2025. Discussed residential overlay district Discussed conflict of interests Need to set potential dates for the next public hearing
7	Clerk's Update	<p>Motion to select essentials MTA package with annual dues in the amount of \$4037.23 by S. Porter. Second by T. Foote. Motion carried 5-0 in roll call vote: D. Grubb- Y G. Pushies- Y S. Porter- Y T. Foote- Y M. Brown- Y</p> <p>Motion to discontinue Fowlerville Business Association membership by T. Foote. Second by G. Pushies. Motion carried 5-0.</p>	<ul style="list-style-type: none"> Reviewed options for Michigan Township Association (MTA) membership levels. <ul style="list-style-type: none"> The board agreed to downgrade to the essential package for cost savings, with the option to reevaluate next year. Legal defense fund contribution discussed and included. Decision not to renew Fowlerville business membership due to lack of perceived benefit (\$250/year).
8	Fire Board Update		<ul style="list-style-type: none"> No current updates



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9	Presentation: Kevin Decker (Insurance)		Insurance Renewal Presentation Kevin Decker (insurance agent) presented renewal proposal. <ul style="list-style-type: none">• Premium increased by just over 12%, attributed to increased property values and market conditions.• Coverage includes:<ul style="list-style-type: none">○ General liability: \$3 million per occurrence, unlimited annual aggregate, no deductibles.○ Public officials' liability: \$3 million per occurrence, unlimited annual aggregate, covers board decisions, employment practices, zoning claims (\$100,000 per claim), and non-monetary claims.○ Auto liability: \$3 million excess over personal auto when used for township business; \$1,000 deductible reimbursement.○ Property: \$1.3–1.4 million for building/contents, \$25,000 for outdoor/portable property, and \$100,000 for electronic data○ Crime and bonds: \$100,000 blanket, with additional position limits for treasurer, clerk, supervisor, etc....○ Accident policy: 24/7 coverage for board members, on- and off-duty, accident-only.
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			<ul style="list-style-type: none">○ Cyber policy: covers first-party, third-party, and cybercrime incidents.● Grant program: up to \$5,000 per cycle (twice a year) for risk reduction projects; training scholarship reimburses % of training costs.● Water sensor programs are available for early leak detection.● Deductible increase options provide minimal savings; the current policy has zero deductibles.● Employee benefits program available for individual or group participation.
10	Bank Signatures		<ul style="list-style-type: none">● Bank signature updates finalized with Chase.
11	Waste Management		<ul style="list-style-type: none">● Waste management payments are to be auto drafted to avoid convenience fee; first payment scheduled for July 17.
11a	MTA Hotel Discussion		<ul style="list-style-type: none">● 3 Nights were approved previously for the MTA conference, and a 4th night was added onto the bill for a board member who attended the MTA board meeting the next day after the conference.● The Township previously paid for the extra day due to a misunderstanding due to past training approvals.● The Township will be reimbursed in the amount of \$236.84 for the overspending of nights approved for the MTA conference.



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11b	Website Discussion		<ul style="list-style-type: none"> Issues with missing contact information and meeting notices on website. Ongoing efforts to update and reorganize website content; technical complexity cited as a barrier. Plan to review the contract and evaluate alternative providers for better support.
12	Monroe Show Cause Hearing	<p>Motion that S. Porter has no conflict of interest regarding the Monroe Show Cause by M. Brown.</p> <p>Second by G. Pushies.</p> <p>Motion passed 4-0 in roll call vote:</p> <p>D. Grubb- Y</p> <p>G. Pushies- Y</p> <p>T. Foote- Y</p> <p>M. Brown- Y</p> <p>Motion to issue civil infraction to the property owners of 9148 Eva Ln. immediately based on lack of HOA by G. Pushies.</p> <p>Second by D. Grubb.</p> <p>Motion carried 5-0 in roll call vote:</p> <p>D. Grubb- Y</p> <p>G. Pushies- Y</p> <p>S. Porter- Y</p>	<ul style="list-style-type: none"> Three ordinance violations for Rhonda and Trevor Monroe (9148 Eva Lane): building without permits, encroachment on open space, and non-payment of fines. The pool and deck built over property line onto common open space; permit denied, but construction proceeded. Multiple red tags issued (\$775 in fines from the county), not paid. Monroe's attorney claimed verbal consent from neighbors to amend master deed; five homeowners submitted letters (9098, 9126, 9020, 9032 and 9044 Eva Lane) opposing encroachment. 4 residents from (9098, 9126, 9020 and 9032) Eva Lane spoke on the matter. Civil infraction ticket will be issued every 7 days until compliant.



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		T. Foote- Y M. Brown- Y	
13	Shredding Contract	<p>Motion to hire Corrigan record storage after the AccuShred contract is up in September for our document shredding needs by M. Brown.</p> <p>Second by S. Porter.</p> <p>Motion carried 5-0 in roll call vote:</p> <p>D. Grubb- Y G. Pushies- Y S. Porter- Y T. Foote- Y M. Brown- Y</p>	<ul style="list-style-type: none"> The current contract with AccuShred is up for renewal in September. Proposal to switch to Corrigan: purchase container for \$200, pay \$35 per on-call pickup, estimated 2–3 pickups per year. The board approved switch to Corrigan for cost savings and flexibility.
14	Proposal for Headland Solar Noise Assessment	<p>Motion to accept sound study services from K&S dated June 24th, 2025, not to exceed \$4680 by G. Pushies.</p> <p>Second by D. Grubb.</p> <p>Motion carried 5-0 in roll call vote:</p> <p>D. Grubb- Y G. Pushies- Y S. Porter- Y T. Foote- Y M. Brown- Y</p>	<ul style="list-style-type: none"> Two proposals from K&S Engineers: <ul style="list-style-type: none"> \$9,360 for comprehensive baseline and operational noise studies in both Conway and Cohoctah Townships. \$7,310 for operational study only. Legal counsel suggests baseline may have limited legal value but could be useful for future reference. The board approved comprehensive study, sharing costs with Cohoctah Township; Conway's portion is \$4,680.
	Board Member Discussion		<p>General Discussion:</p> <ul style="list-style-type: none"> Encouragement for public participation in master plan and solar discussions.



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			<ul style="list-style-type: none"> • Payroll report needed for April/May. • Check for Identity theft policy. • Investment policy needs review for the next meeting. • S. Porter asked to have view only access to BS&A if permitted. <p>Luke Bryan Concert Permit Update</p> <ul style="list-style-type: none"> • Discussion: <ul style="list-style-type: none"> ○ Concert permit application stalled due to unresolved 911 and cellular service issues. ○ Promoter unable to secure required sign-offs from emergency services and carriers. ○ Event may relocate to another township. <p>Unemployment Filing Status</p> <ul style="list-style-type: none"> • Payroll and unemployment tax filing status under review; reimbursing vs contributing employer. • Still waiting on Heartland to file Q1 & Q2. <p>FOIA Request</p> <ul style="list-style-type: none"> • FOIA request is in progress. • Downloading older FOIAs from Civic Plus before the website button is removed.
	Last Call to the Public		3 members of the public spoke.
		Motion to adjourn made by M. Brown. Second by G. Pushies. Motion carried 5-0.	Meeting adjourned at 9:57pm.



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		Meeting adjourned at 9:57pm.	
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Approved: 8/19/2025