



Conway Township Board of Trustees

Regular Board Meeting Minutes

September 16th, 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 D. Grubb. Second by G. Pushies. Motion Amended.</p> <p>Motion to table minutes approval to October meeting for revisions by T. Foote. Second by M. Brown. Motion carried 5-0.</p> <p>Motion to approve the consent agenda items 2-4 by D. Grubb. Second by G. Pushies. Motion carried 5-0.</p>	<ul style="list-style-type: none"> Questions were immediately raised regarding expenditures; specifically legal fees related to the solar project. A board member expressed concern about the amount and requested a more detailed line-item breakdown for legal costs and planner fees. It was clarified that the escrow fund requires invoices before releasing payments, and the township plans to submit invoices promptly as they are received. A question was also asked about the remaining balances in both the escrow and legal funds. During the discussion, issues with the August 19, 2025, meeting minutes were identified, leading to a motion to table them for revision until the October meeting.
	Additions to agenda/approval of meeting Agenda	<p>Motion to approve the meeting agenda as amended by S. Porter. Second by G. Pushies. Motion carried 5-0.</p>	<ul style="list-style-type: none"> Supervisor's report added to 16 PHP here to speak and added to presentations Fire Board Pay Rate Added to 9a Frech Show Cause added to 9b Eva Lane added to 9c
	First call to the public		No one spoke from the public regarding agenda topics



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5	County Planning Commission Report		<ul style="list-style-type: none"> The rezoning of parcel O-23 (N-59s) for a Sheetz, car wash, and Chick-fil-A was approved. An opening is available on the county planning commission. The commission is reviewing zoning changes in Deerfield, Genoa, and Howell Townships. There is confusion regarding a PA 116 application from Handy Township, as it is believed their board has not yet voted on it.
6	Planning Commission Ex-Officio Report		<ul style="list-style-type: none"> Elm Street Rezoning was approved by the Township PC, has been sent to the county PC for review.
7	Clerk's Update		<ul style="list-style-type: none"> Identity Theft policy is currently being drafted. The township received a payment request for recreation and is awaiting final details from Handy Township to complete the new recreation contract.
8	Cemetery Report		<ul style="list-style-type: none"> A significant problem with groundhogs digging under gravestones was discussed. It was recommended to seek a professional solution by contacting a pest control company to assess the situation and provide recommendations Cemetery minutes will now be submitted monthly.
	Presentation	Motion to approve the 2024-2025 audit by D. Grubb.	<ul style="list-style-type: none"> Tyler Baker of Manor Costerisan presented the audit report for the fiscal year ending March 31, 2025.



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		Second by G. Pushies. Motion carried 5-0.	<p>Noting that the township was in a good position financially and that the audit went well.</p> <ul style="list-style-type: none"> Charlie presented an update on the township's finances; the township is in a very healthy and well-managed financial position. He concluded that the township is in strong standing and that progress on the long-term accounting plan is ahead of schedule.
9	BS&A for Trustees (view only)		<ul style="list-style-type: none"> An attempt was made to create "view only" accounts for trustees in the BS&A software. However, the system's user roles were limited to clerk, treasurer, assessor, supervisor, and auditor, with no option for a trustee role. After contacting BS&A support via a help ticket was issued. The account creation is currently in process.
9a	Fire Board Pay Rate		<ul style="list-style-type: none"> The board needs to review and update the entire payroll resolution to include all committee pay rates and correct outdated information.
9b	Frech Hearing		<ul style="list-style-type: none"> Zoning Admin was not present, and no written response was provided to the Board as discussed at last month's meeting.
9c	Eva Lane		<ul style="list-style-type: none"> Zoning Admin was not present, and topic was tabled until next month's meeting for official update.
10	PA- 116	Motion to deny the PA-116 application due to lack of and inconsistent information by G. Pushies. Second by T. Foote.	<ul style="list-style-type: none"> The denial was due to the application being incomplete and containing inconsistent information.



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		Motion carried 5-0.	
11	GIS Mapping-System Imaging	<p>Motion to approve GIS mapping system not to exceed \$1000 by M. Brown.</p> <p>Second by S. Porter.</p> <p>Motion carried 5-0 in roll call vote:</p> <p>D. Grubb: Yes T. Foote: Yes G. Pushies: Yes S. Porter: Yes M. Brown: Yes</p>	<ul style="list-style-type: none"> The board discussed the cost for the GIS mapping system, which is used by staff. The estimated cost provided was \$708.41. Because this was an estimate and not a final bill, an initial motion to approve was rescinded. To avoid having to bring the item back to the board once the final invoice is received, a new motion was proposed to approve a “not to exceed” amount of \$1,000 for the GIS mapping system.
12	New Zoning Maps & Section Maps	<p>Motion to approve whole set of sales/land value and ECF maps for \$258 by G. Pushies.</p> <p>Second by D. Grubb.</p> <p>Motion carried 5-0.</p> <p>Motion to approve one zoning map and one pdf of section maps by T. Foote.</p> <p>Second by G. Pushies.</p> <p>Motion carried 5-0.</p>	<ul style="list-style-type: none"> The board discussed purchasing several new maps. The initial request was for a single land value map (\$86) to perform a one-time check against existing records. A motion was made to purchase the entire set for \$258. A separate motion was then discussed and approved for one new large zoning map and a PDF of the section maps for a total of \$206, as the current ones are outdated due to recent splits and changes.
13	Zoning Board of Appeals MSU Training	<p>Motion to approve ZBA MSU Certification Training by S. Porter.</p> <p>Second by G. Pushies.</p> <p>Motion carried 5-0.</p>	
14	Appointment of New Planning Commission	<p>Motion to appoint Kelly Ralko to vacant planning commission seat by S. Porter.</p> <p>Second by G. Pushies.</p>	



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	on Member	Motion carried 4-1.	
15	Zoning Administra tor Training	<p>Motion to approve zoning administration training not to exceed \$900 by M. Brown.</p> <p>Second by G. Pushies.</p> <p>Motion passed 3-2 in roll call vote:</p> <p>D. Grubb: Yes T. Foote: Yes G. Pushies: Yes S. Porter: No M. Brown: No</p>	
16	Supervisor s Report		<ul style="list-style-type: none"> • Congratulated the board on the progress with the BS&A system. • The gravel portion of Owosso Road is complete, with plans to finish the rest next year in coordination with the county. • Fowlerville Road is nearing completion. • There was discussion about drainage issues on Chase Road. • An update on the hall building was also given; contractors recently fixed several siding and nailing issues. However, some cosmetic issues like bows in studs and a wrinkle in the siding remain, attributed to installation in cold weather. The issue of potential mold in the attic, which was previously identified but not remediated, was also brought up as an outstanding item.



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	Board Member Discussion		Board had small discussion on various topics.
	Last Call to the Public		1 member of the public spoke on various topics.
		Motion to adjourn made by G. Pushies. Second by D. Grubb. Motion carried 5-0.	Meeting adjourned at 8:56pm.

Approved: 10/21/2025