



## Conway Township Board of Trustees

### Regular Board Meeting Minutes

**November 18th, 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	Motion to approve Consent Agenda by T. Foote. Second by G. Pushies. Motion carried 3-2.	<ul style="list-style-type: none"> <li>• Information update from Treasurer regarding reconciliations and bank procedures</li> <li>• It was noted that October disbursements were not included in the public report. It was clarified that October disbursements (Oct 1–26) were approved last meeting, and no additional checks were printed from the last meeting to Nov 1.</li> <li>• The packet should not have stated “October disbursements” and will correct for next time.</li> </ul>
	Additions/ Approval of Board Meeting Agenda	<p>Motion to approve agenda as amended by M.Brown. Second by T. Foote. Motion carried 5-0.</p> <p>Motion that the Board enters into closed session under section 8(a) of the Open Meetings Act to consider dismissal or disciplining of a public employee, as the employee requested a closed hearing by T. Foote. Second by G. Pushies.</p>	<ul style="list-style-type: none"> <li>• Add Payment of Headland Solar Application fees to #22</li> <li>• Closed session entered at 7:18 PM</li> <li>• Meeting reconvened at 8:12pm</li> </ul>



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		<p>Motion carried 5-0 in roll call vote:  T. Foote- Y  G. Pushies- Y  D. Grubb- Y  S. Porter- Y  M. Brown- Y</p> <p>Motion to reconvene at 8:12pm by M. Brown.  Second by G. Pushies.  Motion carried 5-0.</p> <p>Motion to approve closed session meeting minutes for 11/18/2025 by T. Foote.  Second by G. Pushies.  Motion carried 5-0.</p>	
	Call to the Public Regarding Agenda Items Only		One person spoke from the public regarding agenda topics
5	County Planning Commission Report		<ul style="list-style-type: none"> <li>• Iosco and Brighton Township – Text amendments approved.</li> <li>• Conway Township conditional rezoning denied as it wasn't presented correctly.</li> <li>• Howell Township conditional rezoning was also denied.</li> </ul>
6	Planning Commission Ex- Officio Report		<p>Public hearing on ordinance amendments for:</p> <ul style="list-style-type: none"> <li>• Aircraft/airport camping</li> <li>• Accessory use for airports</li> </ul>



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			<p>The hearing was closed and the amendments were passed by the Planning Commission.</p> <ul style="list-style-type: none"> <li>• Discussion on “essential service” ordinances – still in progress.</li> <li>• Brief discussion on Elm Street issues related to current board agenda.</li> <li>• Master plan work dominated new business; a potential data center and cryptocurrency ordinance was introduced as a future topic.</li> </ul>
7	Clerk's Update		<ul style="list-style-type: none"> <li>• The clerk is working on a draft list of regular vendors to streamline the consent agenda.</li> <li>• Charlie will come in the first week of December to review payroll process, reconciliations, and whether reconciliations should be presented to the board an extra month behind</li> </ul>
8	Cemetery Appointments and Report	<p>Motion to have the sexton attach Veteran plate for \$200 by S. Porter.            Second by G. Pushies.            Motion carried 5-0 in roll call vote:            T. Foote- Y            G. Pushies- Y            D. Grubb- Y            S. Porter- Y            M. Brown- Y</p> <p>Motion to nominate Tara Foote to the Cemetery</p>	<ul style="list-style-type: none"> <li>• A veteran's grave plate for a Korean War veteran was found in the storage closet. Heritage Monument can mount it to the correct headstone for \$200.</li> <li>• Tara Foote was nominated and appointed to the cemetery committee.</li> <li>• The committee's officers (Chair: Jamie Hertzler, Co-Chair: Gary Klein, Secretary: Brande Nogafsky) were formally approved by the board as required by the by-laws.</li> <li>• The committee raised concerns about several large, old monuments in the cemeteries that are at risk of falling.</li> </ul>



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**Regular Board Meeting Minutes**

**November 18th, 2025, at 7pm.**

		<p>committee by G. Pushies. Second by D. Grubb. Motion carried 5-0.</p> <p>Motion for the Conway Township Board to appoint the officers for the cemetery committee for a two-year term which ends on 12/31/2027: Chair- Jamie Hertzler, Co-Chair- Gary Klein, Secretary- Brande Nogafsky, Jeff Klein, Russ Cesarz, Tara Foote and Rachel Kreeger by M. Brown. Second by D. Grubb. Motion carried 5-0.</p>	<p>They will gather bids for repair work, prioritizing by severity, to present to the board.</p>
9	<p>BS&amp;A for Trustees (view only)</p>		<ul style="list-style-type: none"> <li>The issue has been resolved. Both trustees have received their "view only" access and have confirmed receipt of the email to change their passwords.</li> </ul>
10	<p>Resolution to amend Resolution 200824 Township Pay</p>	<p>Motion to approve resolution 251811-1 with amendments by S. Porter. Second by M. Brown. Motion carried 5-0.</p>	<ul style="list-style-type: none"> <li>The board reviewed Resolution 200824 and needs to be updated to Resolution 251811-1</li> <li>The clerk pointed out two typographical errors that need correction: an extra "4" next to the date "November 18th, 2025" and an inaccurate date listed at the bottom of the second page.</li> </ul>
11	<p>Eva Lane Update</p>	<p>Motion that we issue another citation and if no response within</p>	<ul style="list-style-type: none"> <li>The Livingston County Building Department and their attorney suggested a survey to officially</li> </ul>



**Conway Township Board of Trustees**

**Regular Board Meeting Minutes**

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		<p>seven days, unless our ordinance has different specifications regarding response time. That we then pursue getting a survey done and taking this up with the county when we get the written response from the county by T. Foote.          Second by M. Brown.          Motion carried 5-0 in Roll Call Vote:          T. Foote- Y          G. Pushies- Y          D. Grubb- Y          S. Porter- Y          M. Brown- Y</p>	<p>document the encroachment, which would cost \$1,650. If the survey is done, the county has verbally indicated they would handle the removal.</p> <ul style="list-style-type: none"> <li>• Obtain written confirmation from the county that they will handle the pool removal if a survey is provided.</li> <li>• If no response to the citation and written confirmation is received, proceed with a one-side survey of the common line, not to exceed \$1,650.</li> </ul>
12	<b>Apex Pricing</b>	<p>Motion to approve the \$655 Apex software for the assessors new computer by S. Porter.          Second by D. Grubb.          Motion carried 5-0 in Roll Call Vote:          T. Foote- Y          G. Pushies- Y          D. Grubb- Y          S. Porter- Y          M. Brown- Y</p>	<ul style="list-style-type: none"> <li>• A new computer is being set up for the Assessor who requires an updated version of Apex software to perform her job.</li> <li>• The cost for the software update is \$655.</li> </ul>
13	<b>Fowlerville Recreation Letter</b>	<p>Motion to postpone the Fowlerville Recreation Letter to next month's meeting by G. Pushies.          Second by T. Foote.          Motion carried 5-0.</p>	<ul style="list-style-type: none"> <li>• The meeting relating to this matter was pushed to next Wednesday.</li> <li>• A motion was made to postpone the discussion until next month's meeting in December to allow for a follow-up after that meeting occurs.</li> </ul>



## Conway Township Board of Trustees

### Regular Board Meeting Minutes

November 18th, 2025, at 7pm.

14	Mold Update (attic)		<ul style="list-style-type: none"> <li>The board has contacted five different contractors for mold remediation. So far, one has visited the site and stated the issue is isolated. Another meeting with a second contractor on Thursday at noon. We are awaiting callbacks from others.</li> </ul>
15	Applied Innovations		<ul style="list-style-type: none"> <li>The project manager will soon reach out with arrival and delivery scheduling for the new computers.</li> </ul>
16	AT&T	<p style="color: green;">Motion that we switch our cell phone service to first net and pay off the remaining AT&amp;T balances by T. Foote. Second by G. Pushies. Motion carried 5-0 in Roll Call Vote: T. Foote- Y G. Pushies- Y D. Grubb- Y S. Porter- Y M. Brown- Y</p>	<ul style="list-style-type: none"> <li>The board discussed switching their cell phone provider to FirstNet, which is still through AT&amp;T but is a service for government agencies.</li> <li>The switch would save a significant amount of money, reducing the monthly bill from approximately \$274 to \$149.97 for three phones. The plan involves purchasing three new phones for \$2.97 total and paying off a remaining balance of \$299 on a device from the old plan, as well as the current bill. The three phones will be for zoning, the clerk, and the deputy clerk.</li> </ul>
17	Elm Street Conditional Rezoning	<p style="color: green;">Motion to approve Elm Street conditional rezoning by T. Foote. Second by M. Brown. Motion carried 4-0 in roll call vote with 1 recusal: G. Pushies- Recused due to living near property. D. Grubb- Y T. Foote- Y S. Porter- Y</p>	<ul style="list-style-type: none"> <li>The board discussed the conditional rezoning of the Elm Street property. Legal counsel cited MCL 125-405, which allows a property owner to voluntarily propose conditions for rezoning. If the conditions are violated or the agreed-upon timeframe lapses, the zoning reverts. This process is not considered spot zoning because it is a conditional agreement.</li> <li>The Planning Commission has recommended moving forward. It was</li> </ul>



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### Regular Board Meeting Minutes

November 18th, 2025, at 7pm.

		M. Brown- Y	<p>noted that a mix-up occurred when the packet was sent to the Livingston County Planning Commission, where the conditions proposed by the owner were omitted, causing some confusion in their review.</p> <ul style="list-style-type: none"> <li>The board confirmed that if approved, the official zoning map would need to be amended to reflect the conditional rezoning.</li> </ul>
18	<b>Doyle Contract (Replacement for PHP)</b>	<p>Motion to discontinue PHP and accept the Doyle &amp; Associates contract not to exceed \$13,200 by T. Foote. Second by G. Pushies.</p> <p>Motion carried 5-0 in roll call vote:  D. Grubb- Y  G. Pushies- Y  T. Foote- Y  S. Porter- Y  M. Brown- Y</p>	<ul style="list-style-type: none"> <li>The board discussed transitioning their accounting and treasury services from PHP to Doyle and Associates. This is because Charlie, who has been handling their accounting, BS&amp;A system training, and treasury functions, has moved from PHP to Doyle and Associates.</li> <li>Ken from PHP has agreed to the transition. The new contract with Doyle and Associates is identical in terms and hourly rate to the previous one with PHP, with a cap not to exceed \$13,200.</li> </ul>
19	<b>Fee Schedule</b>	<p>Motion to make solar escrow account \$75,000 from \$10,000 by M. Brown. Second by G. Pushies.</p> <p>Motion amended to make solar escrow account \$100,000 by G. Pushies. Second by D. Grubb. Motion carried 5-0.</p>	<ul style="list-style-type: none"> <li>The first change proposed was to increase the escrow account for utility-scale renewable energy permits from \$10,000 to \$100,000 based on the costs incurred with the Headland Solar Project as it's easier to return excess funds than to request more.</li> <li>A second issue was raised regarding the special meeting fee for the Board of Trustees, which at \$200 does not cover costs.</li> </ul>



**Conway Township Board of Trustees**

**Regular Board Meeting Minutes**

**November 18th, 2025, at 7pm.**

		<p>Motion to make special meetings \$392 from \$200 and to add date on the top of the Fee Schedule by S. Porter. Second by T. Foote.</p> <p>Motion to amend to put the date at the top and have the Board of Trustees special meeting fee scheduled to \$500 by T. Foote. Second by S. Porter. Motion carried 5-0.</p>	<ul style="list-style-type: none"> <li>• Add an "as of" date to the fee schedule document.</li> </ul>
20	<b>Amend Budget</b>	<p>Motion to accept resolution 251118 to adopt the amended budget for 2025-2026 by M. Brown. Second by S. Porter. Motion carried 5-0.</p>	<ul style="list-style-type: none"> <li>• The board reviewed the amended budget which projects costs to the end of the fiscal year to minimize the need for last-minute fund transfers. A condensed resolution version and a detailed long version showing every account were provided. The goal is to input the amended figures into the BS&amp;A system once approved.</li> </ul>
21	<b>Appointment of Planning Commission Members Lucas Curd and Kayla Poissant</b>	<p>Motion that the Conway Township Board reappoints the Planning Commission Lucas Curd to a 3-year term ending 12/31/2028 by M. Brown. Second by S. Porter. Motion carried 5-0.</p>	<ul style="list-style-type: none"> <li>• The board addressed two re-appointments to the Planning Commission whose terms were up- Lucas Curd and Kayla Poissant.</li> <li>• It was also announced that Shawn Morrison is too busy to continue the Planning Commission but has offered to stay until a replacement is found.</li> <li>• The board has decided to post the opening to the paper/ website and will</li> </ul>



**Conway Township Board of Trustees**

**Regular Board Meeting Minutes**

**November 18th, 2025, at 7pm.**

		<p>Motion that the Conway Township Board reappoints the Planning Commission Kayla Poissant to a 3-year term ending 12/31/2028 by M. Brown. Second by S. Porter. Motion carried 5-0.</p>	<p>discuss the transition at the next meeting.</p>
22	<p><b>Payment of Headland Solar Application Fees.</b></p>	<p>Motion to send over fees owed to legal counsel by G. Pushies. Second by M. Brown. Motion carried 5-0.</p> <p>Motion to pay K&amp;S engineering \$2,337 from the general fund to be reimbursed by the solar fund when we when we get those by T. Foote. Second by D. Grubb.</p> <p>Motion carried 5-0 in roll call vote: S. Porter- Y D. Grubb- Y G. Pushies- Y T. Foote- Y M. Brown- Y</p>	<p>Township has significant unpaid invoices from Headland Solar:</p> <ul style="list-style-type: none"> <li>• Multiple invoices sent, no payment.</li> <li>• Supervisor has emailed and called project contact (Drew) and CEO with no response.</li> <li>• Other townships reportedly facing similar non-payment.</li> <li>• Certified mail shows earlier letters delivered. Another certified letter sent last week; return cards pending.</li> <li>• Total outstanding balance: \$44,199.10, including legal, planning, and K&amp;S Engineering sound study fees. Vendors are pressing for payment.</li> </ul>
	<p><b>Board Member Discussion</b></p>	<p>Motion to reimburse the Deputy Treasurer and Treasurer for their Christmas Luncheon for \$29 by S. Porter. Second by G. Pushies.</p>	<ul style="list-style-type: none"> <li>• Fire Board meeting on November 24<sup>th</sup>.</li> <li>• Board discussed Escrow accounts.</li> </ul>



**Conway Township Board of Trustees**

**Regular Board Meeting Minutes**

**November 18th, 2025, at 7pm.**

		Motion carried 5-0.	
	<b>Last Call to the Public</b>	Motion to reimburse \$33 for Assessors Holiday Party by S. Porter. Second by G. Pushies. Motion carried 5-0.	3 members 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 9:46pm.

Approved: 12/16/2025