



## Conway Township Board of Trustees

### Regular Board Meeting Minutes

October 21st, 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 excluding invoice 924981 from Foster Swift by G. Pushies.</p> <p>Motion Amended.</p> <p>Motion to amend consent agenda approval to exclude Foster Swift invoice 924981 and to adopt amended Aug 19<sup>th</sup> mins by M. Brown.</p> <p>Second by T. Foote.</p> <p>Motion carried 4-1.</p>	<ul style="list-style-type: none"><li>Correct August 19<sup>th</sup>, 2025, minutes to update the correct amount to \$487.10 for the payroll overpayment.</li><li>Applied Innovations Payments<ul style="list-style-type: none"><li>A question was raised about three payments made to Applied Innovations on 9/12, 9/17, and 9/15.</li><li>It was explained that the company had changed its billing system, causing one bill to be missed and resent. The payments were not late, and no late fees were incurred.</li></ul></li><li>A request was made for the board to be notified of any late fees paid by the township.</li><li>An account was reported to be off by two cents.<ul style="list-style-type: none"><li>The concern was prior period adjustments</li><li>The discrepancy was caused by a bank clearing a check for the incorrect amount.</li><li>An adjusting journal entry was made to correct the balance before the bank reconciliation was finalized, resulting in a zero difference.</li></ul></li></ul>



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			<ul style="list-style-type: none"><li>○ A question remained as to why a report printed on 10/8 still showed an “unreconciled difference.”</li></ul>
	Additions/ Approval of Board Meeting Agenda	Motion to add items 22 and 23 to the agenda as stated by S. Porter. Second by G. Pushies. Motion carried 5-0.	<ul style="list-style-type: none"><li>● Add Conway Township Social Security Policy 18 to item number 22.</li><li>● Add Foster Swift Bill 924981 to item number 23.</li></ul>
	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>● The county approved text amendments for Iosco and Brighton Townships but denied conditional rezonings for Conway and Howell Townships as they were inconsistent with their master plans.</li></ul>
6	Planning Commission Ex- Officio Report		<ul style="list-style-type: none"><li>● The commission approved minutes and focused its discussion on the master plan.</li></ul>
7	Clerk's Update		<ul style="list-style-type: none"><li>● Draft of Identity theft policy is complete.</li></ul>
8	Cemetery Report		<ul style="list-style-type: none"><li>● The groundhog problem at the cemetery has been resolved.</li><li>● A paid fall cleanup is not considered necessary due to diligent maintenance by residents.</li></ul>
9	Fire Authority Update		<ul style="list-style-type: none"><li>● The end-of-September meeting covered community money, the fire reserve, a</li></ul>



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			<p>budget amendment, the establishment of 2025-26 property tax millage rates, and resolutions for the fiscal year budget and transfers to reserves.</p>
10	<b>Fiber Buildout by TDS</b>		<ul style="list-style-type: none"><li>• TDS is ahead of schedule on a project to install 27.1 miles of fiber optics in the northwest corner of the township and is expected to be completed by the end of the year.</li></ul>
11	<b>Revenue Sharing</b>	<p>Motion to sign the advocacy letter, along with other townships, protesting the funding cuts and stating that the township cannot afford to lose this revenue by M. Brown. Second by S. Porter.</p> <p>Motion carried 5-0.</p>	<ul style="list-style-type: none"><li>• The township is projected to lose \$9,700 in state funding due to recent changes in the state budget. This is an improvement from an earlier projection that showed a loss of nearly \$25,000.</li></ul>
12	<b>BS&amp;A for Trustees (view only)</b>		<ul style="list-style-type: none"><li>• The account creation is currently in process and waiting to connect with BS&amp;A to finish the process.</li></ul>
13	<b>Resolution 200824 Township Pay</b>	<p>Motion to pay the Assessor for \$20 an hour for 8 hours by S. Porter. Second by G. Pushies.</p> <p>Motion carried 5-0.</p>	<ul style="list-style-type: none"><li>• The board reviewed Resolution 200824 and identified necessary changes before approval.<ul style="list-style-type: none"><li>◦ The assessor's pay listed in the document is incorrect and needs to be updated.</li><li>◦ The pay for the ex officio member needs to be added to the resolution.</li></ul></li><li>• The resolution will be tabled until the next meeting to allow for the document to be updated.</li></ul>



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			<ul style="list-style-type: none"><li>• A separate motion was passed to compensate the assessor for 8 hours of work missed due to a class that was rescheduled from a Saturday to a Friday.</li></ul>
14	Eva Lane Update	Motion to send issue to Foster Swift requesting legal opinions and options and to communicate with the county to see if they will enter joint litigation by G. Pushies. Second by D. Grubb  Motion carried 5-0.	<ul style="list-style-type: none"><li>• The owner of the Eva Lane property has failed to pay the third and final ticket of \$500 related to a non-compliant pool and deck. The first two tickets were paid.</li><li>• The ticket was issued over a month ago, and the police are awaiting directions from the board on how to proceed.</li><li>• The board is considering taking the owner to court or issuing another ticket.</li><li>• The county building department has also issued \$775 in fines, and the possibility of a joint lawsuit was discussed.</li><li>• The county has been reluctant to handle the case independently but verbally indicated they might participate in a joint legal action. The property owners have unpaid tickets with Livingston County totaling \$775.</li></ul>
15	Frech Show Cause Update		<ul style="list-style-type: none"><li>• A camper that was previously an issue has been removed from a property. The matter is now considered closed with no further action required.</li></ul>
16	Fowlerville Recreation Letter		<ul style="list-style-type: none"><li>• The school board is still requesting a payment of \$11,362 from the township.</li><li>• Other townships that did not pay the full amount have also received similar letters.</li></ul>
17	Bids for Snow Removal	Motion to approve the snow removal bid by CGM Services, LLC, by G. Pushies.	<p>One bid was received by CGM Services, LLC.</p> <ul style="list-style-type: none"><li>• Parking Lot Plowing: \$75 per event (1-5 inches).</li><li>• Sidewalks: \$35 per hour, per person.</li></ul>



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		<p>Second by T. Foote.</p> <p>Motion carried 5-0 in roll call vote:</p> <p>G. Pushies- Y D. Grubb- Y T. Foote- Y S. Porter- Y M. Brown- Y</p>	<ul style="list-style-type: none"><li>• Salt: \$19 per unit.</li><li>• Estimated Total: Approximately \$229 per service event, which is cheaper than the previous year.</li></ul>
18	<b>Spicer Contract Extension</b>	<p><b>Motion to accept the extension of the Spicer contract as written by M. Brown.</b></p> <p>Second by S. Porter.</p> <p>Motion carried 4-1 in roll call vote:</p> <p>D. Grubb- Y G. Pushies- N T. Foote- Y S. Porter- Y M. Brown- Y</p>	<ul style="list-style-type: none"><li>• The extension continues the same terms without adding new funds, effectively keeping Spicer on retainer.</li></ul>
19	<b>Weed Control for Detention Pond</b>	<p><b>Motion to amend agenda to add item number 24-County Equalization by S. Porter.</b></p> <p>Second by G. Pushies.</p> <p>Motion carried 5-0.</p>	<ul style="list-style-type: none"><li>• Save quotes and revisit in February for spring treatments.</li><li>• It was remembered after this discussion to add County Equalization to item number 24.</li></ul>
20	<b>Applied Innovations</b>	<p><b>Motion to accept applied innovations quote for computers listed for replacement and upgrades for three years premium support plus warranty and replacement costs for</b></p>	<ul style="list-style-type: none"><li>• Several desktops cannot support Windows 11 and need to be replaced.</li><li>• Proposal to replace with Lenovo ThinkPad laptop workstations</li><li>• Assessing department has Apex program (\$1,000 device-specific license); timing of replacement should</li></ul>



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		<p>computer township loss via an accident not to exceed \$12,000 by M. Brown.</p> <p>Second by D. Grubb.</p> <p>Motion carried 5-0 in roll call vote:</p> <p>G. Pushies- Y D. Grubb- Y T. Foote- Y S. Porter- Y M. Brown- Y</p>	<p>avoid disruption; consider delaying assessor's computer if needed.</p> <ul style="list-style-type: none"><li>Verify if quote includes replacement for destroyed device; confirm device count</li></ul>
21	AT&T		<ul style="list-style-type: none"><li>The board reviewed a proposal to switch from its current AT&amp;T plan (\$266/month) to FirstNet by AT&amp;T. The new plan would provide priority network service for government and first responders and reduce the monthly cost to approximately \$135.06 for three phones.</li></ul>
22	Conway Township Social Security Policy 18	<p>Motion to delete e-mail to the trash and empty trash bin for an e-mail that was received by board members on 10/15 by S. Porter.</p> <p>Motion Rescinded.</p> <p>Motion to contact PHP to review and revise payroll processes to determine record retention procedures necessary for state and federal compliance to ensure employees'</p>	<ul style="list-style-type: none"><li>E-mail that was under question has been recalled and the attachments/e-mail have been removed/ deleted permanently.</li></ul>



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	<p>private information is secure. This is to include and not limited to any payroll reports, W-2's, MI-1028 and voided checks used for direct deposits by S. Porter. Second by M. Brown.</p> <p>Motion carried 4-1 in roll call vote: S. Porter- Y D. Grubb- Y G. Pushies- N T. Foote- Y M. Brown- Y</p> <p>Motion to have PHP to follow up with the board on what changes were necessary to implement and report back to the board via e-mail by S. Porter. Second by M. Brown. Motion carried 4-1.</p> <p>Motion to have identity theft policy reviewed by Foster Swift to have by Dec. 16<sup>th</sup>, 2025, board meeting by S. Porter. Second by T. Foote. Motion carried 4-1.</p>	
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23	<b>Foster Swift Bill 924981</b>	<p>Motion to pay \$1899.70 on invoice 924981 by S. Porter. Second by T. Foote.</p> <p>Motion carried 4-1 in roll call vote: T. Foote- Y D. Grubb- Y G. Pushies- N S. Porter- Y M. Brown- Y</p>	<ul style="list-style-type: none"><li>The board addressed disputed charges on an invoice from the law firm for unrequested work related to drafting moratorium and Bitcoin/Data Center ordinances. The firm's partner mistakenly believed the work was requested.</li><li>Clerk will reach out to have invoice corrected and have those items removed.</li></ul>
24	<b>County Equalization</b>	<p>Motion to opt- out and not sign designated assessor agreement by S. Porter. Second by D. Grubb.</p> <p>Motion carried 5-0.</p>	<ul style="list-style-type: none"><li>The county's new proposed designated assessor requires a retainer fee. A designated assessor is not mandatory, and the collaborative Livingston County Assessors Association can provide temporary support if needed.</li></ul>
	<b>Board Member Discussion</b>		<ul style="list-style-type: none"><li>A review of a past attic mold remediation project confirmed the contractor's cost was inexpensive compared to competitors.</li><li>The township is fully compliant and current with all required filings for MWAM.</li></ul>
	<b>Last Call to the Public</b>		2 members of the public spoke on various topics.
		<p>Motion to adjourn made by G. Pushies. Second by D. Grubb. Motion carried 5-0.</p>	Meeting adjourned at 9:30pm.

Approved: 11/18/2025