

These minutes are subject to approval at the August 20, 2019 meeting

REGULAR MEETING

July 16, 2019

Supervisor Rife called the meeting to order at 7:00 p.m. with the pledge of allegiance to the American flag.

Present: Parsons, Rife, Grubb, Anderson. Absent: Kreeger

Motion to approve the consent agenda. Motion by Parsons. Support by Grubb. Motion approved. Included in the consent agenda: June 11, 2019 Board Minutes, Planning Commission Minutes, Zoning Administrator Report, Disbursements/Payroll/Budget Report, Cemetery Committee Minutes, Credit Card Statement, Recreation Report, Hall Rental Report. Motion approved.

Motion to approve the board agenda with an addition. Motion by Parsons. Support by Grubb. Motion approved.

Addition to Old Business No. 1 Financial Report.

Motion to approve the financial report. Motion by Parsons. Support by Anderson. Motion approved.

Motion to adopt Policy No. 16 Records Retention. Motion by Parsons. Support by Grubb. Motion approved.

Motion to purchase six new computers from NetSmart Plus at a cost of \$6174. Motion by Parsons. Support by Anderson. Motion approved.

Motion to authorize Planning Commission members to attend the MTA "Hot Topics" Training. Motion by Parsons. Support by Grubb. Motion approved.

Motion for Parsons to get a price on parking lot maintenance. Motion by Rife. Support by Grubb. Motion approved.

Motion to adjourn at 8:14. Motion by Parsons. Support by Grubb. Motion approved.

Catherine Anderson, Township Clerk

Elizabeth Whitt, Deputy Clerk

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CONWAY TOWNSHIP

Policy No. 16

Records Retention

I. PURPOSE

To adopt General Schedule #10 as the Township's Record Retention Schedule.

II. INFORMATION

The Township currently does not have an adopted Records Retention/Destruction Schedule.

General Schedule #10 was approved by the Michigan State Administrative Board in 1997 and most recently updated in 2014.

The Township has been following the guidelines in the Records Retention Schedule #10 for purging and destroying records.