

Conway Township

Regular Meeting

December 19, 2023

7:00 pm

AGENDA

Call to Order and Pledge of Allegiance

Roll Call

Consent Agenda Approval

1. Approve 11/21/2023 Meeting Minutes
2. Account Reconciliations
3. Disbursements/Payroll Report/Budget Report
4. Zoning Administrator Report
5. November Server Threat Event Report

Call to the Public Regarding Agenda Items Only

Additions to and /or approval of Board Meeting Agenda

6. Discussion on Public Hearing for SAD for Secluded Acres Private Roads

Presentations

Reports and Communications

7. Planning Commission Ex-Officio Report

Unfinished Business

8. New Planner

New Business

9. Resolution to adopt International Fire Code
10. Resolution to amend cemetery ordinance
11. Resolution for poverty exemptions
12. Camera for new drop box
13. Selection of contractor for roof replacement
14. Cleaning Service
15. Noise Ordinance
16. Noise ordinance waiver for Luke Bryan concert
17. Motion for planning commission training
18. Closed session with township attorney

Board Member Discussion

19. Recreation agreement

Call to the Public Regarding Any Item or Issue

Adjournment

CONWAY TOWNSHIP POLICY No. 7

PUBLIC COMMENT AND CONDUCT POLICY

Conway Township Board recognizes its obligation to obtain and the benefits to be received from public comments on matters pending before the Board. To provide an orderly and efficient manner to obtain public comment and to provide the public with an opportunity to participate in public meetings, the Conway Township Board hereby adopts the following policy for public comment and conduct at public meetings:

1. Public comment is restricted to only those times designated for public comment on the agenda, unless permitted otherwise by the chairperson or a majority of the Board. All persons addressing the Board shall comment only after being recognized by the chairperson conducting the meeting.
2. No individual speaker shall be permitted to speak more than 3 minutes regardless of topic and no time may be transferred or assigned by others to the speaker as to extend the 3-minute time limit. At the discretion of the chairperson, a speaker may be allowed to comment further than the three-minute limit. Alternatively, the chairperson may direct the speaker to submit further comment to the Board in writing at a later date.
3. When recognized by the chairperson to speak, the individual recognized shall approach and speak from the podium or location designated by the chairperson and shall not deviate from the location. When the speaker is advised by the chairperson to stop speaking when time has expired, the speaker shall cease speaking and be seated.
4. Prior to addressing the Board, each speaker shall first state for the record the speaker's name and address, the subject on which the speaker will speak, and state whether the speaker represents an organization or other person, and identify such organization or person. All remarks shall be addressed to the Board as a whole and not to any member thereof specifically or any other member of the public. Public comment is not intended to require Board members or Township staff to provide any answer to the speaker. Discussions between speakers and members of the audience will not be permitted.
5. Only one speaker will be acknowledged at a time. In the event that a group of more than three persons supporting or opposing the same position desires to be heard, in the interest of time, a spokesperson may be designated to express the group's concern and the spokesperson may be allotted up to 10 minutes to speak.
6. Public comments must be presented in a respectful manner and participants shall conduct themselves in an orderly and civil manner. Comments or language of a lewd, insulting, or provocative nature shall not be permitted. No person shall disrupt the Board and/or partake in behavior that becomes hostile, argumentative or threatens the public or an individual's safety, or is disruptive to the meeting. No person shall utilize any profane or obscene speech or gesture.
7. Violation of any provision of this policy shall be deemed a breach of the peace and such person will be asked to leave. If the person being asked to leave does not voluntarily leave or cease the behavior, the person may be ejected, and law enforcement may be called to remove the person.
8. Any person shall have the right to tape record, videotape or broadcast the proceedings of the Township Board, but shall not utilize the electric outlets of the Township without prior permission of the Township Clerk. Any tape recording, video camera or other camera utilized by any such person, shall be kept at least ten feet from all members of the Board and shall not be placed behind them.

This policy may be adopted for use by other boards, commissions, and committees of the Township. This policy or a summary of it may be placed on the back of the meeting agenda or made available with the meeting agenda.

Unapproved Minutes
Of the November 21, 2023
Conway Township
Regular Board Meeting
7:00 pm

REGULAR MEETING

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

Roll call: Supervisor William Grubb, Clerk Elizabeth Whitt, Treasurer Debra Grubb, Trustee George Pushies, Trustee Amy Crampton-Atherton.

Motion to approve the Consent Agenda, made by Whitt, supported by D Grubb. Motion passed.

Call to the public: 5 attendees spoke regarding responding MSU Solar Overlay Research, Secluded acres and road bids, and Planners.

Motion to approve the changes to the recreation agreement as presented made by Whitt, supported by Pushies. Motion passed.

Motion to approve the Pre-K change and strike the addition in quotes of the recreation board mission statement made by Whitt, supported by Pushies. Motion passed.

Motion that although there is no conflict of interest regarding Secluded Acres and I, due to the potential appearance of such I move that I recuse myself from discussion and voting on the subject made by Whitt, supported by Pushies. Roll call: unanimous yes. Motion passed.

Whitt left the board table to sit in the audience at 8:02pm.

Motion to schedule a public hearing for special assessment to the next board meeting on 12-19-23 made by W Grubb, supported by Pushies. Motion passed.

Whitt returned to the board table at 8:17pm.

Motion to accept Greatlakes Outdoor Solutions snow removal bid made by Whitt, supported by W Grubb. Motion passed.

Motion to appoint Rebecca Dockery as new zoning administrator made by Pushies, supported by D Grubb. Motion passed.

Motion to accept the fee schedule as presented made by Whitt, supported D Grubb. Motion passed.

Crampton-Atherton left the meeting at 9:14pm and returned at 9:16pm.

Motion to adopt Policy 23 – Planning Commission Training with recommended changes made by Whitt, supported by Crampton-Atherton. Motion passed.

Motion to Ask Mike Homier to deal with MSU Solar Overlay Research and MIT discussion made by Whitt, supported by Crampton-Atherton. Motion passed.

Pushies left the meeting at 9:53pm and returned at 9:55pm.

Call to the public: 4 attendees spoke regarding Secluded acres, internet, Zoning admin.

Motion to adjourn the meeting at 10:06 pm, made by Pushies, supported by D Grubb. Motion passed.

Elizabeth Whitt, Township Clerk

Gabi Bresett, Township Deputy Clerk

2:13 PM

12/05/23

Conway Township - Cemetery Fund #150
Reconciliation Summary
003.000 · BofAA - Cemetery, Period Ending 11/30/2023

	<u>Nov 30, 23</u>	
Beginning Balance		83,327.47
Cleared Transactions		
Checks and Payments - 3 items	-6,833.25	
Deposits and Credits - 3 items	5,757.88	
Total Cleared Transactions	<u>-1,075.37</u>	
Cleared Balance		<u>82,252.10</u>
Uncleared Transactions		
Deposits and Credits - 2 items	0.00	
Total Uncleared Transactions	<u>0.00</u>	
Register Balance as of 11/30/2023		<u>82,252.10</u>
Ending Balance		82,252.10

1:36 PM

12/05/23

Conway Township
Reconciliation Summary
000-002 · BofAA - Dog License, Period Ending 11/30/2023

	<u>Nov 30, 23</u>
Beginning Balance	148.34
Cleared Transactions	
Checks and Payments - 2 items	-135.00
Deposits and Credits - 1 item	0.02
Total Cleared Transactions	<u>-134.98</u>
Cleared Balance	<u><u>13.36</u></u>
Uncleared Transactions	
Checks and Payments - 2 items	-670.83
Total Uncleared Transactions	<u>-670.83</u>
Register Balance as of 11/30/2023	<u><u>-657.47</u></u>
Ending Balance	-657.47

1:35 PM

12/06/23

Conway Township
Reconciliation Summary
016.000 · BofAA - General Fund, Period Ending 11/30/2023

	<u>Nov 30, 23</u>
Beginning Balance	304,346.75
Cleared Transactions	
Checks and Payments - 26 items	-60,410.26
Deposits and Credits - 9 items	81,332.61
Total Cleared Transactions	<u>20,922.35</u>
Cleared Balance	<u>325,269.10</u>
Uncleared Transactions	
Checks and Payments - 14 items	-44,781.35
Deposits and Credits - 10 items	67,148.54
Total Uncleared Transactions	<u>22,367.19</u>
Register Balance as of 11/30/2023	<u>347,636.29</u>
New Transactions	
Checks and Payments - 3 items	-2,696.61
Total New Transactions	<u>-2,696.61</u>
Ending Balance	<u>344,939.68</u>

1:45 PM

12/05/23

Conway Township - Road Fund #201
Reconciliation Summary
005.000 · BofAA - Road Fund, Period Ending 11/30/2023

	<u>Nov 30, 23</u>	
Beginning Balance		4,427.83
Cleared Transactions		
Deposits and Credits - 1 item	<u>2.00</u>	
Total Cleared Transactions	<u>2.00</u>	
Cleared Balance		<u>4,429.83</u>
Uncleared Transactions		
Deposits and Credits - 1 item	<u>63,791.14</u>	
Total Uncleared Transactions	<u>63,791.14</u>	
Register Balance as of 11/30/2023		<u>68,220.97</u>
Ending Balance		68,220.97

1:43 PM

12/05/23

Conway Township - Road Fund #201
Reconciliation Summary
005.001 · Road Savings, Period Ending 11/30/2023

	<u>Nov 30, 23</u>
Beginning Balance	38,616.29
Cleared Transactions	
Deposits and Credits - 1 item	<u>41.27</u>
Total Cleared Transactions	<u>41.27</u>
Cleared Balance	<u>38,657.56</u>
Register Balance as of 11/30/2023	38,657.56
Ending Balance	38,657.56

1:21 PM

12/06/23

Conway Township
Reconciliation Summary
001.000 · BofAA - Tax Checking, Period Ending 11/30/2023

	<u>Nov 30, 23</u>
Beginning Balance	21,064.07
Cleared Transactions	
Checks and Payments - 2 items	-6,414.95
Deposits and Credits - 10 items	7,573.94
Total Cleared Transactions	<u>1,158.99</u>
Cleared Balance	<u>22,223.06</u>
Uncleared Transactions	
Checks and Payments - 5 items	-13,641.45
Total Uncleared Transactions	<u>-13,641.45</u>
Register Balance as of 11/30/2023	<u>8,581.61</u>
New Transactions	
Deposits and Credits - 2 items	30,835.45
Total New Transactions	<u>30,835.45</u>
Ending Balance	<u>39,417.06</u>

1:40 PM

12/05/23

Conway Township Trust & Agency Fund #701
Reconciliation Summary
001.000 · BofAA Trust & Agency Ckg, Period Ending 11/30/2023

	<u>Nov 30, 23</u>
Beginning Balance	8,310.95
Cleared Transactions	
Deposits and Credits - 2 items	353.84
Total Cleared Transactions	<u>353.84</u>
Cleared Balance	<u>8,664.79</u>
Uncleared Transactions	
Checks and Payments - 1 item	-350.00
Deposits and Credits - 2 items	0.00
Total Uncleared Transactions	<u>-350.00</u>
Register Balance as of 11/30/2023	<u>8,314.79</u>
Ending Balance	8,314.79

2:04 PM

12/06/23

Conway Township
Reconciliation Summary
002.000 - Chase - Building Fund, Period Ending 11/30/2023

	<u>Nov 30, 23</u>
Beginning Balance	133,247.95
Cleared Transactions	
Deposits and Credits - 1 item	<u>1.08</u>
Total Cleared Transactions	<u>1.08</u>
Cleared Balance	<u>133,249.03</u>
Register Balance as of 11/30/2023	133,249.03
Ending Balance	133,249.03

11:47 AM

12/12/23

Conway Township
Reconciliation Summary
008.001 · Flagstar Contingent CD, Period Ending 11/30/2023

	<u>Nov 30, 23</u>
Beginning Balance	196,187.93
Cleared Transactions	
Deposits and Credits - 1 item	<u>418.53</u>
Total Cleared Transactions	<u>418.53</u>
Cleared Balance	<u>196,606.46</u>
Register Balance as of 11/30/2023	196,606.46
Ending Balance	196,606.46

2:02 PM

12/06/23

Conway Township Reconciliation Summary

003.000 · Huntington - Cont Acct #2, Period Ending 11/30/2023

	<u>Nov 30, 23</u>
Beginning Balance	236,703.55
Cleared Transactions	
Checks and Payments - 1 item	-5.00
Deposits and Credits - 1 item	58.36
Total Cleared Transactions	<u>53.36</u>
Cleared Balance	<u>236,756.91</u>
Register Balance as of 11/30/2023	236,756.91
Ending Balance	236,756.91

1:27 PM

12/05/23

ARPA Fund #464
Reconciliation Summary

000.101 · Independent Bank ARPA Funds, Period Ending 11/30/2023

	<u>Nov 30, 23</u>
Beginning Balance	323,555.27
Cleared Balance	323,555.27
Register Balance as of 11/30/2023	323,555.27
Ending Balance	323,555.27

2:14 PM

12/06/23

Conway Township
Reconciliation Summary
009.000 · MSUFCU CD, Period Ending 11/30/2023

	<u>Nov 30, 23</u>
Beginning Balance	244,865.79
Cleared Balance	244,865.79
Register Balance as of 11/30/2023	244,865.79
Ending Balance	244,865.79

2:13 PM

12/06/23

Conway Township Reconciliation Summary

009.001 · MSUFCU Saver, Period Ending 11/30/2023

	<u>Nov 30, 23</u>
Beginning Balance	5.00
Cleared Balance	5.00
Register Balance as of 11/30/2023	5.00
Ending Balance	5.00

Conway Township Check Detail November 15 through December 12, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	ACH	11/15/2023	mers	016.000 · BofAA - General Fund		-1,152.34
				204.000 · Payroll Liabilities	-1,152.34	1,152.34
TOTAL					-1,152.34	1,152.34
Check	ACH	11/27/2023	American Express	016.000 · BofAA - General Fund		-5,832.55
				265.146 · Equipment-Office	-2,004.20	2,004.20
				266.103 · Attorney	-2,884.00	2,884.00
				265.859 · Internet & Phones	-571.72	571.72
				102.726 · Supplies	-292.40	292.40
				102.801 · Mmbrshps, Sft. Lic. & Dues	-38.97	38.97
				265.920 · Utilities	-41.26	41.26
TOTAL					-5,832.55	5,832.55
Check	ACH	11/29/2023	DTE Energy	016.000 · BofAA - General Fund		-250.82
				265.920 · Utilities	-250.82	250.82
TOTAL					-250.82	250.82
Check	12423	11/15/2023	MTA	016.000 · BofAA - General Fund		-534.00
				253.969 · Seminars & Workshops	-178.00	178.00
				215.969 · Seminars & Workshops	-178.00	178.00
				171.969 · Seminars & Workshops	-178.00	178.00
TOTAL					-534.00	534.00
Check	12424	11/15/2023	Econo Print	016.000 · BofAA - General Fund		-1,670.13
				102.900 · Printing & Publishing	-668.20	668.20
				102.910 · Postage	-1,001.93	1,001.93
TOTAL					-1,670.13	1,670.13
Check	12425	12/05/2023	Corrigan Propane LLC	016.000 · BofAA - General Fund		-1,286.55
				265.920 · Utilities	-1,286.55	1,286.55
TOTAL					-1,286.55	1,286.55

Conway Township Check Detail

November 15 through December 12, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	12427	11/28/2023	BS & A Software	016.000 · BofAA - General Fund		-10,950.00
				102.801 · Mmbrshps, Sft. Lic. & Dues	-10,950.00	10,950.00
TOTAL					-10,950.00	10,950.00
Check	12428	11/28/2023	Brande Nogafsky	016.000 · BofAA - General Fund		-25.00
				257.969 · Seminars & Workshops	-25.00	25.00
TOTAL					-25.00	25.00
Check	12429	11/28/2023	Debbie Grubb	016.000 · BofAA - General Fund		-77.29
				102.970 · Mileage	-77.29	77.29
TOTAL					-77.29	77.29
Check	12430	11/28/2023	Debbie Grubb	016.000 · BofAA - General Fund		-28.00
				253.969 · Seminars & Workshops	-28.00	28.00
TOTAL					-28.00	28.00
Check	12431	11/28/2023	Susan Egbert	016.000 · BofAA - General Fund		-28.00
				253.969 · Seminars & Workshops	-28.00	28.00
TOTAL					-28.00	28.00
Check	12433	12/05/2023	Great Lakes Outdoor Sol...	016.000 · BofAA - General Fund		-180.00
				265.805 · Snow Removal	-180.00	180.00
TOTAL					-180.00	180.00
Check	12434	12/12/2023	ElectionSource	016.000 · BofAA - General Fund		-110.27
				262.726 · Supplies	-110.27	110.27
TOTAL					-110.27	110.27

Conway Township Check Detail

November 15 through December 12, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	12435	12/12/2023	Foster Swift	016.000 · BofAA - General Fund		-3,208.70
				266.103 · Attorney	-3,208.70	3,208.70
TOTAL					-3,208.70	3,208.70
Check	12436	12/12/2023	Livingston County Munic...	016.000 · BofAA - General Fund		-42.25
				262.726 · Supplies	-42.25	42.25
TOTAL					-42.25	42.25
Check	12437	12/12/2023	Great Lakes Outdoor Sol...	016.000 · BofAA - General Fund		0.00
TOTAL					0.00	0.00
Check	12438	12/12/2023	William Grubb	016.000 · BofAA - General Fund		-418.19
				102.970 · Mileage	-328.02	328.02
				102.970 · Mileage	-29.87	29.87
				102.970 · Mileage	-34.19	34.19
				171.969 · Seminars & Workshops	-11.11	11.11
				171.969 · Seminars & Workshops	-15.00	15.00
TOTAL					-418.19	418.19
Check	12439	12/12/2023	Michigan Association of ...	016.000 · BofAA - General Fund		-700.00
				215.969 · Seminars & Workshops	-700.00	700.00
TOTAL					-700.00	700.00
Check	12440	12/12/2023	Great Lakes Outdoor Sol...	016.000 · BofAA - General Fund		-513.40
				265.805 · Snow Removal	-180.00	180.00
				265.801 · Lawn Mowing	-333.40	333.40
TOTAL					-513.40	513.40

Conway Township Journal November 15, 2023

Trans #	Type	Date	Num	Memo	Account	Debit	Credit				
13298	General Jo...	11/15/202	correct aj	Unallocated:Receptionist salary	102.702 · Office Assistant Salary	918.00					
				Fica ER	102.704 · Payroll Taxes	958.99					
				Med ER	102.704 · Payroll Taxes	224.27					
				Invoice	102.710 · Payroll Billing	192.50					
				Township Board:Salaries Wages	103.702 · Salaries Wages	392.00					
				Township Board:FOIA COORDINATOR	103.706 · FOIA COORDINATOR	50.00					
				Supervisor's Office:Salaries	171.702 · Salaries	2,026.75					
				Federal PRT Liablity	210 · Federal PRT Liablity	3,096.95					
				Clerk's Office:Salaries & Wages	215.702 · Salaries & Wages	2,309.34					
				Clerk's Office:Deputies Wages	215.703 · Deputies Wages	1,530.00					
				Michigan Withholding Liability	218 · Michigan Withholding Liability	600.80					
				Treasurer's Office:Salaries & Wages	253.702 · Salaries & Wages	2,172.91					
				Treasurer's Office:Deputies Salaries	253.703 · Deputies Salaries	1,095.00					
				Assessor:Salaries	257.702 · Salaries	3,113.33					
				Planning & Zoning:Salaries	721.702 · Salaries	1,860.00					
				Direct Deposits	016.000 · BofAA - General Fund		11,800.50				
				Invoice	016.000 · BofAA - General Fund		192.50				
				Payroll Taxes	016.000 · BofAA - General Fund		3,697.75				
				Payroll Liabilities	204.000 · Payroll Liabilities		1,152.34				
				Fed Wh	210 · Federal PRT Liablity		730.43				
				Fica ER	210 · Federal PRT Liablity		958.99				
				Fica Wh	210 · Federal PRT Liablity		958.99				
				Med ER	210 · Federal PRT Liablity		224.27				
				Med Wh	210 · Federal PRT Liablity		224.27				
				Michigan Withholding Liability	218 · Michigan Withholding Liability		600.80				
										20,540.84	20,540.84
				13299	Check	11/15/202	ACH		016.000 · BofAA - General Fund		1,152.34
									204.000 · Payroll Liabilities	1,152.34	
										1,152.34	1,152.34
				13322	Check	11/15/202	12423	2047	016.000 · BofAA - General Fund		534.00
Board training	253.969 · Seminars & Workshops	178.00									
Board Training	215.969 · Seminars & Workshops	178.00									
Board Training	171.969 · Seminars & Workshops	178.00									
						534.00	534.00				
13323	Check	11/15/202	12424	Tax Bills	016.000 · BofAA - General Fund		1,670.13				
				Tax Bills	102.900 · Printing & Publishing	668.20					
				Tax Bills	102.910 · Postage	1,001.93					
						1,670.13	1,670.13				
TOTAL						23,897.31	23,897.31				

Conway Township Profit & Loss Budget vs. Actual April 2023 through March 2024

	Apr '23 - Mar 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
101.404 · School Tax Collection Fee	0.00	0.00	0.00	0.0%
366.350 · Trans in - Daisy Lane Fund	0.00	0.00	0.00	0.0%
366.450 · Trans in - Trust & Agency	0.00	0.00	0.00	0.0%
402.000 · Taxes - General	0.00	120,000.00	-120,000.00	0.0%
403.000 · Taxes - Admin fees	19,392.80	43,000.00	-23,607.20	45.1%
409.000 · Taxes - SET fee	0.00	700.00	-700.00	0.0%
411.000 · Dog licenses	365.85	40.00	325.85	914.6%
450.000 · Fees, Licenses & Permits	2,887.25	10,000.00	-7,112.75	28.9%
455.000 · Research Fees	0.00	200.00	-200.00	0.0%
560.000 · Metro Act Fee	4,650.72	0.00	4,650.72	100.0%
573.000 · LCSA PPT Reimbursement	0.00	4,800.00	-4,800.00	0.0%
574.000 · State Revenue Sharing	196,831.00	393,975.00	-197,144.00	50.0%
664.000 · Interest & Dividends	7,683.21	3,200.00	4,483.21	240.1%
667.000 · Rent	1,500.00	2,500.00	-1,000.00	60.0%
671.000 · Misc. Revenues	446.05	0.00	446.05	100.0%
675.000 · American Rescue Plan Funds	0.00	0.00	0.00	0.0%
678.000 · Grant Reimbursement	1,500.00	0.00	0.00	0.0%
680.000 · Election Reimburse	3,084.27	0.00	3,084.27	100.0%
699.701 · Transfer In - Trust & Agency	0.00	0.00	0.00	0.0%
700.701 · Escrow Revenues	0.00	0.00	0.00	0.0%
Total Income	238,341.15	578,415.00	-340,073.85	41.2%
Gross Profit	238,341.15	578,415.00	-340,073.85	41.2%
Expense				
102.000 · Unallocated				
102.702 · Office Assistant Salary	7,613.82	11,000.00	-3,386.18	69.2%
102.704 · Payroll Taxes	11,609.56	15,000.00	-3,390.44	77.4%
102.710 · Payroll Billing	2,005.95	2,500.00	-494.05	80.2%
102.725 · Workwear	453.28	2,500.00	-2,046.72	18.1%
102.726 · Supplies	1,912.81	2,000.00	-87.19	95.6%
102.801 · Mmbrshps, Sft. Lic. & Dues	18,073.76	8,000.00	10,073.76	225.9%
102.805 · Appropriation Senior Center	0.00	2,000.00	-2,000.00	0.0%
102.900 · Printing & Publishing	5,183.20	7,500.00	-2,316.80	69.1%
102.910 · Postage	3,515.24	6,000.00	-2,484.76	58.6%
102.970 · Mileage	3,403.21	3,000.00	403.21	113.4%
102.971 · Miscellaneous	0.00	0.00	0.00	0.0%
102.000 · Unallocated - Other	0.00	0.00	0.00	0.0%
Total 102.000 · Unallocated	53,770.83	59,500.00	-5,729.17	90.4%

Conway Township Profit & Loss Budget vs. Actual April 2023 through March 2024

	Apr '23 - Mar 24	Budget	\$ Over Budget	% of Budget
103.000 · Township Board				
103.702 · Salaries Wages	6,195.00	3,500.00	2,695.00	177.0%
103.706 · FOIA COORDINATOR	1,000.00	1,000.00	0.00	100.0%
103.969 · Seminars and Workshops	0.00	500.00	-500.00	0.0%
Total 103.000 · Township Board	7,195.00	5,000.00	2,195.00	143.9%
171.000 · Supervisor's Office				
171.702 · Salaries	18,240.75	24,321.00	-6,080.25	75.0%
171.969 · Seminars & Workshops	2,461.93	2,000.00	461.93	123.1%
Total 171.000 · Supervisor's Office	20,702.68	26,321.00	-5,618.32	78.7%
200.203 · Due To Road Fund	0.00	0.00	0.00	0.0%
215.000 · Clerk's Office				
215.702 · Salaries & Wages	20,784.06	27,712.00	-6,927.94	75.0%
215.703 · Deputies Wages	14,190.00	20,000.00	-5,810.00	71.0%
215.969 · Seminars & Workshops	5,522.02	6,500.00	-977.98	85.0%
215.000 · Clerk's Office - Other	0.00	0.00	0.00	0.0%
Total 215.000 · Clerk's Office	40,496.08	54,212.00	-13,715.92	74.7%
247.000 · Board of Review				
247.702 · Salaries & Wages	1,260.00	2,000.00	-740.00	63.0%
247.969 · Seminars & Workshops	0.00	0.00	0.00	0.0%
Total 247.000 · Board of Review	1,260.00	2,000.00	-740.00	63.0%
253.000 · Treasurer's Office				
253.702 · Salaries & Wages	19,556.19	25,609.00	-6,052.81	76.4%
253.703 · Deputies Salaries	7,580.00	12,480.00	-4,900.00	60.7%
253.832 · Charge Back	-26.79	200.00	-226.79	-13.4%
253.969 · Seminars & Workshops	3,867.67	3,000.00	867.67	128.9%
253.975 · Bank Service Charge	40.00	150.00	-110.00	26.7%
Total 253.000 · Treasurer's Office	31,017.07	41,439.00	-10,421.93	74.8%
257.000 · Assessor				
257.701 · Assessor Services	0.00	100.00	-100.00	0.0%
257.702 · Salaries	30,989.97	38,400.00	-7,410.03	80.7%
257.969 · Seminars & Workshops	250.00	1,500.00	-1,250.00	16.7%
Total 257.000 · Assessor	31,239.97	40,000.00	-8,760.03	78.1%

Conway Township Profit & Loss Budget vs. Actual April 2023 through March 2024

	Apr '23 - Mar 24	Budget	\$ Over Budget	% of Budget
262.000 · Elections				
262.702 · Salaries & Wages	2,464.00	7,500.00	-5,036.00	32.9%
262.726 · Supplies	290.76	2,500.00	-2,209.24	11.6%
262.900 · Printing & Publishing	1,042.10	250.00	792.10	416.8%
262.930 · Equipment/Maintenance	500.00	10,000.00	-9,500.00	5.0%
Total 262.000 · Elections	4,296.86	20,250.00	-15,953.14	21.2%
265.000 · Building & Grounds				
265.146 · Equipment-Office	15,962.12	10,000.00	5,962.12	159.6%
265.702 · Hall Monitor Salary	750.00	1,500.00	-750.00	50.0%
265.801 · Lawn Mowing	1,917.05	3,500.00	-1,582.95	54.8%
265.802 · Landscaping	0.00	0.00	0.00	0.0%
265.805 · Snow Removal	1,026.80	4,500.00	-3,473.20	22.8%
265.859 · Internet & Phones	7,907.73	12,000.00	-4,092.27	65.9%
265.920 · Utilities	4,390.44	5,500.00	-1,109.56	79.8%
265.930 · Equipment Maintenance	21,206.34	0.00	21,206.34	100.0%
265.935 · Building Maintenance	36,037.80	18,000.00	18,037.80	200.2%
265.950 · ARPA Fund Expenses	0.00	0.00	0.00	0.0%
265.970 · Parking Lot	0.00	5,000.00	-5,000.00	0.0%
265.971 · Capital Improvement	0.00	10,000.00	-10,000.00	0.0%
265.000 · Building & Grounds - Other	0.00	0.00	0.00	0.0%
Total 265.000 · Building & Grounds	89,198.28	70,000.00	19,198.28	127.4%
266.000 · Professional Fees				
266.103 · Attorney	51,692.85	60,000.00	-8,307.15	86.2%
266.721 · Planning Commission	0.00	37,200.00	-37,200.00	0.0%
266.955 · Auditor	11,050.00	10,500.00	550.00	105.2%
266.960 · Engineer	0.00	1,800.00	-1,800.00	0.0%
266.000 · Professional Fees - Other	5,820.05			
Total 266.000 · Professional Fees	68,562.90	109,500.00	-40,937.10	62.6%
275.000 · Drains At Large	85,029.84	50,000.00	35,029.84	170.1%
276.000 · Cemetery				
276.702 · Salaries	465.00	0.00	465.00	100.0%
276.801 · Lawn Mowing	0.00	0.00	0.00	0.0%
276.930 · Repair & Maintenance	500.00			
Total 276.000 · Cemetery	965.00	0.00	965.00	100.0%
301.000 · Public Safety				
301.700 · Fire Authority Rep	810.00	1,000.00	-190.00	81.0%
301.701 · Police Ordinance Enforcement	240.00	10,000.00	-9,760.00	2.4%
301.702 · Contribution Police Salaries	0.00	0.00	0.00	0.0%
Total 301.000 · Public Safety	1,050.00	11,000.00	-9,950.00	9.5%

Conway Township Profit & Loss Budget vs. Actual April 2023 through March 2024

	Apr '23 - Mar 24	Budget	\$ Over Budget	% of Budget
526.000 · Sanitary Landfill				
526.960 · Spring Cleanup	1,874.00	5,000.00	-3,126.00	37.5%
Total 526.000 · Sanitary Landfill	1,874.00	5,000.00	-3,126.00	37.5%
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
721.000 · Planning & Zoning				
721.702 · Salaries	18,120.00	20,000.00	-1,880.00	90.6%
721.969 · Seminars & Workshop	0.00	500.00	-500.00	0.0%
Total 721.000 · Planning & Zoning	18,120.00	20,500.00	-2,380.00	88.4%
738.000 · Recreation Association				
738.100 · Parks & Recreation Contribution	36,903.22	35,000.00	1,903.22	105.4%
738.702 · Salaries	540.00	900.00	-360.00	60.0%
738.000 · Recreation Association - Other	0.00	0.00	0.00	0.0%
Total 738.000 · Recreation Association	37,443.22	35,900.00	1,543.22	104.3%
954.000 · Insurance & Bond	12,736.00	11,500.00	1,236.00	110.7%
960.000 · Delinquent Personal Prop Taxes	-7,818.46			
980.000 · Transfers Out - Cemetery	0.00	30,000.00	-30,000.00	0.0%
Total Expense	497,139.27	592,122.00	-94,982.73	84.0%
Net Ordinary Income	-258,798.12	-13,707.00	-245,091.12	1,888.1%
Other Income/Expense				
Other Income				
Interest Income	442.08	0.00	442.08	100.0%
501.000 · Federal Grant Income	0.00	0.00	0.00	0.0%
Total Other Income	442.08	0.00	442.08	100.0%
Net Other Income	442.08	0.00	442.08	100.0%
Net Income	-258,356.04	-13,707.00	-244,649.04	1,884.8%



8015 Fowlerville Road - PO Box 1157 - Fowlerville, Michigan 48836

P: 517-223-0358 F: 517-223-053

From: Gary Klein - Conway Township Zoning Administrator

To: Conway Township Board of Trustees

Subject: Zoning Administrator Report

Period: **November** 2023

Name	Location	Permit#	ID #	Details
Bardoni	11700 Turkey Trail	027-023	02-200-050	Acss Bldg
Hartly	4300 N Herrington	W023-023	30-100-004	re-roof
Lefevre	9342 Grant	W024-023	33-200-011	re-roof
Knurick	7575 Fowlerville	W025-023	27-200-008	re-roof

Date Threat Event

Date	Threat Event	
Nov 1,2023	185.224.128.199	Netherlands 9
	5.182.209.121	Netherlands 1
Nov 2,2023	141.98.11.60	Lithuania 60
	185.36.81.33	Lithuania 37
	185.224.128.199	Netherlands 23
	141.98.11.52	Lithuania 22
	5.182.209.121	Netherlands 14
	23.44.133.137	United States 1
Nov 3,2023	185.36.81.33	Lithuania 50
	5.182.209.121	Netherlands 21
	185.224.128.199	Netherlands 21
	141.98.11.52	Lithuania 19
	141.98.11.60	Lithuania 18
	109.205.213.94	Azerbaijan 15
Nov 4,2023	109.205.213.94	Azerbaijan 21
	141.98.11.52	Lithuania 14
	141.98.11.60	Lithuania 12
	185.36.81.33	Lithuania 10
	5.182.209.121	Netherlands 7
Nov 5,2023	141.98.11.52	Lithuania 59
	141.98.11.60	Lithuania 39
	185.36.81.33	Lithuania 36
	109.205.213.94	Azerbaijan 14
	5.182.209.121	Netherlands 7
Nov 6,2023	185.36.81.33	Lithuania 24
	141.98.11.52	Lithuania 22
	141.98.11.60	Lithuania 21
	5.182.209.121	Netherlands 8
	109.205.213.94	Azerbaijan 7
	185.224.128.199	Netherlands 7
Nov 7,2023		

185.36.81.33	Lithuania	37
185.224.128.199	Netherlands	36
5.182.209.121	Netherlands	10
141.98.11.52	Lithuania	9
220.250.48.249	China	4
141.98.11.60	Lithuania	3
193.138.218.160	Sweden	2
185.65.135.214	Sweden	2
45.83.220.211	Sweden	2
91.92.244.94	Netherlands	1
Nov 8,2023		
141.98.11.60	Lithuania	17
185.36.81.33	Lithuania	13
5.182.209.121	Netherlands	7
185.224.128.199	Netherlands	3
71.183.139.72	United States	2
Nov 9,2023		
141.98.11.60	Lithuania	80
141.98.11.52	Lithuania	23
109.205.213.94	Azerbaijan	9
185.36.81.33	Lithuania	3
Nov 10,2023		
109.205.213.94	Azerbaijan	13
141.98.11.52	Lithuania	16
141.98.11.60	Lithuania	9
185.36.81.33	Lithuania	42
27.115.124.41	China	1
Nov 11,2023		
141.98.11.60	Lithuania	80
141.98.11.52	Lithuania	23
109.205.213.94	Azerbaijan	9
185.36.81.33	Lithuania	3
Nov 12,2023		
185.36.81.33	Lithuania	21
141.98.11.60	Lithuania	17
109.205.213.94	Azerbaijan	14
Nov 13,2023		
141.98.11.60	Lithuania	33
141.98.11.52	Lithuania	25
185.36.81.33	Lithuania	21

Nov 14,2023	109.205.213.94	Azerbaijan	7
	141.98.11.60	Lithuania	19
	109.205.213.94	Azerbaijan	15
	141.98.11.52	Lithuania	5
Nov 15,2023	141.98.11.52	Lithuania	83
	141.98.11.60	Lithuania	54
	185.36.81.33	Lithuania	39
	109.205.213.94	Azerbaijan	9
	141.98.11.60	Lithuania	133
Nov 16,2023	141.98.11.52	Lithuania	23
	109.205.213.94	Azerbaijan	8
	185.224.128.199	Netherlands	8
	185.36.81.33	Lithuania	42
	45.155.91.102	Philippines	13
Nov 17,2023	109.205.213.94	Azerbaijan	7
	45.155.91.102	Philippines	14
	141.98.11.60	Lithuania	2
	141.98.11.52	Lithuania	2
Nov 18,2023	179.43.163.130	Switzerland	43
	141.98.11.60	Lithuania	42
	45.155.91.102	Philippines	1
	141.98.11.52	Lithuania	1
	45.155.91.102	Philippines	15
Nov 19,2023	141.98.11.60	Lithuania	13
	109.205.213.94	Azerbaijan	7
	197.44.23.68	Egypt	2
	195.170.172.128	Netherlands	1
	27.115.124.97	China	1
	109.205.213.94	Azerbaijan	7
	141.98.11.60	Lithuania	13
Nov 20,2023	109.205.213.94	Azerbaijan	7
	141.98.11.60	Lithuania	13
Nov 21,2023	109.205.213.94	Azerbaijan	7
	141.98.11.60	Lithuania	13

	141.98.11.60	Lithuania	49
	109.205.213.94	Azerbaijan	7
	45.155.91.102	Philippines	4
Nov 22,2023			
	185.224.128.31	Netherlands	36
	141.98.11.60	Lithuania	12
	45.155.91.102	Philippines	11
	109.205.213.94	Azerbaijan	7
	194.113.238.143	United States	2
Nov 23,2023			
	45.155.91.102	Philippines	8
	178.236.246.29	United States	1
	104.192.3.74	United States	1
Nov 24,2023			
	141.98.11.60	Lithuania	35
	45.155.91.102	Philippines	13
Nov 25,2023			
	141.98.11.60	Lithuania	40
Nov 26,2023			
	141.98.11.60	Lithuania	13
	45.155.91.102	Philippines	7
	109.205.213.94	Azerbaijan	1
Nov 27,2023			
	109.205.213.94	Azerbaijan	7
	93.123.85.30	Turkey	1
	45.9.149.218	Netherlands	1
Nov 28,2023			
	141.98.11.60	Lithuania	15
	109.205.213.94	Azerbaijan	7
	31.184.195.114	Russian Federation	1
Nov 29,2023			
	141.98.11.60	Lithuania	60
	185.224.128.160	Netherlands	1
Nov 30,2023			
	141.98.11.60	Lithuania	31
	109.205.213.94	Azerbaijan	7
	27.115.124.69	China	1

NOTICE OF PUBLIC HEARING

PROPOSED SPECIAL ASSESSMENT TOWNSHIP OF CONWAY, LIVINGSTON COUNTY, MICHIGAN

TO THE RECORD OWNERS OF THE FOLLOWING PROPERTY CONSTITUTING THE **PROPOSED SECLUDED ACRES SPECIAL ASSESSMENT DISTRICT**, which properties in proposed district consist of all units in the Secluded Acres Site Condominium, Livingston County Condominium Plan No. 223, abutting the private roads located in the condominium commonly known as Secluded Ridge Drive, Hidden Circle Drive, and Hidden Knoll Court (“Secluded Acres Roads”) AND ALL OTHER INTERESTED PERSONS:

Units 1-52 of the Secluded Acres Site Condominium, Livingston County Condominium Plan No. 223, associated with Parcel Identification Numbers 4701-02-101-001 through 4701-02-101-055, 4701-02-101-057 and 4701-02-101-058.

PLEASE TAKE NOTICE that the Township Board of Conway Township, acting on a petition signed by the record owners of more than seventy one percent (71%) of the total number of units of the Secluded Acres Site Condominium owning the frontage along Secluded Acres Roads, has set a first public hearing to consider the establishment of a special assessment district for the purpose of improvements and repairs to Secluded Acres Roads, and to defray the cost thereof by special assessment pursuant to Public Act 188 of 1954 against the properties specifically benefited thereby. The proposed cost for said improvements of Secluded Acres Roads are on file with the Township Clerk and will be available at the public hearing. Periodic redeterminations of costs may be made without further notice.

PLEASE TAKE FURTHER NOTICE that the Township Board will meet and hold a public hearing at the Conway Township Hall at a regular meeting of the Township Board on **December 19, 2023, at 7:00 p.m.** to hear objections and favorable comments to the proposed special assessment district.

Any objection to the improvement pursuant to MCL 41.723(1)(b) must be made in writing at or before the first public hearing. A determination by the Township Board of the sufficiency and necessity of the request is not subject to attack except in an action brought in a court of competent jurisdiction within 30 days after the adoption of the resolution determining such sufficiency. If the Township Board determines the sufficiency of the petition and approves the making of the improvements, a special assessment may be levied against properties that benefit. An owner of or party of interest in property to be assessed, or their agent, may appear in person to protest the special assessment, or may appear by letter filed with the Township Clerk at or prior to the time of the hearing. A hearing for the purpose of confirming the special assessment roll will be held, sometime in the future pursuant to notice given as required by law. Public Act 188 of 1954, as amended, provides that the appearance and proper protest of the special assessment at the public hearing held for the purpose of confirming the special assessment roll is required before the Michigan Tax Tribunal may acquire jurisdiction of any dispute involving the amount of the special assessment. After confirmation of the special assessment roll, all assessments on that roll shall be final and conclusive unless action contesting an assessment is filed in a court of competent jurisdiction within thirty (30) days of confirmation.

Conway Township will provide necessary, reasonable auxiliary aids and services at the meeting to individuals with disabilities, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, upon reasonable advance notice to the Conway Township Clerk by writing or calling the following: 8015 N Fowlerville, Fowlerville, MI 48836 or call 517 223-0358, between the hours of 9-3 Tuesdays and Wednesdays.

Elizabeth Whitt, Clerk
Conway Township
8015 N. Fowlerville Road
Fowlerville, MI 48836
517-223-0358

ORDINANCE TO ESTABLISH FIRE CODE ORDINANCE

CONWAY TOWNSHIP LIVINGSTON COUNTY, MICHIGAN Ordinance No. 28

An ordinance to promote the enforcement of a fire code in Conway Township, Livingston County, Michigan by adopting by reference the International Fire Code, 2021 edition. This adoption is in the interest of the health, safety and welfare of the residents, property, and other persons within Conway Township through the provisions of the International Fire Code, 2021 edition.

SECTION 1. ADOPTION BY REFERENCE

Pursuant to the International Fire Code, 2021 edition, including all Appendices, as published by the International Code Council, are adopted by reference as if the same were fully set forth herein, save and except such portions as may be later amended or deleted, and they shall hereafter be known as the “Fire Prevention Code” for Conway Township.

SECTION 2. PURPOSE

The purpose of this ordinance is to adopt the Fire Prevention Code as an enforceable regulation governing the safeguarding of life and property from fire and explosion hazards arising from the storage, handling and use of hazardous substances, materials and devices, and from conditions hazardous to life or property in the occupancy of buildings and premises.

SECTION 3. FIRE CODE OFFICIAL; BOARD OF FIRE CODE APPEALS

(1) All references made in the Fire Prevention Code to the fire code official shall be a reference to the Fowlerville Area Fire Authority Chief, or his or her designee, and the Fowlerville Area Fire Authority Chief is hereby given authority and charged with the administration and enforcement of this Code.

(2) Any appeal of an order, decision, or determination of the fire code official relative to the application and interpretation of the Fire Prevention Code shall be made to the Conway Township Clerk. Upon receipt of an appeal, the Conway Township Board of Trustees shall appoint at least three (3) members to serve as the Board of Appeals pursuant to Section 111 of the Fire Prevention Code. The Board of Appeals shall decide all appeals pursuant to the Fire Prevention Code.

SECTION 4. FILE AND DISTRIBUTION COPIES

The Fire Prevention Code, as adopted in Section 1, shall be kept in the office of the Township Clerk, available for inspection by and distribution to the public at all times.

SECTION 5. CONFLICTS

In the event of a conflict between any of the provisions of the Fire Prevention Code, as adopted in Section 1, and a provision of any local ordinance, resolution, rule or regulation, the stricter standard

shall prevail. However, in the event of a conflict between any of the provisions of the Fire Prevention Code, the less restrictive standard shall prevail. In the event of a conflict between the Fire Prevention Code and a provision of any State of Michigan regulation adopted by reference by the Township, the provision of the State regulation shall prevail.

SECTION 6. REINSPECTIONS

The following fees may be charged for a second re-inspection and any subsequent inspections thereafter. These fees shall be paid in full prior to the 2nd re-inspection being performed.

- (1) \$100.00 per re-inspection after the second inspection.

SECTION 7. VIOLATION PENALTIES

Persons who shall violate a provision of the Fire Inspection Code or this ordinance, or who shall erect, alter, repair, or do work in violation of the approved construction documents or directive of the fire code official, or of a permit or certificate issued under provision of this ordinance, shall be responsible for a municipal civil infraction. The sanction for a violation which is a municipal civil infraction shall be a civil fine in the amount as provided by this ordinance, plus any costs, damages, expenses and other sanctions.

- (1) The civil fine for a violation shall be a minimum of \$100.00 (one hundred dollars and no cents) and a maximum of \$500.00 (five hundred dollars and no cents), plus the cost and other sanctions, for each infraction.

- (2) Increased civil fines may be imposed for repeated violations. As used in this section, "repeat offense" means a second (or subsequent) municipal civil infraction violation of the same requirement or provision (i) committed by the same person within a 24-month period and (ii) for which the person admits responsibility or is determined responsible. The increased fine for repeat offenses shall be as follows:

- a. The fine for any offense which is a first repeat offense shall be a minimum of \$250.00 (two hundred fifty dollars and no cents) and a maximum of \$750.00 (seven hundred fifty dollars and no cents), plus costs.

- b. The fine for any offense which is a second repeat offense or any subsequent repeat offense shall be a minimum of \$ 400.00 (four hundred dollars and no cents) and a maximum of \$900.00 (nine hundred dollars and no cents), plus costs.

SECTION 8. APPLICATION AND ALLOCATION FOR FEES, FINES

Payment for any fees or violation fines shall be paid to the Fowlerville Area Fire Authority.

SECTION 9. ISSUING OF TICKETS FOR VIOLATION

The Fire Chief and any chief's designee is authorized to issue tickets for violations of this

ordinance, in addition to the Conway Township Ordinance Enforcement Officer.

SECTION 10. FAILURE TO COMPLY

Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be liable for a civil infraction per Section 7 and a minimum fine of \$25.00 (twenty-five dollars and no cents) and a maximum fine of \$500.00 (five hundred dollars and no cents).

SECTION 11. COLLECTION OF CHARGES

The Fowlerville Area Fire Authority may proceed in a court of appropriate jurisdiction to collect any monies remaining unpaid for services provided as a mature debt of the Fowlerville Area Fire Authority and shall have any and all other remedies provided by law for the collection of all charges.

SECTION 12. SEVERABILITY

That if any section, subsection, sentence, clause, or phrase of this ordinance is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. Conway Township hereby declares that it would have passed this ordinance, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, sentences, clauses and phrases be declared unconstitutional.

SECTION 13. NOTICE

That the Clerk of the Conway Township is hereby ordered and directed to cause a notice to be published as required by law that this ordinance has been adopted and that a copy of the same are available to the public for inspection during regular business hours at the Fowlerville Area Fire Department main station, 9110 W. Grand River Ave., Fowlerville, MI 48836, and one copy is available at the Township Clerk's office during normal business hours.

SECTION 14. EFFECTIVE DATE

That this ordinance and the rules, regulations, provisions, requirements, orders, and matters established and adopted hereby shall take effect and be in full force and effect thirty days after publication, until revised, amended, or repealed from and after the date of its final passage and adoption.

ADOPTED by the Conway Township Board at its regular meeting this 19th day of December, 2023.

BY: ELIZABETH WHITT, CLERK

RESOLUTION TO ADOPT INTERNATIONAL FIRE CODE ORDINANCE

**Resolution No. 231219-03 ____
Conway Township**

WHEREAS, the Conway Township Board of Trustees (“Board”) desires to enact a general law ordinance establishing and adopting the International Fire Code Ordinance as General Law Ordinance No. 28;

WHEREAS, authority is provided to the Board to establish such an ordinance pursuant to MCL 41.181; and

WHEREAS, there is an urgent need in the Township for a Fire Code Ordinance to be in place therefore the Board has decided to vary from its administrative Policy No. 2 in this instance;

NOW, THEREFORE, BE IT RESOLVED that:

1. The Board hereby adopts the International Fire Code Ordinance and establishes General Law Ordinance No. 28, as presented.
2. All other ordinances, polices, and procedures that are in conflict are hereby repealed.

The foregoing resolution offered by Board Member _____.

Second offered by Board Member _____.

Upon roll call vote the board members voted as follows:

Grubb, B:

Whitt, E:

Grubb, D:

Pushies, G:

Crampton-Atherton, A:

The Supervisor declared the resolution adopted at a regular meeting of the Board held on December 19, 2023.

Elizabeth Whitt, Clerk

CONWAY TOWNSHIP CEMETERY ORDINANCE

CONWAY TOWNSHIP LIVINGSTON COUNTY, MICHIGAN

(Ordinance No.22)
As amended on May 16, 2023

An ordinance to protect the public health, safety and general welfare by establishing regulations relating to the operation, control, maintenance and management of cemeteries owned, controlled or operated by the Township of Conway, in Livingston County, Michigan; to provide procedures in the event of violation of said ordinance, and to repeal all ordinances or parts of ordinances in conflict therewith.

THE TOWNSHIP OF CONWAY, COUNTY OF LIVINGSTON, MICHIGAN ORDAINS:

Section 1. Title

This Ordinance shall be known and cited as the “Conway Township Cemetery Ordinance.”

Section 2. Purpose and Intent

The Conway Township Board recognizes and concludes that the proper and reasonable maintenance, appearance and use of the cemeteries owned or controlled by the Township is an important function of the government of the Township. It is also important that burials, disinterments and other matters associated with a municipal cemetery are handled in a respectful and proper way in order to promote the safety, public health and general welfare of the community. The Township Board finds that the adoption and enforcement of this Ordinance is in the best interests of the property owners and residents of the Township.

Section 3. Definitions

The following words, terms and phrases, when used in this Ordinance, shall have the meanings ascribed to them in this section:

- (a) *Cemetery plot* shall consist of an area in a Township cemetery sufficient to accommodate one burial space for one deceased person for interment. It shall consist of a land area at least thirty-eight (38) inches wide and ninety-six (96) inches in length. Exceptions may be made with Township permission to accommodate infant burial or the burial of cremains.
- (b) *Burial Right* means the right to one interment on a particular cemetery plot; no actual title to property associated with the cemetery plot is granted. Burial rights will be issued on written certificates by the Township.
- (c) *Contractor* means any person, firm or corporation, or anyone other than an employee of the Township engaged in placing, erecting, or repairing any vault, memorial, monument or performing any work on cemetery grounds.
- (d) *Cremains* means the incinerated body of the deceased person.
- (e) *Foundation* means the supporting base or footing of a memorial or monument.
- (f) *Interment* means the disposition of the remains of a deceased human by earth burial.
- (g) *Lot* means an area generally containing a group of cemetery plots.
- (h) *Memorial* means any marker placed upon a cemetery plot for the purpose of identification or in memory of the interred. Permanent markers typically give the name of the deceased, date of birth, and date of death. Non-permanent memorials include flowers and other personal objects.
- (i) *Monument* means an upright memorial.
- (j) *Township* means Conway Township, Livingston County, Michigan.
- (k) *Township cemetery* or *cemetery* means any cemetery owned, operated and/or controlled by the Township.

Section 4. Sale of Burial Rights to Cemetery Plots; Nontransferable

- (a) After the effective date of this Ordinance, burial rights to cemetery plots shall be sold by the Township for the purpose of burial for the purchaser of a cemetery plot, or his or her immediate family. The Township shall provide to each purchaser a copy of this Ordinance, as amended, and the purchaser shall acknowledge receipt of the Ordinance and authority of the Ordinance, as amended, over the burial rights. No sale shall be made to funeral directors or others.
- (b) All sales and transfers of burial rights to cemetery plots shall be made on a form approved by the Township Board and signed by the Township Clerk or other official designated by the Township Board (“designated Township official”) which grants a right of burial only and does not convey any other title or right to the cemetery plot or burial space sold. Such forms shall be signed by the Township Clerk or designated Township official and shall constitute a permit when approved.
- (c) Burial rights may be sold by the Township to any resident, taxpayer, or non-resident of the Township.
- (d) At the time of purchase from the Township, each cemetery plot shall be assigned the name of the specific person who shall be interred in that cemetery plot upon death. If the owner of a burial right to a cemetery plot desires to effectuate a name change regarding the assigned cemetery plot, the Township may allow an assignment or require that person to sell the burial right to that cemetery plot back to the Township and repurchase in the name of another person.
- (e) Burial rights to cemetery plots, purchased under this section, are nontransferable without prior written approval by the Township.
- (f) The Township Board shall have the authority to place a limit on the number of burial rights to cemetery plots sold to a particular person, as well as such person’s family and relatives. Furthermore, the Township shall have the absolute right and discretion to determine whether burial rights to particular cemetery plots will be sold to a specific person and where such cemetery plots will be located and within which Township cemetery. Such decision shall be based upon reasonable factors, including, but not limited to, the number of vacant cemetery plots available and whether family or relatives of the person seeking to purchase burial rights to a cemetery plots are buried adjacent or nearby the cemetery plots requested.
- (g) The Township shall have the right to correct any errors that may be made concerning interments, disinterments, or in the description, transfer or conveyance of burial rights to any cemetery plot, either by canceling the permit for a particular vacant cemetery plot and substituting in lieu thereof another vacant cemetery plot in a similar location within the cemetery at issue or by refunding the money paid for the burial rights to the cemetery plot to the purchaser or the successor of the purchaser. In the event that an error involves the interment of the remains of any person, the Township shall have the right to remove and transfer the remains so interred to another cemetery plot in a similar location in the same Township cemetery in accordance with law.
- (h) The owner of the burial rights to every cemetery plot shall be responsible for notifying the Township whenever that person’s mailing address changes.

Section 5. Purchase Price for Cemetery Plots

- (a) Each burial right to a cemetery plot shall cost a fee set by the Township Board. The lawful owner of the burial rights to any cemetery plot within the Township shall promptly provide the Township Clerk or designated Township official with any change in that owner’s mailing address.
- (b) All charges shall be paid to the Township.
- (c) The Township Board may by resolution periodically alter the fees to accommodate increased costs and needed reserve funds for cemetery maintenance, improvement, restoration, or acquisition.

Section 6. Grave Opening Charges

- (a) The Township may charge reasonable fees for the opening and closing of any cemetery plot, prior to and following a burial therein, and including the interment of ashes. Such fees shall be set from time to time by resolution of the Township Board, payable to the Township.
- (b) No cemetery plot shall be opened or closed except under the direction and control of the Township Sexton or such other individual as may be designated by the Township Board. This subsection (b) shall not apply to any grave opening, disinterment, or similar matter which is done pursuant to a valid court order or under the supervision and direction of local or state health department authorities; however, even in such cases, the Township Sexton or other individual as is designated by the Township Board shall be given at least forty-eight (48) hours' prior notice of when such grave opening or closing will occur.

Section 7. Memorials

- (a) All permanent markers must be comprised of **monument quality** stone or other equally durable composition and shall face the same direction as the markers around them.
- (b) Except for those that existed in a Township cemetery before the effective date of this Ordinance, no monument, memorial, marker, statute, or similar item which exceeds sixty (60) inches in height above normal ground level, including the foundation, or which has a ground surface area exceeding thirty (30) inches in width (or forty-eight (48) inches in width for a double marker) shall be permitted in any Township cemetery. Only one (1) permanent marker shall be permitted per cemetery plot, or one permanent marker in total where two adjoining plots share that one marker. Markers shall be no more than thirty (30) inches in width (or forty-eight (48) inches in width for a double marker), with an overall height of no more than sixty (60) inches above ground level, including the foundation. Individual markers for cremains shall be flush with the ground and shall be no more than twelve (12) inches by twenty-four (24) inches in size.
- (c) The foundation upon which any marker, memorial or monument must be placed, shall be constructed by the Township, or such person(s) as may be designated by the Township. Fees for such work shall be set from time to time by resolution of the Township Board, payable to the Township.
- (d) All monuments need to be installed by a monument company. The Township will not receive monuments and is not responsible for installing monuments.**
- (e) Should any marker or memorial (including any that was in place before the effective date of this Ordinance) become unsightly, broken, moved off its proper site, dilapidated or a safety hazard, the Township Board shall have the right, at the expense of the owner of the burial rights to the cemetery plot, to correct the condition or remove the same. The Township shall make reasonable attempts to contact the owner of the burial rights to the cemetery plot prior to any such work beginning.
- (f) The maintenance, repair and upkeep of a cemetery memorial, marker, monument, urn or similar item is the responsibility of the heirs or family of the person buried at that location. The Township has no responsibility or liability regarding the repair, maintenance or upkeep of any such marker, memorial, urn or similar item. These repairs must be done by an insured contractor approved by the Township Board.

Section 8. Interment Regulations

- (a) Only one (1) person shall be buried in a cemetery plot, except for a parent and infant child or two (2) children buried at the same time when approved by the Township.
- (b) The Township shall be given not less than 48 hours' prior notice in advance of any funeral to allow for the opening of the cemetery plot. The opening and closing of cemetery plots shall be done only by the Township or such person as are designated by the Township.
- (c) The appropriate permit or form issued by the Township for the cemetery plot involved, together with appropriate identification of the person to be buried therein and the burial-transit permit from the health department, shall be presented to the designated Township official prior to

interment. Where such permit or form has been lost or destroyed, the designated Township official must be satisfied, from applicable records, that the deceased person to be buried in the cemetery plot is an authorized and appropriate person for that space before any interment is commenced or completed.

- (d) The surface of all graves shall be kept in an orderly and neat-appearing manner within the confines of the cemetery plot involved.

Section 9. Disinterments

- (a) No disinterment or the digging up of an occupied grave shall occur without a Township disinterment permit.
- (b) No disinterment or digging up of an occupied grave shall occur until and unless any and all permits, licenses and written authorizations required by law for such disinterment or digging up of an occupied grave have been obtained from any applicable state or county agency, governmental unit or official, and a copy of the same has been filed with the Township.
- (c) The Township Board shall have the authority to refuse to allow a disinterment or the digging up of an occupied grave (and to refuse to issue a Township disinterment permit for the same) if the disinterment or digging up of an occupied grave is not done pursuant to a court order (issued by a court of competent jurisdiction) or does not have a reasonable basis.
- (d) No disinterment permit shall be issued by the Township until the Township disinterment application form (as authorized by the Township Board) has been fully completed (and signed by a properly authorized person) and filed with the Township.

Section 10. Winter Burials

- (a) The Township may charge additional fees for winter burials. Written permission by the next of kin or authorized agent must be obtained prior to winter storage. All winter storage costs shall be paid by next of kin.
- (b) If a winter burial cannot occur due to inclement weather, frozen ground or similar condition, the deceased person may be kept in winter storage provided any arrangements to do so are compliant with all existing laws and by arrangement with the funeral home director. The Township disclaims all liabilities, responsibility and costs associated with any delayed burial.
- (c) No winter burials shall occur without the prior consent of the Township Sexton or the designated Township official.

Section 11. Cremains

- (a) Cremains may be buried in a cemetery plot or in a columbarium that has been installed by the Township within a Township cemetery, provided the cremains are in a container approved by the Township.
- (b) No cremains shall be scattered or dispersed within a Township cemetery, except within areas designated as a cremains garden.
- (c) No more than six (6) cremains may be buried within one cemetery plot. This will be determined by the Township Board based on the cemetery plot size.

Section 12. Grounds Maintenance

- (a) Separate flowerpots, shepherds' hooks and urns may be placed and maintained at the head stones of graves no earlier than May 1 and must be removed no later than October 1 of each year. Decorations will be permitted for holidays falling outside of these dates, but only for one (1) week prior and one (1) week following the holiday. Veteran flags and flag holders shall be governed by the Veteran's Administration rules and guidelines. Grave blankets may be placed no earlier than November 1 and must be removed no later than April 1 of each year.
- (b) No grading, leveling or excavating within a cemetery shall be. No tree, shrub, landscaping or similar plantings shall occur.

- (c) Except for the planting of annuals beside or in front of any permanent marker, no flowers, shrubs, trees or vegetation of any type shall be planted outside of a flowerpot or urn. Annuals planted shall be removed no later than October 1 of each year.
- (d) The Township Board reserves the right to remove or trim any existing trees, plants or shrubs located within a cemetery in the interest of maintaining proper appearance and the use of the cemetery.
- (e) Mounds, bricks, blocks and any borders that hinder the free use of a lawn mower or other gardening apparatus are prohibited.
- (f) The Township Sexton or the designated Township official shall have the right and authority to remove and dispose of any and all growth, emblems, displays, containers and other items that through decay, deterioration, damage or otherwise become or are unsightly, a source of litter or a maintenance problem.
- (g) Surfaces other than earth or sod are prohibited.
- (h) All refuse of any kind or nature including, but not limited to, dried flowers, wreaths, papers and plastic flower containers must be removed from the cemetery within 10 days after a burial.
- (i) No glass containers or items are allowed.
- (j) Except for markers and memorials, including flowers and urns, expressly allowed by this Ordinance, and veteran flags as authorized by law, no other item (including, but not limited to, ornaments, signs, trellises, statues, benches, landscaping, bricks, stones, grave border materials or other structures) shall be installed or maintained within a Township cemetery, nor shall any grading, digging, mounding or similar alteration of the ground or earth occur except as authorized by this Ordinance or by the Township.

Section 13. Disclaimer of Township Liability and Responsibility

Every person who enters, remains in and travels within a Township cemetery does so at their own risk. The Township is not responsible for any injury, accident or other calamity that might occur to any person present in a Township cemetery. Furthermore, the Township is not responsible for any damage or vandalism to, theft of or deterioration of any burial monument, headstone, flower urn or other item placed at or near a cemetery plot, burial site or anywhere in a Township cemetery. The purchaser, transferee or beneficiary of any burial right to a cemetery plot or the equivalent (and all owners, subsequent transferees, assigns, heirs, or beneficiaries), as a condition of ownership, releases, waives, indemnifies and holds harmless the Township for, from and against any injury, damages, causes of action, claims, costs and expenses associated with, relating to and/or involving the cemetery plot or similar right, any memorial, headstone, monument or similar items, and any matter related to the cemetery involved. Such waiver, release and hold harmless provision shall apply not only to the Township, but also to the Township Sexton and any Township employee, officer, official, agent, committee member, or volunteer.

Section 14. Forfeiture of Vacant Cemetery Plots or Burial Rights

- (a) Cemetery plots or burial rights sold after the effective date of this Ordinance and remaining vacant for forty (40) years or more from the date of their sale shall automatically revert to the Township upon the occurrence of the following events: (1) Notice shall be sent by the Township Clerk or the designated Township official by first-class mail to the last known address of the last owner of record informing the owner of the expiration of the 40-year period and that all rights with respect to said burial rights or plots will be forfeited if the owner does not affirmatively indicate in writing to the Township Clerk or the designated Township official within sixty (60) days from the date of mailing of such notice of the owner desire to retain such burial rights; and (2) No written response to said notice indicating a desire to retain the cemetery plots or burial rights in question is received by the Township Clerk or the designated Township official from the last owner of record of said plots or spaces, or the owner's heirs or legal representative, within sixty (60) days from the date of mailing of said notice.

- (b) Unused cemetery plots and burials rights may also be terminated and forfeited after a period of seven (7) years for failing or neglecting to care for and maintain burial spaces pursuant to the procedures and conditions set forth in 1931 PA 46, MCL 128.11, *et seq.*

Section 15. Repurchases of Plots or Burial Rights; Right of First Refusal

- (a) The Township may repurchase any cemetery plot or burial right from the owner for the original purchase price, or other price set by the Township Board, upon the written request of said owner or the owner's legal heirs or representatives.
- (b) The Township shall retain the right of first refusal for the purchase of the burial rights to any plot or lot sold at the original purchase price, or other price set by the Township Board.

Section 16. Records

The Township Clerk or designated Township official shall maintain records concerning all burials, cemetery plots, burial rights, issuance of burial permits and any other records of the Township related to Township cemeteries, and the same shall be open to public inspection at all reasonable Township business hours.

Section 17. Vaults

- (a) All burials shall be within a standard concrete vault (which meets all applicable laws) installed or constructed in each cemetery plot before interment. Vaults of other suitable materials may be allowed at the discretion of the Township. Burial without vaults shall be done only in an area set aside for such burials, if any, and a waiver of liability sign and settlement must be filled in by the heirs.
- (b) Cremains shall be in a container approved by the Township.

Section 18. Cemetery Hours and Rules

- (a) Unless otherwise specified by the Township Board by resolution, all Township cemeteries shall be closed during the hours from 9 p.m. until 7 a.m. the next morning. During those hours, no person shall be present in a Township cemetery. Such prohibition on being present in a Township cemetery during the time when a Township cemetery is closed shall not apply to the Township Sexton, any Township official, a person accompanied by the Township Sexton or other Township official, or any law enforcement or firefighting official when engaged in the lawful duties of any such office or position.
- (b) The Township may post signs on the site of any cemetery displaying hours, applicable rules, and/or maps upon determination by the Township Board that such signs will assist in the safe and peaceful use of the cemetery.

Section 19. Prohibited Uses and Activities

The following prohibitions shall apply within any Township cemetery:

- (a) No person shall destroy, deface, apply graffiti to or otherwise injure any memorial, monument, sign, tree or other lawful item located within a Township cemetery.
- (b) No person shall disturb the peace or unreasonably annoy, harass or disturb any other person who is lawfully present on the grounds of any Township cemetery.
- (c) There shall be no entry or presence in the cemetery by any person when the cemetery is closed or outside of authorized times.
- (d) There shall be no destruction of cemetery property.
- (e) There shall be no destruction, defacing, or cutting of any tree or plant within a cemetery.
- (f) There shall be no headstones, ornaments, vases, plastic flowers, fences, benches, trellises, statues, signs or any other item placed, kept, installed or maintained in a cemetery except those expressly allowed by this Ordinance.
- (g) There shall be no disturbing of the peace or engaging in any loud or boisterous conduct.

- (h) There shall be no digging, grading or mounding unless expressly authorized by this Ordinance.
- (i) There shall be no driving of an automobile, truck or any vehicle on any portion of a cemetery except the designated roads or drives.
- (j) There shall be no snowmobiles, four-wheelers, go-carts or similar vehicles permitted.
- (k) There shall be no gathering of persons in excess of 75 people without prior Township approval (except during or incidental to a funeral occurring concurrent with burial).
- (l) There shall be no disinterment or grave openings unless approved by the Township.
- (m) There shall be no possession or consumption of any alcoholic beverage.
- (n) There shall be no music, playing of any radio, or the use of any amplification device or similar item, except pursuant to a military ceremony or a funeral.
- (o) There shall be no solicitation or peddling of services or goods or any signs or placards advertising any goods or services.
- (p) There shall be no littering or dumping.
- (q) There shall be no unlawful interference with or disruption of a funeral or funeral procession.
- (r) There shall be no private signs, lighting, moving displays or changeable copy on a sign.
- (s) There shall be no fires, candles, or open flames.
- (t) No children under twelve (12) years of age shall be allowed in any Township cemetery unless accompanied by an adult and are properly supervised by an adult.
- (u) There shall be no exceeding of posted speed limits (5 miles per hour).
- (v) There shall be no domestic animals of any kind or pets allowed within the cemetery grounds. However, this prohibition shall not apply to service and support animals.
- (w) No firearms or archery arrows shall be discharged or shot except that military or other veterans organizations may carry arms for the purpose of firing over the grave at the burial of a member.
- (x) No person shall engage in any fight, quarrel or disturbance.
- (y) Cremains or ashes of a deceased person shall not be scattered or dispersed.
- (x) There shall be no dumping, vandalizing or tipping over of any lawful garbage container or receptacle.
- (aa) No rubbing of or use of any chemicals on or around the memorials or headstones.
- (bb) No weed killer shall be placed around memorials or headstones.

Section 20. Authority of the Township Sexton

- (a) The Township Board may appoint a Township Sexton, who shall serve at the discretion of the Township Board. The Township Sexton may be a Township employee or independent contractor for the Township at the discretion of the Township Board.
- (b) The Township Sexton shall assist other Township officials with the enforcement and administration of this Ordinance.
- (c) The Township Sexton shall have such duties and obligations with regard to Township cemeteries as may be specified from time to time by the Township Board.

Section 21. Fees

The Township Board shall have the authority to set fees pursuant to this Ordinance from time to time. Such fees can include, but are not limited to, fees for burial rights to a cemetery plot, burial permit, disinterment permit, grave opening, setting of foundations, grave closing, winter or holiday burial, transfer fees for burial rights to cemetery plots, and other matters.

Section 22. Applicability of this Ordinance

- (a) This Ordinance shall apply only to cemeteries owned, controlled or operated by the Township.
- (b) The maintenance and care restrictions of this Ordinance shall not apply to Township officials or their agents or designees involved with the restoration, improvement, maintenance, administration or care of a Township cemetery.
- (c) The provisions of this Ordinance shall not apply to police officers or firefighting officials or officers involved in carrying out their official duties.

Section 23. Interpretation/Appeals to the Township Board

- (a) The Township Board shall have the authority to render binding interpretations regarding any of the clauses, provisions or regulations contained in this Ordinance and any rule or regulation adopted pursuant to this Ordinance, as well as their applicability. The Township Board (or its designee) is also authorized to waive application of the strict letter of any provision of this Ordinance or any rules or regulations promulgated under this Ordinance where practical difficulties in carrying out the strict letter of this Ordinance or any rules or regulations related thereto would result in hardship to a particular person or persons or the public. Any such waiver, however, must be of such a character as it will not impair the purposes and intent of this Ordinance.
- (b) Any party aggrieved by any interpretation or decision made by the Township Sexton or any designated Township official, agent or contractor pursuant to this Ordinance, as well as any matter relating to a Township cemetery, burial rights to a cemetery plot, or other matter arising pursuant to this Ordinance, shall have the right to appeal that determination/decision or matter to the Township Board. Any such appeal shall be in writing and shall be filed with the Township within thirty (30) days of the date of the decision, determination or other matter being appealed from. The Township shall give the aggrieved party who filed the written appeal with the Township at least ten (10) days' prior written notice of the meeting at which the Township Board will address the matter unless an emergency is involved, in which case the Township shall utilize reasonable efforts to notify the aggrieved party who filed the appeal of a special or emergency meeting of the Township Board at which the matter will be addressed. Pursuant to any such appeal, the decision of the Township Board shall be final.
- (c) The Township Board may set a fee or fees for any such appeal from time to time by resolution.

Section 24. Authority of the Township to Remove Unauthorized or Unlawful Items from a Township Cemetery

Any memorial, monument, marker, planting, trellis, personal item, urn, flowers or foliage (whether real or artificial), structure, flag (except for lawful veterans flags), or other item that has been placed, installed, left or maintained in any Township cemetery in violation of this Ordinance, any Township rule or regulation regarding Township cemeteries, or any county, state or federal law, statute or regulation may be removed by the Township from the Township cemetery at any time and destroyed or disposed of by the Township without any prior notice to, permission from, or liability or obligation to the persons who left, installed, maintained or kept such item in the Township cemetery. No such item (including, but not limited to, a memorial, monument, marker, planting, trellis, personal item, urn, flowers or foliage, structure, flag, or similar item) can be installed, placed, maintained or kept in a Township cemetery unless expressly authorized by this Ordinance or a written rule or policy of the Township. Even if such an item is authorized to be installed, kept, maintained or left in a Township cemetery, the Township shall still have the discretion to remove any such item at any time and dispose of the same without prior notice to, consent from or liability to the person or persons who installed, maintained or left such item in a Township cemetery.

Section 25. Enforcement

A violation of this Ordinance (or of any rule or regulation adopted pursuant to this Ordinance) constitutes a municipal civil infraction and may be prosecuted according to the policies and procedures of the Conway Township Municipal Civil Infraction Ordinance. The Township may enforce the provisions of this Ordinance by any other method permitted by ordinance or applicable law. Each day during which any violation continues shall be deemed a separate violation. A

violation of any permit or permit condition issued pursuant to this Ordinance shall also constitute a violation of this Ordinance.

Section 26. Township Officials Who Can Enforce this Ordinance

Unless otherwise specified by the Township Board, the following officials shall have the authority to enforce this Ordinance and to issue municipal civil infraction citations/tickets pursuant to this Ordinance:

- Sworn Law Enforcement Officer

Section 27. Severability

The provisions of this Ordinance are hereby declared to be severable and should any provision, section or part thereof be declared to be invalid or unconstitutional by any court of competent jurisdiction, such decision shall only affect the particular provision, section or part thereof involved in such decision and shall not affect or invalidate the remainder of this Ordinance, which shall continue in full force and effect.

Section 28. Effective Date; Conflicts

This Ordinance shall become effective thirty (30) days after a copy of this Ordinance (or summary thereof), or any amendments as applicable, appears in the newspaper. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

ORDINANCE DECLARED ADOPTED on July 20, 2010, Resolution Number 2010-07-20-3.
Amended on November 20, 2018, Resolution Number 181120-01, and on May 16, 2023, Resolution Number 230516-01.

CERTIFICATION

I hereby declare that the above is a true copy of an ordinance amendment by Resolution by the Conway Township Board at a general meeting held on May 16, 2023, at the Conway Township Hall, pursuant to the required statutory procedures.

May 16, 2023

Elizabeth Whitt, Conway Township Clerk

**RESOLUTION TO AMEND THE CONWAY TOWNSHIP
CEMETERY ORDINANCE**

Resolution No. 231219-01

CONWAY TOWNSHIP

WHEREAS, the Conway Township Board of Trustees ("Board") has adopted a Cemetery Ordinance on July 20, 2010, as general law ordinance No. 22 and subsequently amended that ordinance on November 20, 2018, and May 16, 2023.

WHEREAS, the Board desires to further amend that ordinance to provide for certain additional and revised regulations for the Township owned cemeteries;

WHEREAS, authority is provided to the Board to establish and amend such ordinance pursuant to MCL 41.181;

NOW, THEREFORE, BE IT RESOLVED that:

1. The Board hereby adopts the proposed amendments to the Conway Township Cemetery Ordinance, general ordinance No. 22, as presented.
2. All other ordinances, policies, and procedures that are in conflict are hereby repealed.

The foregoing resolution offered by Board Member _____

Second offered by Board Member _____

Upon roll call vote the board members voted as follows:

Grubb, B:
Whitt, E:
Grubb, D:
Pushies, G:
Crampton-Atherton, A:

The Supervisor declared the resolution adopted at a regular meeting of the Board of Trustees held on May 16, 2023

Elizabeth Whitt

Conway Township

8015 N Fowlerville RD, Fowlerville, MI 48836

Phone: 517-2230-0358 Fax: 517-223-0533

Resolution # 230221-2

RESOLUTION: Conway Township Poverty Exemption Policy and Guidelines

WHEREAS: The Township Board desires to approve the adoption of the following Poverty Exemption Guidelines and Asset Level Test language and application (application attached):

CONWAY TOWNSHIP POVERTY EXEMPTION GUIDELINES AND ASSET LEVEL TEST

General Information:

1. The poverty exemption for property taxes under MCL 211.7u is granted on an annual basis. An applicant must submit a new application each year in order to retain eligibility.
2. The poverty exemption is only available for a property used as a principal place of residence (homestead).
3. The poverty exemption is calculated based on the number of "household members" in the applicant's residence, which includes any person listed on the deed, residing in the residence on a full time basis, or any person who could be claimed as a dependent of the applicant on the current year's federal tax return.

Application Process:

1. **Applications for hardship exemptions will be processed at the March, July, and December meetings of the Board of Review. To be considered, applications must be received by the Assessor's office at least 7 days before the start of the meeting at which the application is to be considered.**
2. Applications must be submitted **for each year** using the State of Michigan forms 5737 and 5739 and 4988. A complete application includes:
 - a. All information requested on the application form.
 - b. A copy of the MI-1040CR form showing the Homestead Property Tax Credit.
 - c. Copies of the prior years' federal and state income tax returns for each household member over 18 years of age. If any such household member is not required to file a federal or state income tax return, an affidavit on Michigan Treasury Form 4988 must be submitted instead.
 - d. Supporting documentation for all income sources reported on the application form (e.g. recent pay stubs, receipts, investment account year-end reports, etc.).
 - e. **All required on poverty exemption checklist.**

Conway Township

8015 N Fowlerville RD, Fowlerville, MI 48836

Phone: 517-2230-0358 Fax: 517-223-0533

3. When completing the required forms, it is the applicant's responsibility to provide sufficient information and documentation regarding each item. The Board of Review may ask for additional information and documentation.

Asset Guidelines:

1. "Household assets" include, but are not limited to, the cash value of savings accounts and shares, certificates of deposit, investments such as stocks, bonds, mutual funds, retirement savings (including, without limitation, accrued pension benefits, IRAs, annuities, and 401(k)s), cashable insurance policies, equity in real estate other than the homestead for which the exemption is claimed, equity in recreational motor vehicles, jewelry, coins and other collectables, precious metals, and any non-essential items used in the household (including recreational electronics) purchased within the last 2 years for more than \$500. Any one-time gifts, one-time insurance payments, or lump-sum inheritances received during the previous tax year should be reflected as household assets. Household assets are counted as of the date of application.
2. In general, each household member that is at least 18 years old and no longer a student may own one motor vehicle without having the value of such vehicle count towards household assets. Any additional vehicles owned by household members shall generally be considered recreational motor vehicles (unless the applicant demonstrates that the vehicle is a transportation necessity), and the equity in such vehicles shall be counted toward household assets. Further, if the Board of Review determines that the value of any vehicle owned by a household member is significantly higher than is needed to satisfy essential transportation needs, it may count a portion of the equity in such vehicle toward household assets. For purposes of this paragraph, a vehicle titled in the name of a business owned by an applicant or household member shall be treated the same as a vehicle titled in the name of such individual.
3. The Board of Review shall determine eligibility for a poverty exemption based on the previous years federal poverty guidelines plus 25%.
4. Assets cannot be more than five times your income.

Income Guidelines

1. "Household income" includes all of the following items, as received in the previous tax year (2022):
 - a. Wages and salaries before any deductions.
 - b. Payments or in-kind provision of normal expenses (e.g. meals, insurance, clothing, electronic equipment used at least in part for personal use) by a household member's business or employer.
 - c. Net receipts from non-farm self-employment. These receipts are from a person's own business, professional enterprise, or partnership, after deductions for business expenses.
 - d. Net receipts from farm self-employment. These are receipts from a farm that one operates as an owner, renter, or share cropper, after deductions for farm operating expenses.

Conway Township

8015 N Fowlerville RD, Fowlerville, MI 48836

Phone: 517-2230-0358 Fax: 517-223-0533

- e. Regular payments from Social Security, retirement plans, unemployment compensation, benefits from union funds, workers compensation, veteran payments, and public assistance.
 - f. Alimony, child support, and military family allotments or other regular support from an absent family member or someone not living in the household.
 - g. Private pension receipts, government employee pension receipts (including military retirement pay), and regular insurance or annuity payments, and disbursements from other retirement plans.
 - h. Dividends, interest, net rental income, net royalties, periodic receipts from estates or trust, net gambling or lottery winnings.
2. Household income does *not* include the following:
- a. Food produced for personal consumption.
 - b. Payments or receipts from federal benefit programs such as Medicare, Medicaid, food stamps, and school lunches.
 - c. Income tax refunds.
 - d. Refunds received from the Michigan Homestead Property Tax Credit.
 - e. One-time gifts, one-time insurance payments, or lump-sum inheritances.

Exemption Eligibility and Calculation:

1. The Board of Review shall determine eligibility and calculate the amount of hardship exemptions based on the policy and guidelines provided herein.
2. The denial of a hardship exemption application may be appealed to the Michigan Tax Tribunal.
3. If a person meets all eligibility in stature, the Board of Review must grant a full exemption equal to a 100% reduction in taxable value.

By my name and signature below, I hereby acknowledge that I read and understand the Poverty Exemption Guidelines and Asset Level Test.

Name

Signature

Date

POVERTY EXEMPTION CHECKLIST

***All applicable documents are required**

- Form 5739 Poverty Exemption Application.
- Form 5737 Affirmation of ownership and occupancy to remain exempt by reason of poverty.
- Form 4988 Poverty Exemption Affidavit. (If Applicable)
- Copy of Driver's license or other government issued identification.
- Copy of current deed or land contract
- Copy of preceding year federal income tax return 1040)
- Copy of preceding year Michigan tax return (MI-1040)
- Copy of preceding year property tax credit (MI-040CR)
- Copy of preceding year social security benefit statement (SSA-1099)
- Copy of preceding three months checking and/or savings account statements.
- Copy of preceding month check stubs for anyone over 18 years of age.
- Copy of regular payments from Social Security, retirement plans, pension receipts, child support, alimony support, unemployment compensation, benefits from union funds, workers compensation, veteran payments, military family allotments, and public assistance for anyone over 18 years of age.
- Copy of preceding month utility bills.
- Copy of preceding month mortgage, vehicle, personal loan, and recreational vehicle loan statements.
- Copy of all household assets.

Pikk Services LLC

PO Box 1068
Fowlerville, MI 48836
517-546-9775
accounting@pikkservices.com

Estimate

ADDRESS
Conway Township Hall
PO Box 1157
Fowlerville, MI 48116

SHIP TO
Conway Township Hall
8015 Fowlerville Rd.
Fowlerville, MI 48836
51-0621

ESTIMATE 2728
DATE 11/21/2023
EXPIRATION 12/21/2023
DATE

P.O. NUMBER
2728

QTY	DESCRIPTION
	New Ballot Box Camera (PTZ) *****
1	Hikvision - TandemVu 4MP Outdoor IR Speed Dome IP Camera, 25x Optical Zoom, 4.8-120mm Lens, White
1	Mounting Hardware, Sealant & Wire Management Materials
100	Cat6 Ethernet Cable
1	Labor to -

TOTAL **\$1,250.00**

Accepted By

Accepted Date

Pikk Services LLC

PO Box 1068
Fowlerville, MI 48836
517-546-9775
accounting@pikkservices.com

Estimate

ADDRESS
Conway Township Hall
PO Box 1157
Fowlerville, MI 48116

SHIP TO
Conway Township Hall
8015 Fowlerville Rd.
Fowlerville, MI 48836
51-0621

ESTIMATE 2729
DATE 11/21/2023
EXPIRATION 12/21/2023
DATE

P.O. NUMBER
2729

QTY	DESCRIPTION
	New Ballot Box Camera (Bullet) *****
1	Hikvision - Performance Series ColorVu 4MP WDR Bullet IP Camera, 2.8-12mm Motorized Varifocal Lens, White
1	Mounting Hardware, Sealant & Wire Management Materials
100	Cat6 Ethernet Cable
1	Labor to -

TOTAL	
\$925.00	

Accepted By

Accepted Date

Pikk Services LLC

PO Box 1068
Fowlerville, MI 48836
517-546-9775
accounting@pikkservices.com

Estimate

ADDRESS
Conway Township Hall
PO Box 1157
Fowlerville, MI 48116

SHIP TO
Conway Township Hall
8015 Fowlerville Rd.
Fowlerville, MI 48836
51-0621

ESTIMATE 2730
DATE 11/21/2023
EXPIRATION 12/21/2023
DATE

P.O. NUMBER
2730

SALES REP
SER

QTY	DESCRIPTION
	32CH NVR Upgrade *****
1	32 Camera NVR w/16T HDD
1	Labor to -

TOTAL **\$2,085.00**

Accepted By

Accepted Date

Conway Township

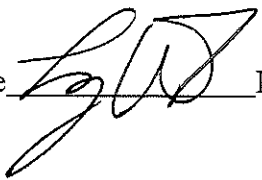
8015 N. Fowlerville Road
PO Box 1157
Fowlerville MI 48836



Phone 517-223-0358
Fax 517-223-0533

I move that:

We accept the bids for the New Ballot Box Camera (PTZ) and the 32CH NVR Upgrade, for
total of \$3,335.

Maker Name: Liz Whitt _____ Maker Signature  Date 12-13-23

Seconded: YES NO (Please Circle One)

Disposition:

- Adopted
- Postponed Indefinitely:
- Amended
- Referred to:
- Postponed to:
- Laid on the Table
- Withdrawn

Notes:

From: [Rebecca Lamson](#)
To: [Elizabeth Whitt](#)
Subject: Cleaning bid
Date: Sunday, November 6, 2022 11:40:51 AM

November 5, 2022

Dear Board Member,

I appreciate your consideration of retaining my custodial services. I am not asking for any changes to my original proposal.

Bid proposal:

Weekly cleaning charge: 140.00

I will provide a current copy of my liability insurance upon request.

Thank you for your business.

Sincerely,

Rebecca Thomas

R.I. Thomas Property Maintenance

Sent from my iPhone

OFFICE CLEANING JOB DESCRIPTION/CHECKLIST

Bi-WEEKLY CLEANING

Offices, Lobby, Hall, Kitchen and Stage Area

- Empty all trash receptacles, including outside and replace liners as needed. Remove trash to dumpster
- Vacuum carpeting
- Clean and polish drinking fountain/water cooler, appliances as needed
- Wipe inside of microwave if needed
- Thoroughly dust all horizontal and vertical surfaces, including desktops, files, windowsills, chairs, tables, pictures, monitors
 - and all manner of furnishings
- Damp wipe all horizontal surfaces to remove coffee rings and spillage
- Dust telephones
- Dust mop hard surface floors with a treated dust mop
- Mop hard surface floors to remove any spillage from soiled areas
- Mop entryway and clean fingerprints from entrance glass
- Inspect and pick up, as needed, building entrance area (outside)
- Dust all vertical surfaces of desks, file cabinets, chairs, tables and other office furniture
- Thoroughly vacuum all carpeting, taking care to get into corners, along edges and beneath furniture
- Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture

Restrooms

- Stock towels, tissue, and hand soap
- Empty sanitary napkin receptacles and wipe with a disinfectant
- Empty trash receptacles and wipe
- Clean and polish mirrors
- Wipe towel cabinet covers
- Toilets and urinals to be cleaned and sanitized inside and outside, including base at the floor.
- Polish bright work
- Toilet seats to be cleaned on both sides using a disinfectant
- Scour and sanitize all basins
- Dust partitions, top of mirrors and frames
- Remove splash marks from walls around basins
- Mop and rinse restroom floors with a disinfectant

MONTHLY CLEANING

Offices, Lobby, Kitchen, Hall, Bathroom

- Complete all high dusting not reached in the above-mentioned cleaning
- Remove fingerprints and marks from around light switches and doorframes
- Vacuum all upholstered furniture
- Damp wipe telephones using a disinfectant
- Dust fan grate/Vents

OFFICE CLEANING CHECKLIST

Bi-WEEKLY CLEANING

Offices, Lobby, Hall, Lunchroom and Stage Area

- Empty all trash receptacles, including outside and replace liners as needed. Remove trash to dumpster
- Vacuum carpeting
- Clean and polish drinking fountain/water cooler, appliances as needed
- Wipe inside of microwave if needed
- Thoroughly dust all horizontal surfaces, including desktops, files, windowsills, chairs, tables, pictures, monitors and all manner of furnishings
- Damp wipe all horizontal surfaces to remove coffee rings and spillage
- Dust telephones
- Dust mop hard surface floors with a treated dust mop
- Damp mop hard surface floors to remove any spillage from soiled areas
- Damp wipe entryway and clean fingerprints from entrance glass
- Inspect and pick up, as needed, building entrance area
- Dust all vertical surfaces of desks, file cabinets, chairs, tables and other office furniture
- Thoroughly vacuum all carpeting, taking care to get into corners, along edges and beneath furniture
- Damp mop hard surface floors, taking care to get into corners, along edges and beneath furniture
- Buff hard surface floors if needed

Restrooms

- Stock towels, tissue, and hand soap
- Empty sanitary napkin receptacles and wipe with a disinfectant
- Empty trash receptacles and wipe
- Clean and polish mirrors
- Wipe towel cabinet covers
- Toilets and urinals to be cleaned and sanitized inside and outside, including base at the floor.
- Polish bright work
- Toilet seats to be cleaned on both sides using a disinfectant
- Scour and sanitize all basins
- Dust partitions, top of mirrors and frames
- Remove splash marks from walls around basins
- Mop and rinse restroom floors with a disinfectant

MONTHLY CLEANING

Offices, Lobby, Lunchroom, Hall, Bathroom

- Complete all high dusting not reached in the above-mentioned cleaning
- Remove fingerprints and marks from around light switches and doorframes
- Vacuum all upholstered furniture
- Damp wipe telephones using a disinfectant
- Dust fan grate

Bill Grubb

From: Conway Office
Sent: Wednesday, November 22, 2023 10:48 AM
To: Trustee 2 - Conway Township
Cc: Bill Grubb; Trustee 1 - Conway Township
Subject: FW: Cobwebs

Previously sent.

From: Conway Office
Sent: Wednesday, November 15, 2023 2:41 PM
To: Trustee 2 - Conway Township <trustee2@conwaymi.gov>; Trustee 1 - Conway Township <trustee1@conwaymi.gov>; Elizabeth Whitt <clerk@conwaymi.gov>; Bill Grubb <supervisor@conwaymi.gov>; Debra Grubb <treasurer@conwaymi.gov>
Subject: Cobwebs

Good afternoon, Amy-

I am writing as we still have cobwebs in the corners of the office that has not be cleaned. I addressed this in an email previously on Oct 4th but still nothing has been done. Would you please address this issue with the cleaner. Thanking you in advance for your attention to this matter.

Kind regards,

Barbara Richardson

Conway Township Administrative Assistant
Office hours: Tuesdays and Wednesdays between 9am and 3pm
Office 517-223-0358
Fax 517-223-0533



office@ConwayMI.gov

The dumpster is now available.
Please use it not the casts

6-22-23 We are running low on ⁽²⁰⁾ Softsoap
and Betco floor cleaner.

*order to
order* Could we also get some whink rust
remover? It will help get the staining
out of the ladies restroom toilet. RT

6-22-23 The hallway west exit door was ajar. RT

6-28-23 Becky this is the new trash key,
please leave your old one and take this
one!

8-4-23 We are in need of a new toilet brush
for the mens bathroom. Thankyou! RT

AB

8-8-23 Becky, please clean all window sills as
there are cobwebs. I cleaned 2 in the hall
today. Thanks Also dust/clean around door
frames.

New toilet brushes are on the shelf with the
toilet paper in supply room.

8-18-23 We are in need of paper towels for the
bathroom dispensers. RT

Ordered

10-16-23 You do not need to clean the printer area.
We will take care of it.

the bag
on table

10-13-23 I had checked the vacuum bag the previous time I was here. A lot of stuff from the ceiling was vacuumed up, hence it being full and that is probably why it split.
We need toilet cleaner.

Conway Township Policy No 23

Planning Commissioner Training Policy

Resolution 220920-01 states the requirement of training for planning commissioners. This policy defines the specific steps to take and the reimbursement of expenses as well as payment for attending training sessions.

The abovementioned resolution states the following:

- 5 years or less experience requires minimum of 6 hrs. of annual training/education.
- more than 5 years of experience requires a minimum of 3 hrs. of annual training/education.
- Planning Commission members shall submit to the board their training and education plan for every calendar year with requisite anticipated cost. The plan should reflect which classes were planned for and completed for the immediately preceding year.
- Training, scheduling and reimbursement shall be in accordance with and set forth in the Township's Personnel Policy Manual
- The Township may make available its consultants, such as planners and/or attorneys, for certain training sessions upon its own motion or upon the request of any one or more Planning Commission members.

Planning commissioners have access to Michigan Township Association (MTA) to select training/classes. At times the county will provide training for planning commissioners. Commissioners will be paid for training, travel and potential lodging as described in the Personnel Manual. Training time will be paid at the most current board approved rate.

Training documentation needs to include:

- Training requirements for Planning Commissioners appointed on or after October 1st will start the following year.
- Class description (including number of hours, counted for training requirements) of Planning Commission related training, including certification or statement of completion.
- In person classes will be registered by and paid for by the township. Provide the class information to the Clerk Department for registration and lodging, if applicable.
- Mileage reimbursement requires a map and mileage driven.
- Any personnel who fail to attend any training event for which the Township has approved and paid, that personnel shall be responsible for reimbursement to the Township for the cost of the missed training.

Failure to meet training requirements will result in:

- The first offense will result in a written warning. The employee will have 90 days to meet the training requirements of the previous year. Current year training is required in addition to previous year training.

- The second offense (90-day remediation not completed) ~~will~~ may result in removal from the Planning Commission pursuant to Township Ordinance.¹
- The Supervisor shall submit a report on the current status of members' training requirements for the November Planning Commission Chair and the Township Board meetings.

Appendix

Training Scheduling and Reimbursement Policy

Request to Attend Training

It is in the interest of Conway Township that Township personnel attend certain training and continuing education opportunities from time to time, upon approval of the Township. If any Township personnel wishes to attend any class or training course or program that personnel believes relates to the person's function within the Township, will advance Township interests, or improve the person's ability to serve the public, personnel should complete the form designated for this purpose and return to the Township Clerk. See Appendix. If the request is approved, the Township Clerk shall issue payment for the course or program directly to the offering entity and confirm scheduling with said entity and the attending personnel.

Any personnel who fail to attend any training event for which the Township has approved and paid, that personnel shall be responsible for reimbursement to the Township for the cost of the missed training. If the personnel fail to repay the Township for the full amount within thirty (30) days of the last day of class, the cost of the class shall be deducted from the personnel's next paycheck. Alternatively, personnel may elect to pay the cost of the class, training course, or program themselves and submit documentation of the cost paid to the Township Clerk for reimbursement on a form designated for that purpose. See Appendix. Training pre-paid by any personnel shall still be subject to approval by the Township Board.

Personnel attending any training course, class, or program paid for by the Township shall be required to present a brief synopsis of the class content and any relevant information of benefit to other personnel who did not attend the class.

Training Pay

Hourly personnel will be paid for the travel time to and from a training event, as well as classroom time. Training schedule needs to be submitted with monthly timesheet.

Mileage

Personnel using their personal vehicle for travel to and from an approved training course, class, or program under this policy will be reimbursed at the current IRS established rate of reimbursement for mileage and actual parking fees. Travel must be documented and submitted to the Township Clerk at the end of the pay period in which the expense was incurred. Mileage requests should include documentation of actual miles traveled, including, but not limited to data from MapQuest, Google Maps, or other similar mapping or GPS programs. Traffic fines will not be reimbursed by the Township and no personnel will be reimbursed by the Township for travel from their home to the Township Hall.

Meals

The Township will reimburse personnel for actual expenses incurred for meals, not provided by the event, during time spent on an *approved* training program up to \$25 per person, per day for a training program not requiring an overnight stay and up to \$60 per person, per day during training programs requiring the personnel to stay overnight

¹ Currently General Law Ordinance No. 21, Section 4, allows the Board to remove a Planning Commission member for misfeasance, malfeasance, or nonfeasance upon written charges and after a public hearing. [Note the Ordinance reference is likely to change in the future when the Township completes the codification process.] The approach to removal outlined in the Ordinance is mandated by statute. See MCL 125.3815(9).

away from their place of residence. Reimbursement is contingent upon timely provision of receipts for amounts spent to the Township Clerk.

Lodging

Personnel will be reimbursed for actual expenses incurred for lodging while attending an *approved* training course, program, or class, if approval is given in advance by the Township Board. In order to receive reimbursement, personnel must submit a reimbursement request form accompanied by receipts for lodging.

Reimbursement for Spouses

Conway Township will not reimburse expenses for spouses of personnel who attend conferences or conventions or travel with Township personnel.

Other Reimbursement

Reimbursement for other personnel work-related expenses will not be paid unless approved, in advance, by the Township Board.