

REGULAR MEETING

October 16, 2018

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

Present: Parsons, Kreeger, Rife, Grubb, Anderson. Township attorney Cooper and several residents.

Motion to approve the consent agenda as amended. Motion by Parsons. Support by Anderson. Motion approved. Amendment to remove the credit card statement. Included in the consent agenda: September 18, 2018 Board Minutes, October 8, 2018 Planning Commission Minutes, Zoning Administrator Report, Financial Report, Disbursements/Payroll Report, Budget Report, September Cemetery Minutes. Hall Rental Report (none). Cemetery Advisory Committee Resignation.

Motion to approve the board meeting agenda with additions. Motion by Parsons. Support by Anderson. Old Business Additions: 12. Gracon. New Business: 16. Credit Card Statement 17. Clerk Wages. Motion approved.

Motion to schedule a special meeting October 30, 2018 at 6 p.m. to review the Personnel Policy Manual. Motion by Anderson. Support by Grubb. Motion approved.

Motion to advertise the Stow Road property for sale for \$22,000 or best offer for two weeks asking people to present an offer to purchase. Motion by Anderson. Support by Grubb. Motion approved.

Mike Grady of Gracon gave an updated proposal for IT services. Numbers approved in August were no longer viable. Motion by Parsons to review bids and decide at the October 30 meeting. Support by Anderson. Motion approved.

Conway Township Cemetery Ordinance amendment. Motion to hold a public hearing at next regular meeting. Motion by Parsons. Support by Grubb. Motion approved.

Motion to adopt Cemetery Advisory Committee by-laws with amendments. Motion by Anderson. Support by Rife. Motion approved.

Motion to amend the fee schedule as presented. Motion by Anderson. Support by Parsons. Motion approved.

Motion to hold a public hearing for Daisey Lane Special Assessment District at the November 20 meeting. Motion by Parsons. Support by Anderson. Motion approved.

Motion to approve Chase credit card statement. Motion by Parsons. Support Rife. Motion approved.

Motion to adopt Resolution 181016-01 regarding clerk salary. Offered by Rife. Second offered by Kreeger.

Roll call: Anderson - aye
Grubb - aye
Parsons - aye
Kreeger - aye
Rife – aye

Motion to adjourn meeting at 8:27 p.m. Motion by Grubb. Support by Anderson. Motion approved.



Todd Anderson, Township Clerk



Elizabeth Whitt, Deputy Clerk

RESOLUTION REGARDING CLERK SALARY

Resolution No. 181016-01

Conway Township

WHEREAS, on March 20, 2018, Resolution 180320-2 was passed regarding the Clerk's annual salary;

WHEREAS, the Clerk has expressed an interest in adjusting that annual salary to \$15,000, expressly waiving the provisions of MCL 41.95(7);

WHEREAS, the Township Board, to honor the Clerk's request, desires to adjust the salary;

NOW, THEREFORE, BE IT RESOLVED that:

(a) The annual salary for the office of Clerk shall be \$15,000 effective as of the date of this Resolution.

(b) In the event Todd Anderson is no longer Clerk, the waiver accepted in this Resolution shall be void and of no future legal effect.

The foregoing resolution offered by Board Member Rife.

Second offered by Board Member Kreeger.

Upon roll call vote the board members voted as follows:

Rife: aye

Anderson: aye

Grubb: aye

Parsons: aye

Kreeger: aye

The Supervisor declared the resolution adopted at a regular meeting of the Board held on October 16, 2018.



Todd Anderson, Clerk

**Conway Township Cemetery Advisory Committee
Bylaws
Adopted – October 16, 2018**

Subject to approval by the Conway Township Board, the Conway Township Cemetery Advisory Committee hereby adopts the following rules to facilitate the performance of its duties as directed by the Township Board and outlined below.

SECTION 1: PURPOSE

The Conway Township Cemetery Advisory Committee (“Cemetery Committee”) has been formed to assist the Conway Township Board of Trustees (“Township Board”) in its preservation, protection, improvement, and restoration of the Township’s cemeteries.

SECTION 2: MEMBERSHIP AND OFFICERS

A. Membership

The Cemetery Committee shall consist of no fewer than five (5) and no more than seven (7) members. At the time of adoption of these Bylaws, the Cemetery Committee consists of six (6) members. These members have been previously approved by the Township Board. New members shall be nominated by the Cemetery Committee subject to approval by the Township Board.

B. Officers

The Cemetery Committee shall elect from its membership, a chairperson, vice chairperson, and secretary. The Cemetery Committee’s officer selections are subject to approval by the Township Board. Those officers selected by the Cemetery Committee may serve in that capacity pending Township Board approval. All officers shall serve a term of two years, or until their successors are elected by the Cemetery Committee and approved by the Township Board. All officers shall be eligible for re-election for consecutive terms for the same office. In the event an officer position is vacated prior to expiration of a particular term, replacement of that position shall be handled in similar fashion as initial selection. Successor officers shall serve out the unexpired term of the officer being replaced.

The officer positions and their duties are as follows:

1. Chairperson – The chairperson shall preside at all meetings, appoint sub-committees, prepare the annual report for the Cemetery Committee and perform such other duties as directed by the Township Board. The chairperson shall present any recommendations or requests of the Cemetery Committee to the Township Board.
2. Vice Chairperson – The vice chairperson shall act in the capacity of the chairperson in his/her absence. In the event the office of chairperson becomes vacant, the vice chairperson shall succeed to this office for the unexpired term, and the Cemetery

Committee shall select a successor to the office of vice chairperson for the un-expired term.

3. Secretary – The secretary shall execute documents in the name of the Cemetery Committee, perform the duties hereinafter listed below, and shall perform such other duties as the Cemetery Committee may determine, consistent with these Bylaws.
 - a. Minutes - The secretary shall be responsible for maintaining a permanent record of the minutes of each meeting and shall have them recorded in suitable permanent records maintained by the Township Clerk. The minutes shall contain a brief synopsis of the meeting, including a complete restatement of all motions and record of votes, conditions, or recommendations made on any action and record of attendance.
 - b. Correspondence - The secretary shall be responsible for issuing formal written correspondence with other groups or persons, as directed by the Cemetery Committee. All communications, petitions, reports, or other written materials received by the secretary shall be brought to the attention of the Cemetery Committee.
 - c. Notices - The secretary shall issue such notices as may be required by the Cemetery Committee.

SECTION 3: MEETINGS

- A. Regular Meetings – The Cemetery Committee shall hold not less than four regular meetings each year and by resolution shall determine the time and place of such meetings. Other meetings may be held as necessary. When a regular meeting falls on a legal holiday or upon a day resulting in a conflict, the Cemetery Committee shall, if possible, select a suitable alternate meeting date in the same month as the original scheduled meeting. Notice of regularly scheduled Cemetery Committee meetings shall be posted at the Conway Township office within 10 days after the Cemetery Committee’s first regular meeting in each year in accordance with the Open Meetings Act, 1976 PA 267, MCL 15.261, *et seq.*
- B. Special Meetings – Special meetings may be called by the chairperson or upon written request to the secretary by at least two members of the Cemetery Committee. Notice of special meetings shall be given to the members of the Cemetery Committee at least forty-eight (48) hours before the meeting. Such notice shall state the purpose, time, and location of the special meeting and shall be posted in accordance with the Open Meetings Act.
- C. Meetings and Records – In no event shall the Cemetery Committee hold more than a combined total of 12 Regular Meetings and Special Meetings per year without the approval of the Township Board. Any business the Cemetery Committee may perform shall be conducted at a public meeting held in compliance with the Open Meetings Act. All meetings, minutes, records, documents, correspondence and other materials of the Cemetery Committee shall be open to public inspection in accordance with the Freedom of Information Act, 1976 PA 442, MCL 15.231, *et seq.*, except as may otherwise be provided by law.

- D. Quorum – A majority of the membership shall constitute a quorum for transacting business and taking official action for all matters. Members of the Cemetery Committee shall notify the Cemetery Committee chairperson when they intend to be absent from a meeting. Whenever a quorum is not present, those present may adjourn the meeting to another time and day, in accordance with the provisions of the Open Meetings Act, or hold the meeting to consider the matters on the agenda. No action shall be taken at a meeting at which a quorum is not present.
- E. Agenda – The chairperson shall be responsible for preparing the agenda for Cemetery Committee meetings.

SECTION 4: DUTIES OF THE ADVISORY COMMITTEE

The Cemetery Committee shall perform the following duties:

1. Assist the Township Clerk with historical documentation and mapping of the state of Township cemeteries based on research and on-site investigation.
2. Prioritize monument restoration and repair work needed throughout the cemeteries and authorize commencement of work based on those priorities with a cost not to exceed the amount of funds earmarked for such work in the Township Cemetery fund as approved by the Township Board.
3. Prepare an annual report to the Township Board for approval including, at a minimum, the following:
 - a. The past year’s cemetery improvement budget, authorized restoration and repair work, and amount of funds expended.
 - b. Proposed annual budget for next year’s cemetery improvement efforts and anticipated sources of revenue (ie. donations).
 - c. Plan and priorities for continued monument restoration and repair.
4. Perform other duties and responsibilities as requested by the Township Board.

The Cemetery Committee may, as deemed appropriate, perform the following duties:

1. Oversee and manage authorized restoration and repair work throughout the cemeteries.
2. Promote public education and awareness of Township cemetery history, and advocate for cemetery preservation and improvement.
3. Assist the Planning Commission with development of a long term vision of the cemeteries for the Township Master Plan and/or recommend contents of a separate Cemetery Master Plan to the Township Board.
4. Seek and organize volunteers to do various documentation and clean-up projects throughout the cemeteries.

5. Attend training sessions or conferences as needed, with approval by the Township Board.

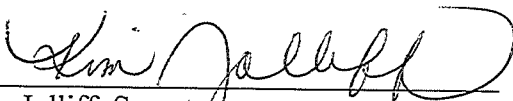
SECTION 5: REMOVAL AND RESIGNATION

- A. A member of the Cemetery Committee may be removed upon the request of a Township Board member if removal is approved by a majority vote of the Township Board after a hearing is held at a regularly scheduled Township Board meeting. Written notice shall be provided to all members of the Cemetery Committee at least 14 days in advance of the hearing. The hearing shall be conducted by the Township Supervisor.
- B. A member may resign from the Cemetery Committee by sending a letter of resignation to the Township Clerk, Township Board, or Cemetery Committee chairperson. The Cemetery Committee chairperson shall promptly forward any letter of resignation received to the Township Board.

SECTION 6: AMENDMENTS

These Bylaws may be amended by the Township Board at any time. Amendment of the Bylaws may also be initiated by the Cemetery Committee at any meeting by a vote of the majority of the members of the Cemetery Committee. To be effective, any amendment initiated by the Cemetery Committee must be approved by the Township Board.

Adopted by the Conway Township Cemetery Advisory Committee at a regular meeting held on September 14, 2018.

/s/ 
Kim Jolliff, Secretary

Approved, as amended, by: Conway Township
Board at a regular meeting on October 16, 2018.

/s/ 
Todd Anderson, Clerk