

**GENOA CHARTER TOWNSHIP BOARD**  
**Regular Meeting and Public Hearing**  
**April 18, 2022**

**MINUTES**

Supervisor Rogers called the Regular Meeting of the Genoa Charter Township Board to order at 6:30 p.m. at the Township Hall with the Pledge of Allegiance. The following members were present constituting a quorum for the transaction of business: Bill Rogers, Paulette Skolarus, Robin Hunt, Jean Ledford, Terry Croft, Jim Mortensen and Diana Lowe. Also present were Township Manager Michael Archinal; Township Attorney Joe Seward and four persons in the audience.

A Call to the Public was made with the following response: John Palmer – With regard to Pathway, is there anything the residents could be doing to assist the Township? Rogers – Just continue to give us information.

**Consent Agenda:**

Moved by Lowe and supported by Croft to approve the Consent Agenda, moving Items 1 and 2 to the Regular Agenda for discussion. The motion carried unanimously.

**3. Request for approval of a Design Phase Services Proposal from Tetra Tech for the installation of sidewalks at various Grand River locations in the amount of \$18,000.**

**4. A. Request for approval of a proposal from Tri-County and O'Donnell Electric for the purchase and installation of LED lighting for the Township Hall at a cost not to exceed \$14,587.66.**

**B. Request to amend the FY 2022/2023 Building and Grounds (Fund #249) adding line item 249-265-981-006 in the amount of \$14,587.66.**

**Regular Agenda:**

Moved by Hunt and supported by Mortensen to approve for action all items listed under the Regular Agenda with the addition of Items 1 and 2. The motion carried unanimously.

**1. Payment of Bills: April 18, 2022**

Mortensen asked for clarification of three items on the payment of bills. His concerns were answered by Hunt. Moved by Mortensen and supported by Lowe to approve the payment of bills as requested. The motion carried unanimously.

**2. Request for approval of a high-speed voting tabulator in the amount of \$97,020, service and maintenance agreement for five years beginning in year 2027-2032 at \$40,550.00 and a high-speed automatic envelope opener at \$2,920.99 with FORMAX using federal and state grant funding under ARPA at the recommendation of County Clerk Elizabeth Hundley and Township Clerk Polly Skolarus.**

Moved by Skolarus and supported by Lowe to approve the purchase of a high-speed tabulator at a cost of \$97,020.00, a maintenance agreement for years 6 through 10 at a cost of \$40,550.00 (with a 10% discount), and an automatic electric envelope opener at a cost of \$2,920.99. The motion carried unanimously.

**5. Request to approve Minutes: April 4, 2022 (Placed on Regular Agenda at the request of the Township Clerk).**

Moved by Lowe and supported by Croft to approve the Minutes of April 4, 2022 with the following corrections: Adding campaign staffer, to State Representative Candidate Conley, who introduced himself to the board shortly after a call to the public. Adding a comment from Rogers that the Mary Post request was being handled. Striking the last two paragraphs before the adjournment. The motion carried unanimously.

**6. Request for approval of a Resolution adopting the Livingston County Hazard Mitigation Plan. (Roll Call)**

Moved by Mortensen and supported by Lowe to table the Resolution until a review by the Brighton Fire Authority is received. The motion carried unanimously.

**7. Request for approval of a Board of Trustees agenda management policy as recommended by the Township Supervisor.**

Moved by Mortensen and supported by Lowe to approve the Management Policy as recommended. The motion carried unanimously.

**8. Consideration of hiring a recording secretary for the drafting of Township Board minutes.**

Skolarus argued the position of the Board in hiring a recording secretary. Seward – The clerk shall transcribe the minutes under the open meetings act. If there is just dialogue that doesn't lead to any action by the board I don't see that there is any action required under the open meetings act. Rogers - This action does not make it permanent with a couple people documenting the action of the board.

Moved by Hunt and supported by Croft to hire a recording secretary for drafting the Township Board minutes which will include a summary of what happened at the meeting ~~and an overview by the Clerk.~~ The motion carried as follows: Ayes – Ledford, Croft, Hunt, Lowe, Mortensen and Rogers. Nay - Skolarus

**9. Consideration of adjustments to car allowances for the Assessor, Deputy Assessor, Assistant Township Manager and Township Manager.**

Mortensen asked if the car allowances were paid by a 1099 or a W-2 and that Palka should look at the matter. Skolarus – If they are paid by 1099 then there is no additional cost to the township. With a W-2 there is another 10% going into retirement, plus another 7.5% cost to the Township for Medicare and Social Security contribution. This raises the cost considerably. Rogers - We will talk to the auditor.

Moved by Mortensen and supported by Hunt to approve the car allowances as requested by Archinal if the Township auditor concludes that it is acceptable from a taxpayer point of view. Future review will be part of the annual budget process. The motion carried as follows: Ayes – Ledford, Croft, Hunt, Lowe, Mortensen and Rogers. Nay – Skolarus, because there is an additional 17.5% cost that is not being considered.

Correspondence: None

Member Discussion:

- Mortensen – The Township Cemetery on Chilson Road is a disgrace. The MTA magazine includes an item for ARPA funds with regard to cemetery maintenance or expansion. Hunt will look into the use of ARPA funds.
- Lowe – I attended a Parks and Recreation meeting. Park passes for Genoa Township residents are \$40.00 a year or \$10.00 a day. The Oceola center is beautiful and she will provide counts at the next meeting.
- Archinal – The senior survivor park is moving forward.
- Skolarus to Attorney Seward – There was a recent HIPAA violation. Seward - ~~I don't believe the township is a health care provider and so the township is covered.~~ The Township is not a healthcare provider and is not covered by HIPAA. Skolarus - So you would defend the person who was the violator versus the violated. Seward - I am familiar with the HIPAA Federal law.

Moved by Mortensen and supported by Croft to adjourn the meeting at 7:50 p.m.

Paulette Skolarus, Clerk  
Genoa Charter Township

Bill Rogers, Supervisor  
Genoa Charter Township