GENOA CHARTER TOWNSHIP BOARD
Regular Meeting
July 7, 2025

MINUTES

Call to Order

Supervisor Spicher called the regular meeting of the Genoa Charter Township Board to order at 6:30 pm at the Township Hall.

Invocation

Supervisor Spicher led the invocation for the Board and the members of the public.

Pledge of Allegiance

The Pledge of Allegiance was recited.

Roll Call

The following members were present constituting a quorum for the transaction of business: Kevin Spicher, Janene Deaton, Candie Hovarter, Robin Hunt, Bill Reiber, Rick Soucy, and Todd Walker.

Also present was Township Manager Kelly VanMarter and 16 people in the audience.

Call to the Public

The call to the public was opened at 6:31 pm.

Ms. Bridget Guzman of 1744 Skyview Drive spoke about the handling of the township's noise ordinance. She has an ongoing issue with her neighbor. It is every night, all night and has been occurring for seven years. The township advises to call the police, and the police tell her to call the township.

The call to the public was closed at 6:35 pm.

Approval of Consent Agenda:

Moved by Hunt, supported by Walker, to approve the Consent Agenda as presented. **The motion carried unanimously**.

1. **Payment of Bills: July 7, 2025**
2. **Request to approve the June 16, 2025 regular meeting minutes.**

Approval of Regular Agenda:

Mr. Reiber requested to move Agenda Item #9 to the next Township Board Meeting as he would like to see more information on the proposal. Supervisor Spicher suggested moving it to the "Items for Discussion" section.

Mr. Walker requested to amend Agenda Item #7 to add another candidate. Ms. Deaton stated the deadline for submissions has passed. It was recommended to discuss this during the agenda item this evening.

Moved by Reiber, supported by Hovarter, to approve the Regular Agenda as amended, moving Item #9 to "Items for Discussion". **The motion carried unanimously.**

3. **Public Hearing on the Genoa Estates No. 1 (Weatherly and Russell Drive) Road Rehabilitation Special Assessment Roll.**
   a) Call to the Property Owners
   b) Call to the Public

The call to the property owners was opened at 6:41 pm.

Mr. Paul Lampert of 2993 Russell Drive has been off work for the last two months and is self-employed. He does not have the funds for this special assessment. Ms. Hunt stated there is a hardship clause for people who are below a certain income level. She suggested he contact the township assessing department for information.

Ms. Dianne Ross of 2949 Weatherly has lived here since 1977. This is their second road assessment. She asked if there were other options considered to improve the road instead of removing and replacing the asphalt. It is not that bad. Supervisor Spicher stated residents approached the township regarding the road and the Livingston County Road Commission determined what was needed. She asked if the township and the Road Commission are contributing. Ms. Hunt stated that when it was done last time, the township did not participate, and the interest was 7 percent. Now the township is contributing $1,500 per parcel. The Road Commission has paid for the engineering. Ms. VanMarter stated they also manage the project and perform all inspections. Additionally, the contractor has held their pricing for the last two years. It is a very good time to have this project done.

Mr. John Stone, who lives on Weatherly, stated that the gentleman who gave the PowerPoint presentation during the first meeting was very informative. He recommended putting the slides on the website. Ms. VanMarter advised any residents that have questions to reach out to her.

Ms. Lynn Bondy of 2922 Weatherly is in support of the road rehabilitation project and appreciates the township's assistance and contribution.

The call to the property owners was closed at 6:48 pm.

The call to the public was opened at 6:49 pm with no response.

4. **Request for approval of Resolution #5 – Confirming the Special Assessment Roll for the Genoa Estates No. 1 (Weatherly and Russell Drive) Road Rehabilitation Special Assessment Project (winter tax 2025). (Roll Call)**

Ms. Hunt stated that there are 36 property owners and tonight's comments were the first two oppositions made for this project. The township contributes toward the cost and the payments are spread out over 10 years.

Moved by Soucy, supported by Hunt, to approve Resolution #5 – Confirming the Special Assessment Roll for the Genoa Estates No. 1 (Weatherly and Russell Drive) Road Rehabilitation Special Assessment Project (winter tax 2025). **The motion carried unanimously with a roll call vote (Walker - yes; Reiber - yes; Hunt - yes; Spicher - yes; Deaton - yes; Soucy - yes; Hovarter - yes)**

5. **Consideration of amendments to the Fiscal Year 2025-2026 budget for Fund 202 – "SAD Roads and Lakes" to create a new Department #500 for the Genoa Estates No. 1 (Weatherly and Russell Drive) Road Rehabilitation project with new line items as follows:**
   a) **New revenue line items: 202-500-628-005 for SAD Principle in the amount of $30,000 and 202- 500-665-001 for Interest in the amount of $5,000.**
   b) **New appropriation line item 202-500-801-075 in the amount of $304,000.**

Ms. VanMarter stated these are the budget amendments necessary for the Genoa Estates No. 1 Road Rehabilitation project. After this project, there will be $208,735 remaining in this fund. She has other road project SADs being requested so there may be a need to transfer more funds into this account.

Moved by Hunt, supported by Soucy, to approve the budget amendments to Fund 202 as presented. **The motion carried unanimously**.

6. **Request to approve a project agreement with the Livingston County Road Commission for the Genoa Estates No. 1 (Weatherly and Russell Drive) Road Rehabilitation project with the Township's cost not to exceed $300,000 from SAD Fund #202-500-801-075.**

Moved by Soucy, supported by Reiber, to approve the Project Agreement with the Livingston County Road Commission for the Genoa Estates No.1 (Weatherly and Russell Drive) Road Rehabilitation project with the Township's cost not to exceed $300,000. **The motion carried unanimously.**

7. **Consideration of a request for approval to appoint Dan Kashian to the Huron River Watershed Council with a term ending November 20, 2026 as requested by the Township Supervisor.**

Supervisor Spicher stated that the township's seat on the Huron River Watershed Council is vacant. There were three applicants, and he is recommending Mr. Kashian. He currently volunteers with the Council. There is one other individual who is interested; however, his submission was provided after the deadline. Mr. Walker stated the resident's name is Craig Lesley. He provided all of his qualifications for the position and would recommend him for the seat. Supervisor Spicher stated Mr. Lesley could be appointed as an alternate.

Ms. Hunt suggests that Mr. Kashian be appointed to the Council and Mr. Lesley be appointed as an alternate. Mr. Reiber agrees.

Moved by Hunt, supported by Walker, to approve the appointment of Dan Kashian to the Huron River Watershed Council with a term ending November 20, 2026 and appointment Craig Lesley as the alternate to the Huron River Watershed Council with a term ending November 20, 2026 as requested by the Township Supervisor. **The motion carried unanimously.**

8. Request for approval of the Cemetery Forms as requested by the Township Clerk.

Ms. Deaton reviewed the proposed forms. There are typographical and spacing errors that need to be corrected.

Moved by Reiber, supported by Walker, to allow the Clerk's Department to use the attached forms for the cemetery sale and records, with the minor clerical corrections as discussed. **The motion carried unanimously**.

9. Consideration of a request for review and approval of an updated Rules of Procedure Policy for the Township Board.

Ms. VanMarter and the board discussed the proposed changes. It was noted that Section 2.06 is redundant, so Ms. VanMarter recommended removing this. There is also a typographical error that needs correcting.

Moved by Hovarter, supported by Walker, to approve the amendments to the Rules of Procedure Policy for the Township Board with the removal of Section 2.06 and other needed typographical corrections. **The motion carried unanimously.**

10. Consideration of a request for review and approval of an updated Credit Card Policy. (Roll Call)

Ms. VanMarter and the board discussed the proposed changes. Mr. Reiber questioned why when there is a questionable transaction, the Clerk should bring it to the attention of the Township Manager. It was suggested to have the administrative committee review any of these types of transactions instead of the Township Manager.

Ms. VanMarter noted that the law requires that this approval is done by resolution, so a roll call vote is needed.

Moved by Soucy, supported by Reiber, to approve the amended Credit Card Policy changing Article IV. Administration from "Transactions that do not appear to comply with this policy shall be reported to the Township Manager immediately" to "Transactions that do not appear to comply with this policy shall be reported to the Administrative Committee immediately." and remove "Head Assessor" and "Facilities Director" from Article II. Authorization. **The motion carried unanimously with a roll call vote (Hunt - yes; Reiber - yes; Walker - yes; Hovarter - yes;; Soucy - yes;; Deaton - yes;; Spicher - yes)**

11. Consideration of a request for review and approval of a Purchasing Policy.

Ms. VanMarter stated this is a new policy. She reviewed recommended changes to Article II that are different from the copy of the policy that was in the meeting packet. She and the board discussed the proposed changes.

Ms. Deaton requested to have this item tabled this item to allow the board to review the changes that were presented this evening.

Moved by Deaton, supported by Hovarter, to table the approval of the Purchasing Policy until the July 21, 2025 Township Board Meeting. **The motion carried unanimously**.

Items for Discussion:

12. Consideration of a request to approve the proposal from Michigan Solar Solutions to repair the lighting system on the "Genoa Park" sign at a cost not to exceed $2,385.31 from Parks and Recreation fund line item 208-751-934-060 for park maintenance.

Mr. Reiber stated that the majority of the price is the cost of the battery. He did research and the battery is available for much less than what is in the proposal. He would like to investigate alternative batteries or a different contractor.

The board discussed Mr. Reiber's concerns, and Ms. VanMarter advised she will do further research and return to the board with more information.

13. Discussion regarding safety and security as requested by Trustee Soucy.

Mr. Soucy stated that there have been concerns expressed about safety and security and he would like this to be addressed. Mr. Walker stated that the discussion and decision must be made in a public meeting; however, the details of the system should not be provided to the public. Supervisor Spicher stated that staff has made suggestions to him on what would make them feel safer. The board is in support of these improvements. Ms. VanMarter stated there is $20,000 in the budget for security upgrades.

Correspondence

Ms. Deaton showed before and after photographs of the pavilion bathrooms. The floor was epoxied, the walls were painted, and the fixtures were cleaned. The total cost was less than $5,000.

Ms. VanMarter showed the informational insert that was sent with the summer tax bills. Ms. Deaton noted there is information regarding the polling location changes.

Board Comments

Ms. Deaton stated that when she first started as the Clerk, she made upgrades to the ballot room to provide for more security. She then applied for an election security grant and was awarded $4,083.33, which covers all of those upgrades.

Ms. Hovarter stated that HAPRA is looking for volunteers for the Melon Festival.

Ms. Hunt stated that tax bills were mailed July 1. Public notices have been put out advising residents that if they have not yet received theirs, they should contact the township.

Mr. Walker stated that he and Supervisor Spicher were interviewed regarding the MyGenoa App and the article will be out in the next Michigan Township Association issue. The Oak Pointe water tower was power washed on July 3.

Regarding the public comment concerning the noise ordinance, Supervisor Spicher stated that the township has offered to mediate a discussion between the parties and have been working with the attorney on how to best handle this. There are only two residents who say they hear the noise. Ms. VanMarter stated noise ordinance complaints are very hard to enforce. The township has given the resident the noise meter and it was below the threshold, and the resident no longer wants to monitor it.

Ms. Hunt noted that all of the board members received an email regarding the Edwin Drive road project. This board does not vote on who the project manager is; it is the decision of the subdivision residents. The township is not involved in the construction portion of the project. She stated this district was renewed because it had been going so well. If things are no longer working out perhaps the district should be rescinded.

Adjournment

Moved by Soucy, supported by Walker, to adjourn the meeting at 8:07 pm. **The motion carried unanimously.**

Genoa Charter Township Board Meeting
July 7, 2025
Approved Minutes

Respectfully Submitted

Patty Thomas
Recording Secretary

Approved: Janene Deaton, Clerk
Genoa Charter Township

Kevin Spicher, Supervisor
Genoa Charter Township