

GENOA CHARTER TOWNSHIP BOARD
Regular Meeting
December 1, 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, Candie Hovarter, Robin Hunt, Bill Reiber, Rick Soucy, and Todd Walker.

Also present was Township Manager Kelly VanMarter, Township Attorney Joe Seward, and 34 people in the audience.

Call to the Public

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

Mr. Nicholas Hertrich of 409 Jewett Street introduced himself. He is the new Mayor of Howell.

Mr. Frank Castle of 4355 Filbert has lived on Round Lake for 57 years and fully supports the weed control program.

Ms. Candie Hovarter of 3128 Brighton Road read a letter from Susan Nichols. The letter was sent to the members of the board. She thanked the board for approving the third party investigation regarding why the clerk left and she spoke about the selection of the next trustee. She received a letter from a resident regarding the election process of the current clerk, she does not agree with the five percent increase for employees especially after the board approved helping them with their health insurance and stated only two board members are siding with their constituents instead of township employees.

Mr. Bill Reiber of 3154 Stillriver Drive read a list of questions he had of the board's and individual trustees actions regarding the resignation of Ms. Deaton and the appointing of Mr.

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Soucy as Clerk. Based on these actions and inactions, his opinion is that plans were made in the past to force Jeanine out of office so that Mr. Soucy could be appointed as the clerk.

Ms. Deb Beattie of 3109 Pineview Trail agrees with Susan Nichols' letter. She does not think it is appropriate for the employees to receive raises. She also received a letter from a resident who is having problems with the Township. She would like to know what that is and how it will be dealt with. The residents are losing faith in the new board and their support for residents and transparency.

Ms. Dorene Walsh of 4443 Filbert represents the 75 percent of the residents who approve funding their lake's weed control plan. She spoke about the negative effects of the weeds in the lake. They are in favor of forming the Special Assessment District.

Ms. Megan Greenlee of 4141 Bauer Road is the general manager of Mt. Brighton. She advised that their hours and special events will be listed on their website soon. She reviewed improvements they have done during the summer and what events will occur this season. She thanked the board for their partnership.

The call to the public was closed at 6:46 pm.

Approval of Consent Agenda:

Mr. Reiber requested to have the minutes from the November 17, 2025 regular meeting minutes moved to the Regular Agenda.

Moved by Reiber, supported by Hovarter, to approve the Consent Agenda as amended. **The motion carried unanimously.**

- 1. Payment of Bills: December 1, 2025**
- 2. Request to approve the November 17, 2025 special meeting minutes.**
- 3. ~~Request to approve the November 17, 2025 regular meeting minutes.~~ (moved to Regular Agenda)**

Approval of Regular Agenda:

Moved by Hunt, supported by Soucy, to approve the Regular Agenda as amended. **The motion carried unanimously.**

- 3. Request to approve the November 17, 2025 regular meeting minutes. (moved from Consent Agenda)**

Mr. Reiber and Ms. Hovarter requested changes to the minutes.

Moved by Hunt, supported by Walker, to approve the November 17, 2025 regular meeting minutes as amended. **The motion carried unanimously.**

4. Request for approval and adoption of Resolution No. 251201A to commend and honor Ron Matkin for his over 32 years of Dedicated Service to Genoa Charter Township. (Roll Call)

Supervisor Spicher read the resolution. Staff from the Township Assessing Department provided a framed copy of the resolution to Mr. Matkin. He thanked the township for their support all of these years.

Moved by Reiber, supported by Walker, to approve and adopt Resolution No. 251201A to commend and honor Ron Matkin for his over 32 years of Dedicated Service to Genoa Charter Township. **The motion carried unanimously with a roll call vote (Reiber - yes; Walker - yes; Hunt - yes; Hovarter - yes; Soucy - yes; Spicher - yes)**

5. Public Hearing on the proposed Forest View Estates 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 6:57 pm with no response.

The call to the public was opened at 6:58 pm with no response.

6. Request for approval of Resolution #5 – Confirming the Special Assessment Roll for the Forest View Estates Road Rehabilitation Special Assessment Project (summer tax 2026). (Roll Call)

Moved by Hunt, supported by Soucy, to approve Resolution #5 – Confirming the Special Assessment Roll for the Forest View Estates Road Rehabilitation Special Assessment Project (summer tax 2026). **The motion carried unanimously with a roll call vote (Hovarter- yes; Walker- yes; Reiber - yes; Hunt - yes; Soucy - yes; Spicher - yes)**

7. Request for approval of Resolution #1 to Proceed with the Project and Direct Preparation of the Plans and Cost Estimates for the Round Lake Aquatic Weed Control special assessment project (summer tax 2026). (Roll Call)

Ms. VanMarter stated that she provided a revised resolution to the board this evening. The one in the packet had the incorrect exhibit. The residents of Round Lake have worked very hard to establish this district. They educated the residents. A 75 percent approval rate is very rare. Ms. Hunt agrees.

Moved by Hovarter, supported by Walker, to proceed with the Project and Direct Preparation of the Plans and Cost Estimates for the Round Lake Aquatic Weed Control special assessment project (summer tax 2026). **The motion carried unanimously with a roll call vote (Hunt - yes; Walker - yes; Reiber - yes; Hovarter - yes; Soucy - yes; Spicher - yes)**

8. Request for approval of Resolution #2 to Approve the Project, Schedule the First Hearing for December 15, 2025, and Direct Issuance of Statutory Notices for the Round Lake Aquatic Weed Control special assessment project (summer tax 2026). (Roll Call)

Moved by Hovarter, supported by Walker, to approve Resolution #2 to approve the Project, Schedule the First Hearing for December 15, 2025, and Direct Issuance of Statutory Notices for the Round Lake Aquatic Weed Control special assessment project (summer tax 2026). **The motion carried unanimously with a roll call vote (Walker - yes; Reiber - yes; Hunt - yes; Soucy - yes; Hovarter - yes; Spicher - yes)**

9. Consideration of a request to approve contracting with PayChex to provide payroll processing services for the Township, and to authorize the Clerk to execute all necessary agreements.

Ms. Lane provided a review of the reasons why she is proposing a new payroll processing services company. It will be an annual cost savings of approximately \$1,600.

Ms. Hunt stated she was involved in the meetings with PayChex and it will be a good change.

Mr. Reiber asked if this new software will eliminate the tasks of the payroll clerk. Ms. Hunt stated there is still work that will need to be done by a township employee to process payroll. Ms. Lane stated that since the payroll clerk is retiring, and the idea is for her position to not be filled, she will now be performing those duties. The hope is for the payroll clerk's other duties to be done by existing township staff. The board and Ms. Lane discussed the cost and how much will be saved.

Moved by Hunt, supported by Soucy, to approve the change in payroll provider as presented by the Human Resources Manager. **The motion carried unanimously.**

10. Consideration of amendments to the Fiscal Year 2025/2026 Budget for the General Fund (Fund 101), Township Clerk (Dept. 215) to reflect both retroactive changes required as of 11/3/25 and current departmental changes as follows:

- A. Increase "Clerks Dept Wages & Salaries" Line Item 101-215-703-000 from \$34,800 to \$78,346**
- B. Increase "Clerks Dept Pro Dev/Conference/Dues" Line Item 101-215-910-000 from \$700 to \$3,000.**

C. Increase “Clerks Dept Miscellaneous” Line Item 101-215-955-000 from \$100 to \$200.

Mr. Soucy provided the reasons why these amendments are being requested.

There was a discussion regarding the need for a full time deputy clerk when that position was previously part time. It was noted that there is also a new clerk assistant position and the hope is that this new staffing arrangement will eliminate the need to replace the position eliminated by Cindy’s retirement.

Moved by Hunt, supported by Walker, to amend the Fiscal Year 2025/2026 Budget for Fund 101, Department 215 – Clerk’s Department, “Wages & Salaries” Line Item 101-215-703-000 from \$34,800 to \$78,346. **The motion carried unanimously.**

Mr. Reiber questioned the procedure for budget amendments. Supervisor Spicher stated that the department head is responsible for requesting to increase their budgets.

Moved by Hunt, supported by Reiber, to amend Fiscal Year 2025/2026 Budget for Fund 101, Department 215 – Professional Development / Conferences / Dues Line Item 101-215-910-000 from \$700 to \$3,000. **The motion carried unanimously.**

Moved by Hovarter, supported by Walker, to amend the Fiscal Year 2025/2026 Budget for Fund 101, Department 215 – Clerk’s Department, “Miscellaneous” Line Item 101-215-955-000 from \$100 to \$200. **The motion carried unanimously.**

11. Request for approval of Resolution No. 251201B to establish the 2026 Regular Meeting Dates for the Board of Trustees. (Roll Call)

Ms. VanMarter stated she is recommending cancelling the November 2, 2026 board meeting. This is the day before the gubernatorial general election. The boardroom is used for absentee ballot counting and it may be difficult to set the room up for that election following an evening meeting. This has been done in the past. It was agreed to cancel the meeting, noting that if an issue arises where a meeting is needed, it will be held.

Moved by Soucy, supported by Hovarter, to approve amended Resolution 251201B establishing the 2026 regular meeting dates for the Board of Trustees. **The motion carried unanimously with a roll call vote (Reiber - yes; Walker - yes; Hunt - yes; Soucy - yes; Hovarter - Spicher - yes)**

12. Request for approval of the 2026 Township Schedule of Meetings and Holiday Schedule.

Ms. VanMarter requested to have this resolution amended to also remove the November 2, 2026 board meeting. She recommended the floating holiday be used on January 2, 2026. It will not be a very busy day at the township hall.

Moved by Soucy, supported by Hunt, to approve the 2026 Township Schedule of Meetings and Holiday Schedule as amended. **The motion carried unanimously**

13. Review of Fiscal Year 2025-2026 Second Quarter (July-September) budget to actual report.

Ms. VanMarter noted that the Budget Remaining column shows there are accounts with overages, in addition to the ones approved earlier this evening. There was a discussion regarding how these overages are addressed for future budget years. Mr. Reiber requested to have this document put into an Excel spreadsheet and posted on the township website. Ms. Hunt does not recommend creating another document with the same information so as to avoid any errors.

14. Delivery of the first draft of the 2026/2027 Budget as required by MCL 42.24 as provided by the Township Supervisor (packet was delivered on 11/26/25).

Mr. Reiber questioned the five percent salary increase. Supervisor Spicher stated that amount is used for budgeting purposes. It is only a placeholder. Mr. Soucy stated a wage study was done and Genoa Township is below other townships. Mr. Reiber stated employees stay at a job for more reasons than just salary and the township has a very generous benefits package. There was a discussion regarding the increase and how it will be determined at the time when the budget is complete.

Items for Discussion:

Discussion of legal services as requested by Trustee Reiber.

Mr. Reiber stated he is aware of some of the township's litigation, but he does not know all of them. Supervisor Spicher stated that there are five current cases. Mr. Reiber would like to know the details of all of them. Ms. Hunt recommended that any board member who would like this information should call the township hall and speak to Ms. VanMarter or Supervisor Spicher. Mr. Seward stated there is some public information available, but the other details are subject to attorney client privilege and should be discussed in a closed session. Mr. Reiber requested to have the public knowledge information from the cases put together in one document for the board. Ms. VanMarter stated Mr. Seward can do it for his cases and staff can contact the other attorneys for information on their cases.

Board Comments

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Mr. Soucy addressed the comments in Susan Nichols' letter saying that only two trustees have been consistent with what they ran on. He did not run for trustee with an agenda. He ran to perform his civic duty.

Supervisor Spicher does not agree that the board has to choose between the employees and the taxpayers.

Ms. VanMarter stated the township received 12 applications for the open trustee seat. She provided copies of them to each trustee at the table this evening. She recommended the board review them and then provide to her or Supervisor Spicher the top ones that they would like to interview, which will be on December 15. She asked these be provided by Monday, December 8. She noted that the names and addresses of the applicants have been removed to eliminate any bias.

Ms. Hovarter asked how many responses have been received from the Master Plan survey. Ms. VanMarter stated they have received a little over 700 responses. It will be open until December 15. Supervisor Spicer stated they have not received many responses from residents in the north part of the township. A lot of residents in the southwest portion of the township have responded, and the southeast area is as expected.

Mr. Reiber attended the Scam and Financial Abuse training at the township hall. The trainer enforced a certain type of scamming called Rapid Hacking, where hackers can duplicate your voice and image easily and open credit cards and driver's licenses. They can make changes to your mortgage company as if they had the deed of your home. There is a way to register to receive alerts . It can be done through the Livingston County Register of Deeds.

There will be more training at the township in 2026.

Adjournment

Moved by Walker, supported by Hovarter, to adjourn the meeting at 8:08 pm. **The motion carried unanimously.**

Respectfully Submitted,

Patty Thomas
Recording Secretary

Approved: Rick Soucy, Clerk
Genoa Charter Township

Kevin Spicher, Supervisor
Genoa Charter Township