

**ELECTION COMMISSION
GENOA CHARTER TOWNSHIP
SPECIAL MEETING
AGENDA**

**Monday, September 21, 2026
2:00 p.m.**

Call to Order:

Roll Call: Rick Soucy, Jodie Valenti and Candi Hovarter

Staff: Pamela L. Przybyla, Deputy Clerk and Susan M. Domen, Clerk's Assistant/Election Coordinator

Pledge of Allegiance:

Call to the Public: (Public comment must be addressed to the Chairperson and will be limited to three (3) minutes per person)

Regular Agenda:

1. Approval of the Special Meeting Minutes dated June 26, 2026.
2. Request for adoption of **A RESOLUTION OF THE ELECTION COMMISSION OF THE CHARTER TOWNSHIP OF GENOA, DELEGATING CERTAIN ELECTION DUTIES TO THE TOWNSHIP CLERK AND THEIR DESIGNEES FOR THE 2026 ELECTION CYCLE**
3. Request for adoption of **A RESOLUTION OF THE ELECTION COMMISSION OF THE CHARTER TOWNSHIP OF GENOA, AFFIRMING THE APPOINTMENT OF PERSONS TO SERVE AS ELECTION INSPECTORS AND CHAIRPERSONS, FOR THE 2026 ELECTION CYCLE AND GRANT THE CLERK OR THEIR APPOINTEE TO ADD OR REMOVE INSPECTORS IF NEEDED.**
4. Request for adoption of **A RESOLUTION OF THE ELECTION COMMISSION OF THE CHARTER TOWNSHIP OF GENOA, ESTABLISHING THE ABSENTEE VOTER COUNTING BOARD CONTINGENCY LOCATION AND AFFIRMING/AUTHORIZING THE APPOINTMENT OF MEMBERS TO THE BOARD FOR THE 2026 ELECTION CYCLE AND SETTING THE DAYS AND HOURS.**
5. Approval of Ballot and Presentation of Preliminary Logic and Accuracy Test results and Conduct the Public Logic and Accuracy Test for the November 3, 2026, election.

Adjournment:

**ELECTION COMMISSION
GENOA CHARTER TOWNSHIP
SPECIAL MEETING
MINUTES**

**Friday, June 26, 2026
11:00 a.m.**

Call to Order: The meeting was called to order at 10:57 a.m. by Chair Soucy.

Roll Call: Chair Rick Soucy and Members Jodie Valenti and Candi Hovarter were present.

Pledge of Allegiance: The Pledge of Allegiance was led by Chair Soucy.

Call to the Public: There were no members of the public requesting to speak.

Regular Agenda:

1. Approval of the Special Meeting Minutes dated March 30, 2026.

It was moved by Member Hovarter, seconded by Member Valenti and unanimously carried to approve the minutes.

2. Request for adoption of **A RESOLUTION OF THE ELECTION COMMISSION OF THE CHARTER TOWNSHIP OF GENOA, AFFIRMING THE APPOINTMENT OF PERSONS TO SERVE AS ELECTION INSPECTORS AND CHAIRPERSONS, FOR THE 2026 ELECTION CYCLE AND GRANT THE CLERK OR THEIR APPOINTEE TO ADD OR REMOVE INSPECTORS IF NEEDED.**

It was moved by Member Valenti, seconded by Member Hovarter and unanimously carried to adopt **A RESOLUTION OF THE ELECTION COMMISSION OF THE CHARTER TOWNSHIP OF GENOA, AFFIRMING THE APPOINTMENT OF PERSONS TO SERVE AS ELECTION INSPECTORS AND CHAIRPERSONS, FOR THE 2026 ELECTION CYCLE AND GRANT THE CLERK OR THEIR APPOINTEE TO ADD OR REMOVE INSPECTORS IF NEEDED.**

3. Request for adoption of **A RESOLUTION OF THE ELECTION COMMISSION OF THE CHARTER TOWNSHIP OF GENOA, CONFIRMING THE ESTABLISHMENT OF THE RECEIVING BOARD AND THE APPOINTMENT OF MEMBERS TO THE BOARD FOR THE 2026 SPECIAL, PRIMARY AND GENERAL ELECTIONS.**

It was moved by Member Hovarter, seconded by Member Valenti and unanimously carried to adopt **A RESOLUTION OF THE ELECTION COMMISSION OF THE CHARTER TOWNSHIP OF GENOA, CONFIRMING THE ESTABLISHMENT OF THE RECEIVING BOARD AND THE**

APPOINTMENT OF MEMBERS TO THE BOARD FOR THE 2026 SPECIAL, PRIMARY AND GENERAL ELECTIONS.

4. Request for adoption of **A RESOLUTION OF THE ELECTION COMMISSION OF THE CHARTER TOWNSHIP OF GENOA, ESTABLISHING THE ABSENTEE VOTER COUNTING BOARD CONTINGENCY LOCATION AND AFFIRMING/AUTHORIZING THE APPOINTMENT OF MEMBERS TO THE BOARD FOR THE 2026 ELECTION CYCLE AND SETTING THE DAYS AND HOURS.**

It was moved by Member Valenti, seconded by Member Hovarter and unanimously carried to adopt **A RESOLUTION OF THE ELECTION COMMISSION OF THE CHARTER TOWNSHIP OF GENOA, ESTABLISHING THE ABSENTEE VOTER COUNTING BOARD CONTINGENCY LOCATION AND AFFIRMING/AUTHORIZING THE APPOINTMENT OF MEMBERS TO THE BOARD FOR THE 2026 ELECTION CYCLE AND SETTING THE DAYS AND HOURS.**

5. Request for adoption of **A RESOLUTION OF THE ELECTION COMMISSION OF THE CHARTER TOWNSHIP OF GENOA, APPROVING THE RECOMMENDATION OF ELECTION WORKERS WAGES TO THE TOWNSHIP BOARD.**

It was moved by Member Valenti, seconded by Member Hovarter and unanimously carried to adopt **A RESOLUTION OF THE ELECTION COMMISSION OF THE CHARTER TOWNSHIP OF GENOA, APPROVING THE RECOMMENDATION OF ELECTION WORKERS WAGES TO THE TOWNSHIP BOARD.**

6. Approval of Ballot and Presentation of Preliminary Logic and Accuracy Test results and Conduct the Public Logic and Accuracy Test for the August 4, 2026, election.

It was moved by Member Hovarter, seconded by Member Valenti and unanimously carried to approve the ballot and presentation of the Preliminary Logic and Accuracy Test results and to conduct the Public Logic and Accuracy Test for the August 4, 2026, election.

Adjournment:

It was moved by Member Valenti, seconded by Member Hovarter and unanimously carried to adjourn the meeting at 11:55 a.m.



MEMORANDUM

2911 Dorr Road
Brighton, MI 48116
810.227.5225
810.227.3420 fax
genoa.org

TO: Election Commission Members

FROM: Rick Soucy, Clerk

DATE: September 21, 2026

RE: Affirm the Delegation of Election Duties for the 2026 Election Cycle to the Clerk and their authorized assistants.

Honorable Members,

The State of Michigan delegates certain election duties to Township Election Commissions and/or the Township Clerk. Duties include but are not limited to: providing supplies and ballot containers to the polls; preparing, proofing, printing and delivery of ballots; providing candidates and the Secretary of State with proof copies of ballots; providing notices to voters; notifying major political parties of certified precinct inspector appointments (federal and state elections only); appointment of election inspectors at a later date; and, hiring election workers to assist in the required election related duties.

Staff is requesting the Election Commissions consideration of delegated all related duties to the Township Clerk, Deputy Clerk and Elections Coordinator, for the efficient and accurate running of the 2026 elections. The training and certification required of them, as well as their experience in handling election matters, makes them qualified to perform the duties.

Recommendation:

It is our recommendation that the Commission: adopt a **RESOLUTION OF THE ELECTION COMMISSION OF THE CHARTER TOWNSHIP OF GENOA, DELEGATING CERTAIN ELECTION DUTIES TO THE TOWNSHIP CLERK AND THEIR DESIGNEES FOR THE 2026 ELECTION CYCLE**

SUPERVISOR

Kevin Spicher

CLERK

Rick Soucy

TREASURER

Robin L. Hunt

TRUSTEES

Jodie Valenti

Bill Reiber

Candie Hovarter

Todd Walker

MANAGER

Kelly VanMarter

RESOLUTION NO. _____

**A RESOLUTION OF THE ELECTION COMMISSION OF THE CHARTER TOWNSHIP OF
GENOA, DELEGATING CERTAIN ELECTION DUTIES TO THE TOWNSHIP CLERK AND
THEIR DESIGNEES FOR THE 2026 ELECTION CYCLE**

Whereas, MCL 168.719 provides that the Election Commission of a city, township, or village shall, perform those duties relative to the preparation, printing, and delivery of ballots as are required by law of the boards of county election commissioners;

Whereas, the Election Commission is permitted to delegate certain duties to the Clerk and their designees;

The Election Commission (Commission) of the Charter Township of Genoa hereby resolves:

The Township Clerk and their designees are authorized to conduct the following duties:

- 1) Preparing meeting materials for the Election Commission (ballot proof for approval, list of election inspectors for appointment, etc.).
- 2) Preparing, printing and delivering ballots.
- 3) Providing candidates and the Secretary of State with proof copies of ballots.
- 4) Providing notice to voters on all election related notices.
- 5) Providing election supplies and ballot containers to polling locations.
- 6) Preliminary logic and accuracy testing.
- 7) Notifying major political parties of certified precinct inspector appointments (federal and state elections only)
- 8) Appoint additional qualified election inspectors as needed to staff the polls.

It was moved by: _____, seconded by: _____, and _____ to adopt Resolution No.

_____ **A RESOLUTION OF THE ELECTION COMMISSION OF THE CHARTER TOWNSHIP
OF GENOA, DELEGATING CERTAIN ELECTION DUTIES TO THE TOWNSHIP CLERK AND THEIR
DESIGNEES FOR THE 2026 ELECTION CYCLE**

Ayes:

Nays:

Absent:

Certification:

This resolution is hereby declared passed and adopted on this ____ day of _____ 2026.

Rick Soucy, Township Clerk



MEMORANDUM

2911 Dorr Road
Brighton, MI 48116
810.227.5225
810.227.3420 fax
genoa.org

TO: Election Commission Members

FROM: Rick Soucy, Clerk

DATE: September 21, 2026

RE: Appointment of Election Inspectors for the 2026 Election Cycle.

Honorable Members,

On March 30th and June 26th 2026, the Election Commission (Commission) met and approved a list of Election Inspectors for the 2026 election cycle and delegated the removal and appointment of additional inspectors to the Clerk on an as needed basis.

Attached is a Resolution updating the approved Election Inspector list to include any persons added or deleted since the first appointment.

The Commission is being requested to approve the updated list as well as, to continue to grant authority to the Clerk and their designee to adjust as needed for the November election.

Recommendation:

It is our recommendation that the Commission:

1. adopt **A RESOLUTION OF THE ELECTION COMMISSION OF THE CHARTER TOWNSHIP OF GENOA, AFFIRMING THE APPOINTMENT OF PERSONS TO SERVE AS ELECTION INSPECTORS AND CHAIRPERSONS FOR THE 2026 ELECTION CYCLE AND GRANT THE CLERK OR THEIR APPOINTEE TO ADD OR REMOVE INSPECTORS IF NEEDED.**

SUPERVISOR

Kevin Spicher

CLERK

Rick Soucy

TREASURER

Robin L. Hunt

TRUSTEES

Jodie Valenti

Bill Reiber

Candie Hovarter

Todd Walker

MANAGER

Kelly VanMarter

RESOLUTION NO. _____

A RESOLUTION OF THE ELECTION COMMISSION OF THE CHARTER TOWNSHIP OF GENOA, AFFIRMING THE APPOINTMENT OF PERSONS TO SERVE AS ELECTION INSPECTORS AND CHAIRPERSONS, FOR THE 2026 ELECTION CYCLE AND GRANT THE CLERK OR THEIR APPOINTEE TO ADD OR REMOVE INSPECTORS IF NEEDED.

Whereas, MCL 168.674(1) Notwithstanding any other provision of law to the contrary and subject to this section, the city and township board of election commissioners, at least 21 days before each election, but in no case less than 5 days before the date set for holding schools of instruction, shall appoint for each election precinct and early voting site at least 3 election inspectors and as many more as in the board's opinion is required for the efficient, speedy, and proper conduct of the election.;

Whereas, MCL 168.674(2) The board of election commissioners shall designate 1 appointed election inspector as chairperson. The board of election commissioners shall appoint at least 1 election inspector from each major political party and shall appoint an equal number, as nearly as possible, of election inspectors in each election precinct from each major political party. The board of election commissioners may appoint election inspectors in an election precinct from minor political parties;

Whereas, on March 30, 2026, the Election commission appointed Election Inspectors and Precinct Chairs for the 2026 election cycle; and

Whereas, MCL 168.674(5) If a vacancy occurs in the office of chairperson or in the office of election inspector before election day, the chairperson of the board of election commissioners shall designate some other properly qualified applicant or election inspector as chairperson or some other qualified applicant as election inspector, as applicable, subject to this section;

The Election Commission (Commission) of the Charter Township of Genoa hereby resolves:

- 1) To appoint Election Inspectors and Chairpersons listed on Exhibit A, for the 2026 election cycle.
- 2) To delegate authority to the Township Clerk and/or their designee to add or remove inspectors if needed, assign Chairpersons and assign Inspectors to precincts per requirements set in MCL 168.674(2) for the 2026 election cycle.

It was moved by: _____, seconded by: _____, and _____ to adopt Resolution No. _____

A RESOLUTION OF THE ELECTION COMMISSION OF THE CHARTER TOWNSHIP OF GENOA, AFFIRMING THE APPOINTMENT OF PERSONS TO SERVE AS ELECTION INSPECTORS AND CHAIRPERSONS, FOR THE 2026 ELECTION CYCLE AND GRANT THE CLERK OR THEIR APPOINTEE TO ADD OR REMOVE INSPECTORS IF NEEDED

Ayes:

Nays:

Absent:

Certification:

This resolution is hereby declared passed and adopted on this ____ day of _____ 2026.

Rick Soucy, Township Clerk

EXHIBIT A

Election Inspectors and Chairpersons for the 2026 Election Cycle

Last Name	First Name	Party Affiliation
Ahrenberg	Beth	R
Ash	Mary	R
Atkins	Pamela	R
Barkoff	Leah	R
Becker	Claudia	D
Becker	George	D
Carpenter	James (Jim)	R
Chavannes	Deborah	D
Colloton	Cheryl	D
Contreras	Samuelito	D
Craven	Monica	D
Daavettila	Karen	R
Devore	John	D
Dubay	Mary	D
Foster	Bobby	D
Gambaccini	Jane	D
Garlick	Richard	R
Gazley	Jamine	D
Gibbs	Michelle	D
Giles	Terrence (Terry)	D
Gnaster	Mark	R
Graff	James	D
Green	Cynthia	R
Grochowski	Cynthia	L
Hamilton	Beverly	R
Hamilton	Gloria	D
Hassett	Theresa	R
Hassett	Daniel	R
Hawkins	Mary	R
Hawkins	Terry	R
Hawkins	Laura	R
Hefner	Cynthia	R
Hess	Brian	R
Hoffman	Gabriella	D
Hollis	Tracey	R
Horton	David	R
Hurley	Matthew	R
James	Margery (Marge)	R
Jarrell	Deborah (Kay)	D
Jarrell	Kay	D
Johnson	Melissa (Missy)	R
Johnson	Keely	D

Kenney	Lucinda (Cindy)	R
Kenney	Darrell	R
Knop	Jeffrey	D
Lampert	Anne	R
Lampert	Anne	R
Leyda	Diane	R
Lowe	Diana	R
Luce	Richard	D
Lyons	Timothy	D
MacArthur	Patricia	D
Macut	Sandra	D
Marshall	Suzanne	D
Marz	Caitlin	R
McCauley	Jennifer	R
McCormick	Jerrilann	D
Mitchell	Kathleen	D
Moore	William	R
Morello	Lea	D
Morrison	Carolyn	R
Moyer	Maureen	D
Nicholas	Daena	R
Noetzel	Deborah	D
Nolff	Mary	D
Novak	Jill	D
Oakes	Holly	D
Olech	Pamela	D
Park	David	D
Quinn	Colleen	R
Righetti	Roxanne	R
Robertson	Nicole	D
Rocheteau	Frances	R
Rockwell	William	R
Schniers	Faith	D
Schram	Robert	R
Schram	Kathleen	R
Sebastian	Paul	D
Strzalkowski	Victoria (Vicki)	R
Tousignant	Brenda	R
Tyler	Deborah	D
Wallbank	John	D
Wetzel	Kevin	R
Wetzel	Christine	R
White	Lisa	D
Wilson	Debbra	R
Wisman	Charles (Chuck)	D
Witkowski	Robert	D



MEMORANDUM

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Brighton, MI 48116
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genoa.org

TO: Election Commission Members

FROM: Rick Soucy, Clerk

DATE: September 21, 2026

**RE: Confirming the Establishment of the Absentee Voter Counting Board (AVCB);
Establishing a Contingency Location and Affirming/Appointing Members of the
AVCB for the 2026 Election Cycle.**

Honorable Members,

On March 30, 2026, the Commission established the AVCB and appointed inspectors to serve on the board. Additionally, authority was delegated to the Clerk to add/remove inspectors as necessary for the 2026 election cycle. This item will affirm/approve any changes made to the list of inspectors to serve on the AVCB.

The establishment of a contingency location is essential in ensuring Absentee Ballot processing and counting continues in the event of an emergency at Township Hall that would prevent the work be completed there. It is recommended that Brighton Fire Authority Station No. 34 located at 2755 Dorr Road, be identified and approved as the contingency location for the 2026 election cycle.

As required by law, the Election Commission shall appoint and set the days and hours, for an AVCB for any election within its jurisdiction. The day and hours are being affirmed as the Saturday prior to election day, October 31st, from 9:00 a.m. until 4:00 p.m. as is necessary; and from 9:00 a.m. until the completion of ballot processing on election day, November 3rd, as is necessary. The Clerk shall determine the hours on the established days and post such notice as required by law, as is necessary based on the amount of the returned ballots.

Recommendation:

It is our recommendation that the Commission:

1. adopt **A RESOLUTION OF THE ELECTION COMMISSION OF THE CHARTER TOWNSHIP OF GENOA, ESTABLISHING THE ABSENTEE VOTER COUNTING BOARD CONTINGENCY LOCATION AND AFFIRMING/AUTHORIZING THE APPOINTMENT OF MEMBERS TO THE BOARD FOR THE 2026 ELECTION CYCLE AND SETTING THE DAYS AND HOURS.**

SUPERVISOR

Kevin Spicher

CLERK

Rick Soucy

TREASURER

Robin L. Hunt

TRUSTEES

Jodie Valenti

Bill Reiber

Candie Hovarter

Todd Walker

MANAGER

Kelly VanMarter

EXHIBIT A

RESOLUTION NO. _____

A RESOLUTION OF THE ELECTION COMMISSION OF THE CHARTER TOWNSHIP OF GENOA, ESTABLISHING THE ABSENTEE VOTER COUNTING BOARD CONTINGENCY LOCATION AND AFFIRMING/AUTHORIZING THE APPOINTMENT OF MEMBERS TO THE BOARD FOR THE 2026 ELECTION CYCLE AND SETTING THE DAYS AND HOURS.

Whereas, MCL 168.679(1) provides that the legislative body of a city or township, by resolution, may provide that for an election in a precinct of the city or township, there shall be an additional board of election inspectors, known as the counting board;

Whereas, MCL 168.765a (1) the board of election commissioners of that city or township shall establish an absent voter counting board for each election day precinct in that city or township;

Whereas, the counting board shall count the ballots cast in the precinct at an election and make a statement of returns of that count;

Whereas, the legislative body in each municipality shall provide a suitable polling place for each precinct located in the municipality for use on election day;

Whereas, MCL 168.765a (11) The board of election commissioners of a city or township with a population of at least 5,000, may authorize that absent voter counting boards be established under subsection (1) to process and tabulate absent voter ballots between the hours of 7 a.m. and 8 p.m. on any of the 8 days before election day and between the hours of 7:00 a.m. and 8:00 p.m. on election day;

The Election Commission (Commission) of Genoa Charter Township does hereby resolve:

- 1) The confirmation of the establishment of an Absent Voter Counting Board (AVCB)
- 2) The affirmation of the appointment of both members of the Republican and Democratic parties to the board as listed on Exhibit A, for all elections to be held in the year of 2026.
- 3) Set the location for the AVCB to process and tabulate Absent Voter ballots, to be at Genoa Township Hall, 2911 Dorr Rd., Brighton, MI, 48116.
- 4) Approve the location of: Brighton Area Fire Authority, Station No. 34, 2755 Dorr Road, as a contingency location to hold the AVCB processing in the event of an emergency at Township Hall that would prevent the processing to be conducted there.
- 5) Approve the processing and tabulation of Absent Voter Ballots on the Saturday, preceding the day of the election, now known as Pre-Processing day, as is necessary before each of the elections held in 2026.
- 6) Declares that the AVCB will work from 9:00 a.m. until 4:00 p.m. on the Pre-Processing day; and, from the hours of 9:00 a.m. until the conclusion of the count on Election day.
- 7) Directs the Clerk and/or their appointee to fill vacancies on the board, as quickly as possible prior to the election, with any qualified applicants.
- 8) This Resolution shall become effective immediately.

It was moved by: _____, seconded by: _____, and _____ to adopt Resolution No. _____

A RESOLUTION OF THE ELECTION COMMISSION OF THE CHARTER TOWNSHIP OF GENOA, ESTABLISHING THE ABSENTEE VOTER COUNTING BOARD CONTINGENCY LOCATION AND AFFIRMING/AUTHORIZING THE APPOINTMENT OF MEMBERS TO THE BOARD FOR THE 2026 ELECTION CYCLE AND SETTING THE DAYS AND HOURS.

Ayes:

Nays:

Absent:

Certification:

This resolution is hereby declared passed and adopted on this ____ day of _____ 2026.

Rick Soucy, Chairperson

EXHIBIT A

Listing of Election Inspectors assigned to the ACVB for the 2026 Election Cycle.

First Name	Last Name	Party Affiliation
Karen	Daavettila	Republican
Richard	Garlick	Republican
Faith	Schniers	Democrat
Sam	Contreras	Democrat
Debra	Wilson	Republican
Deborah	Noetzel	Democrat
Tracy	Hollis	Republican
Michelle	Gibbs	Democrat
Jill	Novak	Democrat