

**GENOA CHARTER TOWNSHIP BOARD**

**October 3, 2016  
Regular Meeting**

**MINUTES**

Supervisor McCririe called the regular meeting of the board to order at 6:30 p.m. The Pledge of Allegiance was then said. The following board members were present constituting a quorum for the transaction of business: Gary McCririe, Paulette Skolarus, Robin Hunt, Linda Rowell, Jim Mortensen and Jean Ledford. Also present were four persons in the audience.

A Call to the Public was made with the following response: John McManus – I want to thank Gary McCririe, Linda Rowell and Todd Smith – all members of the board who are leaving. I wish you continued success and appreciate your work on behalf of the Township.

**Approval of Consent Agenda:**

Moved by Ledford and supported by Hunt to approve all items listed under the consent agenda and moving items 1, 3 and 4 to the regular agenda for further discussion. The motion carried unanimously.

**1. Request to Approve Minutes: September 19, 2016**

**2. Review of the schedule of meetings and the holidays for the January 1, 2017 through December 31, 2017 calendar year.**

**Approval of Regular Agenda:**

Moved by Rowell and supported by Mortensen to approve for action all items listed under the regular agenda with addition to the payment of bills, franchise agreement, Eagle Rock and the Offer to Purchase with regard to the Saint George Lutheran Cemetery. The motion carried unanimously

**3. Receive annual Fiscal Year 2015-2016 audit as presented by Ken Palka.**

Ken Palka – I first want to thank the Board for retaining our firm for the audit of the Township books. The Township is in very good financial condition with the fund balance increasing from 5.1 million in 2015 to 5.6 million in 2016. In addition the water and sewer funds are doing well under the direction of Greg Tatara. Township Staff as well as the Treasurer, Clerk and Supervisor provided all the information that was required to do our job.

Rowell – Comments were made related to establishing control over the financial reporting process. The Township may consider using a contract Accountant/CPA to come in a few days on a monthly or quarterly basis to prepare the financial statements for the auditor review.

Mortensen – There are inconsistencies in fringe benefits for two employees in the Township. This should be addressed by the new Township Board.

Skolarus - The audited financial statement of the Township will be added to the website.

Palka was thanked for his auditing service to the Township.

Moved by Mortensen and supported by Rowell to receive the Audit as presented. The motion carried unanimously.

**4. Payment of Bills.**

Mortensen – The Summary and Detail Reports related to the payment of bills do not match. Hunt – BS&A software was recently purchased and staff is not yet comfortable with the new software. The process will improve.

Moved by Mortensen and supported by Ledford to approve the payment of bills as requested. The motion carried unanimously.

**5. Request for approval of a renewed video service local franchise agreement with AT&T Michigan.**

Moved by Mortensen and supported by Hunt to approve the renewal of the franchise agreement as requested with 5% return to the Township. The motion carried unanimously.

**6. Request for approval of a payment to Eagle Rock Concrete as recommended by the Township Manager.**

Moved by Rowell and supported by Mortensen to approve payment to Eagle Rock Concrete in the amount of \$4,780.00 and to amend the Parks and Recreation Budget by increasing line item 265-775-000 to allow for payment. *(Note: The Township Manager has a maximum allowance of \$2,000.00 for discretionary spending.)*

**7. Request for approval of the Cemetery Purchase Agreement and the Offer to Purchase with regard to the Saint George Lutheran Cemetery.**

Moved by Mortensen and supported by Skolarus to approve the Purchase Agreement and Offer to Purchase in the amount of \$40,000.00 as requested. The motion carried unanimously.

The regular meeting of the Genoa Charter Township Board was adjourned at 7:05 p.m.

Paulette A. Skolarus, Clerk  
Genoa Charter Township

Gary McCririe, Supervisor  
Genoa Charter Township