

**GENOA CHARTER TOWNSHIP BOARD
Regular Meeting and Public Hearing
August 15, 2022**

MINUTES

Supervisor Rogers called the regular meeting of the Genoa Charter Township Board to order at 6:30 pm 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, Jean Ledford, Terry Croft, Jim Mortensen, Diana Lowe and Robin Hunt. Also present were Township Manager Michael Archinal, Township Attorney Joe Seward, and two persons in the audience.

The Pledge of Allegiance was recited.

A call to the public was made at 6:31 pm with no response.

Consent Agenda

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

1. Payment of Bills: August 15, 2022
2. Request to approve Minutes: August 1, 2022

Regular Agenda:

Moved by Ledford, seconded by Lowe, to approve the Regular Agenda as presented. **The motion carried unanimously.**

3. Review Quarterly budget to Actual Report as provided by Ken Palka, C.P.A.

Mr. Mortensen questioned some items that are already over budget and they are not in the adjustments that are being made in Item #4. He would like to see all of the adjustments in one document provided at the next meeting. Supervisor Rogers stated this is the first one of these reports that the Board has received, and will continue to receive them.

4. Consideration of amendments to the fiscal year 2022-2023 budget as follows:

Ms. Hunt stated these changes were requested by the auditors. They would like each of these items listed separately in the budget.

- A. Adjust Fund 202 - Special Assessment District as follows:
 1. Create a budget for Homestead principle revenue line item number 202-478-628-005 in the amount of \$14,968
 2. Create a budget for Homestead interest revenue line item number 202-478-665-001 in the amount of \$2,993

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3. Create a budget for Homestead project expenses line item number 202-478-801-075 in the amount of \$90,000
4. Create a budget for Timberview project expenses line item number 202-476-801-075 in the amount of \$40,000

Moved by Lowe, seconded Mortensen, to adjust Fund 202 - Special Assessment District as follows:

1. Create a budget for Homestead principle revenue line item number 202-478-628-005 in the amount of \$14,968
2. Create a budget for Homestead interest revenue line item number 202-478-665-001 in the amount of \$2,993
3. Create a budget for Homestead project expenses line item number 202-478-801-075 in the amount of \$90,000
4. Create a budget for Timberview project expenses line item number 202-476-801-075 in the amount of \$40,000

The motion carried unanimously.

B. Adjust Fund 208 - Parks and Recreation as follows:

1. Create a budget for Senior Survivor Park revenue line item number 208-000-668-001 in the amount of \$462,069
2. Increase the Senior Survivor Park Project expenses line item number 208-751-934-001 from \$139,000 to \$601,369

Moved by Skolarus, seconded Hunt, to adjust Fund 208 - Parks and Recreation as follows:

1. Create a budget for Senior Survivor Park revenue line item number 208-000-668-001 in the amount of \$462,069
2. Increase the Senior Survivor Park Project expenses line item number 208-751-934-001 from \$139,000 to \$601,369

The motion carried unanimously.

C. Adjust Fund 101 - Dept 171- Township Supervisor as follows:

1. Change the budget on Township Supervisor Salary expense line item 101-171-702-014 from \$63,478 to \$62,740 due to a miscalculation.

Moved by Skolarus, seconded Lowe, to change the budget on Township Supervisor Salary expense line item 101-171-702-014 from \$63,478 to \$62,740 due to a miscalculation. **The motion carried unanimously.**

5. Request to amend FY 2022/2023 budget as recommended by the Election Commission.

Supervisor Rogers stated there was no backup information in the packet for this item. Also, there are no meeting minutes on the website for the Election Commission meeting, and there was no public posting of the meeting. He requested that this be tabled this evening.

Ms. Lowe stated the meeting was held in Ms. Skolarus' office with the door open.

Mr. Seward stated it is an illegal meeting if there was no notice made to the public that the meeting was being held. The meeting should be in a place where it is accessible to the public.

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Supervisor Rogers stated another Election Commission meeting will need to be held, a notice will need to be posted on the door and on the website, and minutes will need to be taken.

Moved by Hunt, seconded by Lowe, to table Agenda Item #5. **The motion carried unanimously.**

Correspondence

The correspondence this evening was a letter from Mr. Archinal advising his retirement. He thanked the Board for the opportunity to participate in all of the great accomplishments that have been made at Genoa Township during his tenure.

Board Members thanked Mr. Archinal for all of the work he has done.

Supervisor Rogers stated that he will be placing the consideration of promoting Ms. VanMarter as the new Township Manager on the next meeting agenda. Ms. Skolarus stated a new planner will need to be hired.

Ms. Hunt agrees that Kelly is the perfect candidate. Ms. Lowe agrees.

Member Discussion

Ms. Lowe stated the next meeting of the Livingston County Chapter of the MTA is on August 31 at 6:00 pm at the Marion Township Hall. The topic is code enforcement.

Mr. Archinal stated that Crooked Lake is open to traffic. He spoke to the Road Commission about additional speed limit signs.

He will be meeting with three associations regarding SAD's for road improvements.

Ms. Skolarus asked Mr. Seward if he attended tonight's meeting only for the Election Commission budget adjustment item. Mr. Seward said no. Supervisor Rogers stated that the attorney has been at Board Meetings for the past several months.

Adjournment

Moved by Mortensen, supported by Ledford, to adjourn the meeting at 7:05 pm. **The motion carried unanimously.**

Respectfully Submitted,

Patty Thomas
Recording Secretary

Approved:

Paulette Skolarus, Clerk
Genoa Charter Township

Bill Rogers, Supervisor
Genoa Charter Township