

**GENOA CHARTER TOWNSHIP BOARD
Regular Meeting
November 6, 2023**

MINUTES

Supervisor Rogers called the regular meeting of the Genoa Charter Township Board to order at 6:30 pm at the Township Hall. The following members were present constituting a quorum for the transaction of business: Bill Rogers, Robin Hunt, Jean Ledford, Terry Croft, Diana Lowe, Paulette Skolarus and Jeff Dhaenens. Also present were Township Manager Kelly VanMarter, Township Attorney Joseph Seward, and five people in the audience.

The Pledge of Allegiance was recited.

The call to the public was opened at 6:31 pm with no response.

Approval of Consent Agenda:

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

1. Payment of Bills: November ~~136~~, 2023
2. Request to approve October 16, 2023 regular meeting minutes.

Approval of Regular Agenda:

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

3. Consideration of a request for approval of the proposed 2024 Employee Benefit Plan as presented by Human Resources Manager, Kim Lane.

Ms. Lane provided a review of the details of the renewal rates for township employee benefits. The net increase for benefits for 2024 will be 3.5 percent or \$27,059.

Moved by Lowe, supported by Croft, to approve the 2024 Employee Benefit Plan as presented by the Human Resources Manager. **The motion carried unanimously.**

4. Consideration of recommendation for approval of special land use application, environmental impact assessment and sketch plan to allow for a proposed Bed and Breakfast located at 7854 Collingwood Drive, just west of Grand River Avenue. The request is petitioned by Nazmiye Yapici.

- A. Disposition of Special Use
- B. Disposition of Environmental Impact Assessment (10-31-23)
- C. Disposition of Sketch Plan (10-31-23)

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Ms. Yapici provided a review of her proposed project. She would like to convert her walk out basement into a bed and breakfast.

Ms. Hunt asked how many guests would be there at a time. Ms. Yapici stated one to two.

Moved by Skolarus, supported by Lowe, to approve the Special Use Application for a bed and breakfast inn as an accessory use at 7854 Collingwood Drive, with the following conditions:

1. Livingston County Health Department requirements will be met prior to land use permit issuance.

The motion carried unanimously.

Moved by Hunt, supported by Lowe, to approve the Environmental Impact Assessment dated October 31, 2023 to allow for a bed and breakfast inn as an accessory use at 7854 Collingwood Drive as submitted. **The motion carried unanimously.**

Moved by Hunt, supported by Skolarus, to approve the sketch plan dated October 31, 2023 to allow for a bed and breakfast inn as an accessory use at 7854 Collingwood Drive, with the following conditions:

1. Livingston County Health Department requirements will be met prior to land use permit issuance.

The motion carried unanimously.

5. Request for approval to appoint Jeff Dhaenens to the Planning Commission with a term ending 11/20/24 and to re-appoint Jean Ledford to the Zoning Board of Appeals with a term ending 11/20/24 as recommended by the Township Supervisor.

Ms. Hunt stated both of these appointments begin on November 20, 2023.

Moved by Lowe, supported by Hunt, to appoint Jeff Dhaenens to the Planning Commission with a term ending 11/20/24 and to re-appoint Jean Ledford to the Zoning Board of Appeals with a term ending 11/20/24. **The motion carried unanimously.**

6. Request for amendments to the Fiscal Year 2023-2024 budget for Fund #101 – Elections as requested by the Township Clerk as follows:

A. Increase line item 101-262-751-001 for Office Supplies/Equipment from \$7,950 to \$15,000.

B. Increase line item 101-262-901-001 for Application Postage from \$4,650 to \$8,000.

C. Increase line item 101-262-901-002 for Ballot Postage from \$4,650 to \$6,000.

Ms. Skolarus requested to have mileage reimbursement included in the Clerk's office budget as this is what is done for the Supervisor and Treasurer. Ms. Hunt stated that elected officials are not given mileage reimbursement. Ms. VanMarter stated there is a mileage line item in the Clerk's budget for the employees in the Clerk's office. She added that the Travel and Mileage Expenses Policy was recently approved by the Township Board. If mileage is to be added for the Clerk, the policy would need to be changed. Mr. Dhaenens understands that his appointment on the Zoning Board of Appeals and Planning Commission requires him to travel within the county with no reimbursement.

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Ms. Skolarus noted that all of the elections will be reimbursed and no money will come out of the Township's funds.

Moved by Hunt, supported by Lowe, to approve the amendments to the Fiscal Year 2023-2024 budget as follows:

A. Increase line item 101-262-751-001 for Office Supplies/Equipment from \$7,950 to \$15,000.

B. Increase line item 101-262-901-001 for Application Postage from \$4,650 to \$8,000.

C. Increase line item 101-262-901-002 for Ballot Postage from \$4,650 to \$6,000.

The motion carried unanimously.

7. Ratification of the Township Supervisor signing and delegating to the Township Manager the authority to sign all documents to complete the acquisition of parcels 4711-14-300-018; 4711- 14-400-006; 4711-23-100-001; and 4711-23-100-002. (roll call).

Ms. VanMarter displayed a map showing the property that is now owned by the Township and will be preserved as recreational and park property.

Moved by Skolarus, supported by Dhaenens, to ratify the Township Supervisor signing and delegating to the Township Manager the authority to sign all documents to complete the acquisition of parcels 4711-14-300-018; 4711-14-400- 006; 4711-23-100-001; and 4711-23-100-002. **The motion carried unanimously with a roll call vote (Ledford - yes, Croft - yes, Hunt - yes, Lowe - yes, Dhaenens - yes, Skolarus - yes, and Rogers - yes).**

8. Request for approval of the 2024 Township Schedule of Meetings and Holiday Schedule.

Moved by Lowe, supported by Skolarus, to approve the 2024 Township Meetings and Holiday Schedule. **The motion carried unanimously.**

9. Request for approval of Resolution 231106 to establish the 2024 Regular Meeting Dates for the Board of Trustees. (roll call)

Moved by Hunt, supported by Croft, to approve Resolution 231106 establishing the 2024 regular meeting dates for the Board of Trustees. **The motion carried unanimously with a roll call vote (Ledford - yes, Croft - yes, Hunt - yes, Lowe - yes, Dhaenens - yes, Skolarus - yes, and Rogers - yes).**

10. Request for amendment to the Fiscal Year 2023-2024 budget for Fund 202 – SAD Roads and Lakes to increase the Homestead Road annual maintenance expenses line item #202-478-802- 000 from \$6,100 to \$13,508 for one-time culvert removal and repair.

Ms. VanMarter stated the reason for increasing this budget was due to work needed on a culvert. This may decrease the amount of other road maintenance done here in the future.

Moved by Lowe, supported by Dhaenens, to amend the Fiscal Year 2023-2024 budget for Fund 202 – SAD Roads and Lakes to increase the Homestead Road annual maintenance expenses line item #202-478-802-000 from \$6,100 to \$13,508 for one-time culvert removal and repair. **The motion carried unanimously.**

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11. Review of Fiscal Year 2023-2024 Second Quarter budget to actual report.

Ms. VanMarter provided a review of the report.

Member Discussion

Ms. VanMarter stated there will be a grand opening and dedication of the Senior Survivor Park on the Wednesday before Thanksgiving. The fence will be removed at that time and will remain down.

Adjournment

Moved by Ledford, supported by Croft, to adjourn the meeting at 7:04 pm. **The motion carried unanimously.**

Respectfully Submitted,

Patty Thomas
Recording Secretary

Approved: Paulette Skolarus, Clerk
Genoa Charter Township

Bill Rogers, Supervisor
Genoa Charter Township