

GENOA CHARTER TOWNSHIP BOARD
Regular Meeting
December 4, 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 Joe Seward, and nine people in the audience.

The Pledge of Allegiance was recited.

A Moment of Silence was held in honor of Jim Mortensen.

The call to the public was opened at 6:32 pm.

Mr. Ben Tasich of 3492 Lakewood Shores Drive was present representing the Livingston County Transportation Coalition. He invited all members of the board to the third annual celebration of Transit Equity Day on February 2, 2024 at Cleary University at 8 am to honor transportation workers. Also, Michigan Flyer will now be providing bus service every hour from Lansing to Howell, Brighton, Ann Arbor, Detroit, the airport, etc. You can check the routes on their website.

Ms. Debbie McCormick spoke regarding the additional employee being requested in the Clerk's Office. She questioned where the money would come from and why the position is needed.

Mr. Dan Wholihan of 6259 Cunningham Lake Road stated he will be moving out of the Township. He has lived in Livingston County for his entire life. It is a rural community and it should be kept that way. He does not want to see it become Novi. Mr. Mortensen will be missed.

The call to the public was closed at 6:40 pm.

Approval of Consent Agenda:

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

1. Payment of Bills: December 4, 2023.
2. Request to approve November 20, 2023 regular meeting minutes.

Approval of Regular Agenda:

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

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3. Consideration of a recommendation for approval and adoption of rezoning ordinance number Z-23-04, rezoning application and environmental impact assessment to rezone property at 4675 Grand River Avenue from Neighborhood Service District (NSD) to General Commercial District (GCD). The property consists of two contiguous parcels (4711-09-200-006 and 008) located on the north side of Grand River Avenue, west of Boulevard Drive. The request is petitioned by Desine, Inc.
 - A. Disposition of Rezoning Ordinance Z-23-04. (roll call)
 - B. Disposition of Environmental Impact Assessment dated July 31, 2023.

Mr. Wayne Perry of Desine, Inc. stated they are requesting a rezoning of two parcels. If the request is approved, they will be combining them. They anticipate developing this site to be used by AAA Trailer.

Moved by Lowe, supported by Dhaenens, to approve and adopt Ordinance No. Z-23-04. **The motion carried unanimously with a roll call vote (Ledford - yes, Croft - yes, Hunt - yes, Lowe - yes, Dhaenens - yes, Skolarus - yes, and Rogers - yes).**

Moved by Hunt, supported by Croft, to approve the Environmental Impact Assessment dated July 31, 2023 (dated September 20, 2023 PC recommendation) for two contiguous parcels (4711-09-200-006 and 008) at 4675 Grand River Avenue as submitted. **The motion carried unanimously.**

4. Consideration of a recommendation for approval of an environmental impact assessment dated October 16, 2023 for additional parking at the Woodland Village Senior Community located at 7533 Grand River Avenue, Brighton located on the north side of Grand River Avenue, west of Bendix Road. The request is petitioned by Trinity Continuing Care Services d/b/a/ Woodland Village.

Mr. Luke Smith, the Environmental Services Manager of Woodland Village, provided a review of the proposal. They are installing 27 new parking spaces. They have met all of the outstanding issues from the township's consultants.

Moved by Dhaenens, supported by Lowe, to approve the Environmental Impact Assessment dated October 16, 2023 corresponding to the proposed parking lot expansion to allow for additional parking spaces for the Woodland Village Senior Community located at 7533 Grand River Avenue with the condition that site plan conditions must be met as requested by the Planning Commission. **The motion carried unanimously.**

5. Request for approval of Resolution 231204 establishing the 2024 instructions for poverty exemption, guidelines for poverty exemption, poverty exemption application, and poverty exemption worksheet as submitted by Assessor Debra Rojewski. (roll call)

Moved by Lowe, supported by Hunt, to approve Resolution 231204 establishing the 2024 instructions for poverty exemption, guidelines for poverty exemption, poverty exemption application, and poverty exemption worksheet as submitted by Assessor Debra Rojewski. **The motion carried unanimously with a roll call vote (Ledford - yes, Croft - yes, Hunt - yes, Lowe - yes, Dhaenens - yes, Skolarus - yes, and Rogers - yes).**

6. Consideration of a request from the Township Clerk to add a permanent part-time position for an Election Coordinator.

Ms. Skolarus stated she is requesting to add a permanent election coordinator in her department to allow for coverage for her office five days per week. This employee will perform the same duties as the deputy clerk, with the exception of acting on the Clerk's behalf when she is not in the office. She has provided all of the tasks of the election coordinator and a spreadsheet listing the population, and the number of full time clerk department employees and their salaries of comparable surrounding communities.

Ms. Lowe questioned what duties this employee will perform when there are no elections. Ms. Skolarus stated they would register voters, update the Qualified Voter File, maintain the precinct records, and other duties performed by the Deputy Clerk.

Supervisor Rogers stated the comparables provided are not relative to the position that is being requested. Ms. Skolarus stated she now has one employee in her office who works 24 hours a week and she has always had more. She would like the employee to start after the February 27, 2024 election.

Ms. Hunt noted that there is also a temporary, part-time employee currently in the Clerk's Office. Ms. Skolarus agreed. Ms. Hunt agrees that assistance is needed during the elections, but the Board asked for the comparables to be provided by the township's consulting company, Compease, for this position, and they were not. She would also like to see a job description. Mr. Dhaenens agrees.

Ms. VanMarter stated the job description would be provided to Compease and that will determine the pay range for this employee and that will then determine the budget impact. She suggested Ms. Skolarus provides a schedule of when she, her Deputy Clerk, and this employee will be working in the office.

Ms. Skolarus stated she will provide the requested information in the next board meeting packet.

Moved by Skolarus, supported by Lowe, to postpone the request from the Township Clerk to add a permanent part-time position for an Election Coordinator. **The motion carried unanimously.**

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Member Discussion

Ms. Skolarus provided each of the board members with the filing requirements for re-election and the radon levels in Genoa Township and Livingston County.

Ms. Dhaenens appreciated hearing so many great stories about Jim Mortensen and seeing so many people attending his service. It was definitely a celebration of life.

Adjournment

Moved by Hunt, supported by Lowe, to adjourn the meeting at 7:27 pm. **The motion carried unanimously.**

Respectfully Submitted,

Patty Thomas
Recording Secretary

Approved: Paulette Skolarus, Clerk
Genoa Charter Township

Bill Rogers, Supervisor
Genoa Charter Township