

GENOA CHARTER TOWNSHIP BOARD
Regular Meeting
December 18, 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, and Jeff Dhaenens. Absent was Paulette Skolarus. Also present were Township Manager Kelly VanMarter, and one person 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:

Mr. Dhaenens noted one change needed in the minutes.

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

1. Payment of Bills: December 18, 2023.
2. Request to approve December 4, 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. Presentation of the Mortensen Report in regard to Fiscal Year 2024-2025 draft budget.

Ms. VanMarter stated there is a five percent increase assumption for the salaries in the next fiscal year. They are waiting for the information back from Compese.

She reviewed new projects for next fiscal year, which include the expansion of the township pavilion and outdoor restrooms, repairing draining issues on the north side of the soccer field, updates to the parking lot, grounds and building signage, the addition of pickleball courts, upgrades and security for the board room, township hall cubicle upgrades, and work on the Lyle Herbst home. Road projects proposed are the roundabout at Challis and Baurer and finishing the reconstructing Chilson Road from Beck to Grand River.

Supervisor Rogers noted that the roundabout will be completed prior to the I-96 and Grand River reconstruction project beginning as that will be one of the main detour routes. He agreed

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that there will be improvements needed to the township hall grounds with regard to parking, bathroom facilities, etc.

Ms. Lowe questioned the timeline for the expansion for the playground into the additional property recently acquired by the Township. Ms. VanMarter stated that design work is included in the park master plan project, which will begin early next year

4. Consideration of a request to amend the Fiscal Year 2023/2024 Budget for Fund 464 – American Rescue Plan Act (ARPA) to increase Department 261 – General Government, “Lake Edgewood Consolidation” Line Item 464-261-803-001 from \$531,621 to \$631,621 and to decrease Department 900 – Capital Outlay Function, “Broadband” Line Item 464- 900-977-001 from \$112,500 to 0 (zero).

Ms. VanMarter noted that while it appears that the Board is approving money that has not been budgeted, the way the ARPA money is shown in governmental budgeting is that it is not reflected in the budget until it is spent. Additionally, the “Broadband” Line Item will be adjusted to \$0 this year. Because of permit delays the contractor is experiencing, those funds will be spent in the next fiscal year.

Moved by Lowe, supported by Dhaenens, to amend the Fiscal Year 2023/2024 Budget for Fund 464 – American Rescue Plan Act (ARPA) to increase Department 261 – General Government, “Lake Edgewood Consolidation” Line Item 464-261-803-001 from \$531,621 to \$631,621 and to decrease Department 900 – Capital Outlay Function, “Broadband” Line Item 464-900-977-001 from \$112,500 to \$0 (zero). **The motion carried unanimously.**

5. Consideration of a request for approval of a proposal from JTM Cleaning & General Contracting, LLC for carpet, tile and grout cleaning at the Township Hall in an amount not to exceed \$5,131.00 from Building and Grounds, repairs and maintenance fund #101- 265-934-060.

Moved by Lowe, supported by Dhaenens, to approve the proposal from JTM Cleaning for \$5,131.00. **The motion carried unanimously.**

6. Consideration of a request for approval of a proposal from Pitney Bowes to replace the auto mailing postage and the mail folder inserter machines with the SendPro C mailing system and the Relay 3500 inserting solution in an amount not to exceed \$13,335.87 from Capital Outlay fund #101-900-970-000.

Ms. Hunt noted that the Township’s current machine does not perform all of the functions that are needed by staff.

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Moved by Dhaenens, supported by Hunt, to approve the proposal from Pitney Bowes for \$3,181.87 for the SendPro C Automailing Postage Machine and \$10,154.40 for the Relay 3500 Folder/Inserter. **The motion carried unanimously.**

Correspondence

Information on the 2024 MTA Capital Conference was in tonight's packet. The conference is on January 23 at the Lansing Center.

Member Discussion

Ms. Lowe asked if the Clerk's position request will be on the next meeting's agenda. Supervisor Rogers stated the Board has not received any information for that item at this time.

Ms. Hunt stated that the tax bills were sent out on November 30; however, many residents are calling to say that they have not received theirs. Residents can look up their tax amount on the website or call the Township hall.

There was a discussion regarding reviewing and possibly amending the per diem reimbursement policy.

Ms. VanMarter stated there is a court hearing for the Pine Creek Road Project on February 7, 2024. Also, the contractor has agreed to hold their quoted price from when the project was originally approved.

Staff will be placing an order for logo clothing so if any trustees are interested in purchasing any clothing, please let staff know.

Due to the New Year and Martin Luther King holidays, the next Board of Trustees meeting will be on Monday, January 22, 2024.

Adjournment

Moved by Lowe, supported by Hunt, to adjourn the meeting at 7:06 pm. **The motion carried unanimously.**

Respectfully Submitted,

Patty Thomas
Recording Secretary

Approved: Paulette Skolarus, Clerk
Genoa Charter Township

Bill Rogers, Supervisor
Genoa Charter Township