

**GENOA CHARTER TOWNSHIP BOARD  
Regular Meeting  
February 19, 2024**

**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, Paulette Skolarus, Robin Hunt, Jean Ledford, Terry Croft, Diana Lowe, and Jeff Dhaenens. Also present were Township Manager Kelly VanMarter, Township Attorney Joseph Seward and four 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:**

Ms. Ledford requested to have Item #2 moved to the regular agenda.

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

1. Payment of Bills: February 19, 2024

**Approval of Regular Agenda:**

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

2. **Request to approve February 5, 2024 regular meeting minutes.**

Ms. Ledford noted needed corrections.

**Moved** by Ledford, supported by Hunt, to approve the February 5, 2024 regular meeting minutes as amended. **The motion carried unanimously.**

3. **Request for approval of amendments to the Fiscal Year 2024 Operating Budgets, approval of the Fiscal Year 2025 Operating Budgets and rate adjustments for the Oak Pointe Sewer System and the Oak Pointe Water System.**
  - A. **Consider amendments to the FY 2024 Operating Budget and approval of the 2025 Operating Budget for the Oak Pointe Water System.**
  - B. **Consider amendments to the FY 2024 Operating Budget and approval of the 2025 Operating Budget for the Oak Pointe Sewer System.**
  - C. **Consider approval of an increase for the Oak Pointe metered water charge from \$4.19 per 1,000 gallons to \$4.40 per 1,000 gallons; to increase for the Oak Pointe Sewer System metered sewer charge from \$6.89 per 1,000 gallons to \$7.58 per**

**1,000 gallons, increase the flat rate sewer charge from \$107.00 per quarter to \$117.70 per quarter, increase the grinder rate from \$50.00 per quarter to \$55.00 per quarter and set the minimum sewer bill from \$62.01 to \$68.22 for usage of 9,000 gallons per quarter or less. (roll call)**

Utilities Director Dr. Greg Tatara provided a review of the current fiscal year budget, the nine-month Budget to Actual Reports, the amended FY 2024 Budget, the proposed FY 2025 Operating Budget, utility rate change recommendations, and historic financial summary information for the Oak Pointe water and sanitary sewer systems. He noted that the sanitary sewer budget was over by \$110,000 because the sanitary sewer costs have increased approximately \$10,000 due to the PFAS sampling requirements from EGLE, the grinder pump repair and replacements costs were much higher than budgeted due to the increase in material costs, and G-O increased their rates for sanitary sewer treatment.

He has increased the budget for these items for Fiscal Year 2025.

Ms. Hunt questioned when these new rates would be in effect, if approved this evening. He stated the new rates will start in the billing cycle beginning May 1, 2024. She knows that the increases are justified so she asked Dr. Tatara to provide an information sheet for employees to give to residents when they collect the payments for these higher bills. He will do that as well as publish it on the website.

Ms. Skolarus questioned if Dr. Tatara has considered purchasing electric vehicles. He stated they need heavy duty vehicles.

**Moved** by Lowe, supported by Dhaenens, to amend the FY 2024 Operating Budget and approve the FY 2025 Operating Budget for the Oak Pointe Water and Sewer Systems. **The motion carried unanimously.**

**Moved** by Skolarus, supported by Croft, to increase the Oak Pointe metered water charge from \$4.19/1,000 gallons to \$4.40/1,000 gallons; to increase the Oak Pointe Sewer System metered sewer charge from \$6.89/1,000 gallons to \$7.58/1,000 gallons; increase the flat rate sewer charge from \$107.00 / quarter to \$117.70/quarter; increase the grinder rate from \$50.00/quarter to \$55.00 per quarter; and, set the minimum sewer bill from \$62.01 to \$68.22 for usage of 9,000 gallons per quarter or less. **The motion carried unanimously with a roll call vote (Ledford - yes, Croft - yes, Hunt - yes, Lowe - yes, Dhaenens - yes, Skolarus - yes, and Rogers - yes).**

- 4. Request for approval of amendments to the Fiscal Year 2024 Operating Budget, approval of the Fiscal Year 2025 Operating Budget and rate adjustments for the Lake Edgewood Sewer System.**
  - A. Consider amendments to the FY 2024 Operating Budget and approval of the FY 2025 Operating Budget for the Lake Edgewood Sewer System.**
  - B. Consider approval of rate increases for the Lake Edgewood Sewer system to increase the metered sewer charge from \$7.45 per 1,000 gallons to \$7.60 per 1,000 gallons, to increase the flat rate sewer charge from \$145.66 per quarter to \$148.57 per quarter, and to set the minimum sewer bill from \$67.05 to \$68.40 for usage of 9,000 gallons per quarter or less. (roll call)**

Dr. Tatara provided a review of the current fiscal year budget, the nine-month Budget to Actual Reports, an amended FY 2024 Budget, the proposed FY 2025 Operating Budget, utility rate change recommendations, and historic financial summary information for the Lake Edgewood sanitary sewer system. He anticipates ending the Fiscal Year 2024 budget with a surplus of approximately \$16,000. There will also be a two percent rate increase for next fiscal year.

He noted that the project to take this plant off line and transfer it to G-O has started.

**Moved** by Hunt, supported by Ledford, to amend the FY 2024 Operating Budget and approve the FY 2025 Operating Budget for the Lake Edgewood Sewer System.

**Moved** by Lowe, supported by Dhaenens, to increase the Lake Edgewood metered sewer charge from \$7.45/1,000 gallons to \$7.60/1,000 gallons, increase the flat rate sewer charge from \$145.66 per quarter to \$148.5 per quarter, and set the minimum sewer bill from \$67.05 to \$68.40 for usage of 9,000 gallons per quarter or less. **The motion carried unanimously with a roll call vote (Ledford - yes, Croft - yes, Hunt - yes, Lowe - yes, Dhaenens - yes, Skolarus - yes, and Rogers - yes).**

**5. Request for approval of per diem rates for the calendar year ending Dec. 31, 2024 as recommended by the Election Commission.**

Ms. Skolarus stated she is requesting this change because she was having difficulty getting workers to work at the polls on election day.

Ms. Hunt is concerned that the early voting chair people are being paid an hourly rate of \$25, which is very high. She noted that the early voting workers have already started and this has not been approved. She would like to encourage the Election Commission to review the rates and present them again before the August election.

Ms. Ledford stated she had requested a spreadsheet showing the history of the rate increases for election workers and it has not been received.

Ms. Skolarus stated she is considering removing the absentee voter counting board on election day because those ballots can be processed by the early voting workers.

Ms. VanMarter suggested decreasing the existing rates for the early voting workers for this election and then review the rates for all workers for the August election. Ms. Skolarus stated she has already advised the workers of the rates. Ms. Hunt advised that the Board did not approve those rates so the workers should not have been told that was their rate.

Mr. Dhaenens would approve the rates presented this evening for the February election only, but he does not want to have this presented to the Board at the meeting before the election. It should be done well in advance.

Supervisor Rogers stated he has previously requested the rate schedule for before the Howell Schools election, after that election, and then these rates, but he has not received it.

**Moved** by Lowe, supported by Dhaenens, to approve the per diem rates for the February 27, 2024 election as recommended by the Election Commission and they shall be reviewed by the Commission and brought before the Township Board in June 2024. **The motion carried unanimously.**

**6. Request for approval of a permanent part-time Election Coordinator at an hourly rate of \$25.00 as requested by the Township Clerk.**

Ms. Skolarus stated that she will be retiring in November 2024 and Ms. Lowe is on the ballot to replace her. She would like to have two part-time employees in the Clerk's Office.

Human Resources Manager, Kim Lane, stated she is recommending that the election coordinator be kept as a temporary position for 2024 because the job description provided to her has very little other responsibilities other than elections. There will be a new clerk in 2025, and that new clerk may change the structure of the Clerk's Office. Adding a full time employee costs the township additional money because of benefits, etc.

Ms. Lowe advised that Ms. Lane is providing Ms. Skolarus with what she requested and what is needed for this year's elections.

Ms. VanMarter stated that Tabitha is a very good employee. She has spoken to her and she is happy to stay as a part-time employee. She will not resign if her current position is not made permanent.

**Moved** by Lowe, supported by Ledford, to keep Tabitha as a temporary part-time Election Coordinator at an hourly rate of \$25.00 until after the November 2024 election. **The motion carried unanimously.**

**7. Review of Fiscal Year 2023-2024 Third Quarter Budget to Actual Report.**

Ms. VanMarter stated that the only items that need attention are in the Clerk's budget. Ms. Skolarus stated she will make those changes.

Ms. Skolarus would like the township to build a senior center. She suggests saving money each year so this can be done. Ms. Hunt agrees, but it must be managed, and she questioned how that would be funded.

Ms. VanMarter stated that the township contributes to Howell Parks and Recreation and they offer senior programs. She suggested working with them to provide more senior services.

The Board discussed the township's parks and rec budget and if there are funds available to save. Ms. VanMarter stated there are some large projects that are needed now, so this would not be able to be done until future fiscal years.

**Correspondence**

An email from a resident, Gordon Witte, regarding his concern with a letter that was sent from the Township Clerk. Ms. Skolarus provided the letter that Mr. Witte is referring to. She copied

Genoa Charter Township Board Meeting

February 19, 2024

Approved Minutes

the information from the State of Michigan's website.

A letter sent to the Lakewood Knolls subdivision residents regarding an information meeting for a special assessment for road maintenance in their neighborhood.

A flier regarding the \$6.5 million grant received from SPARK for the installation of a water main that will benefit the township and the South Latson corridor. Ms. Lowe asked to have this information placed on the township's website.

A letter mailed to the Pine Creek residents advising them that the deadline for the non-interest pre-payment period has been extended to June 1, 2024.

A copy of the censure of the Township Clerk from November 21, 2022. Ms. Skolarus distributed a letter she wrote to the Board. She has already given a copy to Mr. Seward. Mr. Seward stated that this document is now able to be FOIA'd. Also, the censure motion stated that no further taxpayer dollars were to be spent on this issue.

**Member Discussion**

There were no items to discuss this evening.

**Adjournment**

**Moved** by Ledford, supported by Croft, to adjourn the meeting at 8:03 pm. **The motion carried unanimously.**

Respectfully Submitted,

Patty Thomas  
Recording Secretary

Approved: Paulette Skolarus, Clerk  
Genoa Charter Township

Bill Rogers, Supervisor  
Genoa Charter Township