

**GENOA CHARTER TOWNSHIP
ELECTION COMMISSION
NOVEMBER 7, 2011
6:25 p.m.**

AGENDA

Call to Order:

Approval of Agenda:

1. Request for approval to change polling locations for Precincts 6 and 8.
 - A. Precinct 6 will be moved from Brighton Church of the Nazarene to Hornung Elementary School and Precinct 8 will be moved from Hornung Elementary School to Brighton Church of the Nazarene. (Note: Church of the Nazarene has 3266 voters and Hornung Elementary has 2031 voters; the new distribution will place 2405 voters at Church of the Nazarene and 2733 voters at Hornung Elementary.)
 - B. Recommendation to the Township Board.
2. Request for approval of salaries for election officials and staff working elections thru November of 2012 with a recommendation to the Township Board.

**GENOA CHARTER TOWNSHIP
BOARD OF TRUSTEES
REGULAR MEETING
NOVEMBER 7, 2011
6:30 p.m.**

AGENDA

Call to Order:

Pledge of Allegiance:

Call to the Public:

Approval of Consent Agenda:

1. Payment of Bills
2. Request to approve minutes: October 17, 2011
3. Request for approval to change polling locations for Precincts 6 and 8 as recommended by the Election Commission.
4. Request for approval of salaries for election officials and staff working elections thru November of 2012 as recommended by the Election Commission.
5. Request for approval to amend the General Fund budget and the Parks and Recreation Budget to implement a transfer of \$725,000.00 from the General Fund to Parks and Recreation to reconcile the

budget ending March 31,2011 and the budget ending March 31, 2012 in which the transfer was not finalized.

6. Request for approval of Bill Payment Policy.
7. Consider motion to authorize acceptance of a road easement from International Transmission Company for Whitehorse Drive and to authorize assignment of easements associated with Figurski and Whitehorse Drive to the Livingston County Road Commission.

Approval of Regular Agenda:

8. Request to approve employment agreements for Code Official, Electrical Inspector, and Plumbing and Mechanical Inspector.
9. Discussion regarding signs on the Township Hall property.

Correspondence:

Member Discussion:

Adjournment:

Date: Nov. 7, 2011

To: Election Commission

From: Polly Skolarus, Township Clerk

Five elections have been scheduled for the next 12 months. The last salary increase for poll workers was four years ago. Please review and recommend to the Township Board the following salaries for all persons working the elections thru Nov. 2012:

- Poll Workers will be paid \$200.00 per diem.
- Co-Chairmen will be paid \$250.00 per diem. Co-Chairmen, in addition to other responsibilities, are expected to return to the township hall for the final tally of votes cast and a review of all documents.
- Election officials working the precincts or absent voter counting board after 10:00 p.m. will be paid an additional \$10.00 per hour – prorated on the quarter hour.
- Staff working the election will be paid at their regular rate, plus time and a half over 8 hours.
- The setup of the precinct is paid @ \$11.50 per hour plus mileage for any person assisting Adam.
- Additional part time/temporary help is paid at \$12.50 per hour for the processing of absent voter ballots and working the receiving board.
- Poll workers attending mandated instructional classes will be paid \$25.00 for attending the class.
- The Election Commission (review of ballots) will be paid the per diem of \$90.00, because that meeting will be held in conjunction with the regular meeting of the Township Board.

Election/salaries

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Member Discussion:

Adjournment:

CHECK REGISTERS FOR TOWNSHIP BOARD MEETING

DATE : November 7, 2011

TOWNSHIP GENERAL EXPENSES: Thru November 7, 2011	\$134,757.84
October 28, 2011 Bi-Weekly Payroll	\$65,795.77
November 1, 2011 Monthly Payroll	\$11,278.58
OPERATING EXPENSES: Thru November 7, 2011	\$81,641.03
TOTAL:	<u>\$293,473.22</u>

<u>Check Number</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>
27930	MISDU	Michigan State Disbursement Un	10/28/2011	207.13
27931	VION	Vion Holdings LLC	10/28/2011	76.12
27932	SMITH T	Todd Smith	10/24/2011	3.60
27933	ACCIDENT	Accident Fund Company	10/26/2011	3,579.22
27934	Allstar	Allstar Alarm LLC	10/26/2011	270.00
27935	ARCHINAL	Michael Archinal	10/26/2011	500.00
27936	AT&T Fax	AT&T	10/26/2011	106.69
27937	AT&TLONG	AT&T Long Distance	10/26/2011	38.85
27938	ATT& IL	AT&T	10/26/2011	485.46
27939	BGDOOR	Brighton Garage Door	10/26/2011	300.00
27940	BODALSKI	Mary Lynn Bodalski	10/26/2011	138.00
27941	BRANVAN	BRANDON VANMARTER	10/26/2011	910.00
27942	BullsEye	BullsEye Telecom	10/26/2011	413.85
27943	CARDM	Chase Card Services	10/26/2011	5,861.92
27944	Clearwat	Clearwater Systems	10/26/2011	49.00
27945	COMCAST	COMCAST	10/26/2011	94.03
27946	CONTINEN	Continental Linen Service	10/26/2011	78.11
27947	DEL BUS	Deluxe Business Forms	10/26/2011	42.00
27948	DTE EN	DTE Energy	10/26/2011	196.58
27949	ETNA SUP	Etna Supply Company	10/26/2011	1,095.72
27950	FED EXPR	Federal Express Corp	10/26/2011	111.28
27951	G/OII DE	Go II Debt Service	10/26/2011	3,514.97
27952	GREATLA	Greatland Corporation	10/26/2011	67.90
27953	Internat	International Code Council, In	10/26/2011	991.55
27954	Lincoln	Lincoln National Life Ins Co.	10/26/2011	2,196.40
27955	LIVGIS	Livingston County IT/GIS Div.	10/26/2011	130.00
27956	MASTER M	Master Media Supply	10/26/2011	913.12
27957	mhog	MHOG Utilities	10/26/2011	102.60
27958	ROJEWSKI	Debra Rojewski	10/26/2011	331.88
27959	SEMCOG	Semcog	10/26/2011	2,212.00
27960	SHELL	Shell	10/26/2011	85.66
27961	TRI COUN	Tri County Cleaning Supply Inc	10/26/2011	70.00
27962	VERIZONW	Verizon Wireless	10/26/2011	556.83
27963	WALMART	Walmart Community	10/26/2011	140.84
27964	SOM-TRE	State Of Mich- Dept Of Treasur	10/28/2011	5,584.27
27965	B S & A	B S & A Software, Inc.	11/07/2011	740.00
27966	DTE LAKE	DTE Energy	11/07/2011	48.65
27967	Duncan	Duncan Disposal Systems	11/07/2011	76,874.40
27968	ETNA SUP	Etna Supply Company	11/07/2011	1,935.00
27969	GENOADPW	Genoa Township DPW Fund	11/07/2011	652.42
27970	Internat	International Code Council, In	11/07/2011	188.60
27971	LANGWORT	Langworthy Strader Leblanc	11/07/2011	581.27
27972	MASTER M	Master Media Supply	11/07/2011	601.97
27973	Net serv	Network Services Group, L.L.C.	11/07/2011	45.00
27974	Perfect	Perfect Maintenance Cleaning	11/07/2011	778.00
27975	State MI	State of Michigan	11/07/2011	100.49
27976	Stonebri	SBS Group, LLC	11/07/2011	5,000.00
27977	Tetra Te	Tetra Tech Inc	11/07/2011	1,633.00
27978	TRI COUN	Tri County Cleaning Supply Inc	11/07/2011	141.54
27979	US POSTA	US Postal Service	11/07/2011	190.00
27980	CONTINEN	Continental Linen Service	11/07/2011	78.11
27981	MichMuni	Michigan Municipal Risk Mngmt	11/07/2011	13,713.81

Report Total: 134,757.84

Accounts Payable
Computer Check Register

Genoa Township

2911 Dorr Road
Brighton, MI 48116

(810) 227-5225

User: diane

Printed: 10/21/2011 - 14:09

Bank Account: 101CH

Check	Vendor No	Vendor Name	Date	Invoice No	Amount
27928	Administ	Total Administrative Services	10/28/2011		869.19
			Check 27928 Total:		869.19
10170	AETNA LI	Aetna Life Insurance & Annuity	10/28/2011		25.00
			Check 10170 Total:		25.00
10171	EFT-FED	EFT- Federal Payroll Tax	10/28/2011		6,943.81 2,611.92 3,855.64 901.73 901.73
			Check 10171 Total:		15,214.83
10172	EFT-PENS	EFT- Payroll Pens Ln Pyts	10/28/2011		574.80
			Check 10172 Total:		574.80
27929	Equitabl	Equivest Unit Annuity Lock Box	10/28/2011		905.00
			Check 27929 Total:		905.00
10173	FIRST NA	First National Bank	10/28/2011		300.00 2,825.00 44,798.70

Check 10173 Total: 47,923.70

27930 MISDU Michigan State Disbursement Un 10/28/2011
FIPS 2616300 207.13

Check 27930 Total: 207.13

27931 VION Vion Holdings LLC 10/28/2011
SS 367-92-7487 76.12

Check 27931 Total: 76.12

Report Total: 65,795.77

**First National
Direct Deposit
OCTOBER 28, 2011
Bi-Weekly Payroll**

<u>Employee Name</u>	<u>Debit Amount</u>	<u>Credit Amount</u>
Genoa Township	\$47,923.70	
Aaron Korpela		\$1,005.97
Adam Van Tassell		\$1,098.40
Alex Chimpouras		\$2,062.26
Amy Ruthig		\$1,062.85
Angela Williams		\$794.08
Caitlin Nims		\$896.16
Carol Hanus		\$1,224.56
Craig Bunkoske		\$1,779.63
Daniel Schlack		\$1,209.73
Dave Estrada		\$1,280.08
David Miller		\$1,903.07
Deborah Rojewski		\$2,394.05
Dennis Smith		\$268.27
Diane Zerby		\$227.75
Duane Chatterson		\$1,365.14
Eric Hartman		\$0.00
Greg Tatara		\$2,480.20
James Aulette		\$1,273.19
Jeffrey Meyers		\$1,109.51
Jenifer Kern		\$557.40
Joe Szabelski		\$990.26
Judith Smith		\$1,194.14
Karen J. Saari		\$974.00
Kelly VanMarter		\$1,995.97
Kimberly MacLeod		\$971.80
Kyle Mitchell		\$1,056.01
Laura Mroczka		\$1,677.85
Luke Brown		\$0.00
Martin Reich		\$1,621.92
Matthew Hunt		\$0.00
Michael Archinal		\$2,868.58
Michael Maahs		\$664.45
Renee Gray		\$1,049.26
Richard Bigham		\$1,721.59
Robin Hunt		\$1,364.41
Scott Lowe		\$1,231.00
Steven Anderson		\$1,697.08
Susan Sitner		\$795.27
Tammy Lindberg		\$955.38
Tesha Humphriss		\$1,102.43
Total Deposit		<u><u>\$47,923.70</u></u>

**First National
Direct Deposit
NOVEMBER 1, 2011
Monthly Payroll**

<u>Employee Name</u>	<u>Debit Amount</u>	<u>Credit Amount</u>
Genoa Township	\$7,784.64	
Adam Van Tassel		\$547.06
Gary McCririe		\$2,285.26
H.J. Mortensen		\$433.06
Jean Ledford		\$482.38
Paulette Skolarus		\$3,362.49
Steve Wildman		\$330.49
Todd Smith		\$343.90
Total Deposit		<u><u>\$7,784.64</u></u>

Accounts Payable
Computer Check Register

Genoa Township

2911 Dorr Road
Brighton, MI 48116

(810) 227-5225

User: diane

Printed: 10/24/2011 - 13:48

Bank Account: 101CH

Check	Vendor No	Vendor Name	Date	Invoice No	Amount
10174	EFT-FED	EFT- Federal Payroll Tax	11/01/2011		1,808.89
					464.96
					686.39
					160.52
					160.52
				Check 10174 Total:	3,281.28
10175	EFT-PENS	EFT- Payroll Pens Ln Pyts	11/01/2011		212.66
				Check 10175 Total:	212.66
10176	FIRST NA	First National Bank	11/01/2011		7,734.64
					50.00
				Check 10176 Total:	7,784.64
				Report Total:	11,278.58

11:53 AM

#595 PINE CREEK W/S FUND
Payment of Bills
 October 14 through November 2, 2011

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
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no checks issued

11:58 AM

#504 DPW RESERVE FUND
Payment of Bills
 October 14 through November 2, 2011

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
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no checks issued

12:00 PM

#503 DPW UTILITY FUND
Payment of Bills
 October 14 through November 2, 2011

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
Check	10/17/2011	1872	U.S. POSTMASTER	MHOG Quarterly Billing 07/11-09/11	-1,254.76
Check	10/25/2011	1873	ABES AUTO GLASS INC	invoice # 575333	-215.00
Check	10/25/2011	1874	Absolute Auto Repair	Repair Order 75575	-233.78
Check	10/25/2011	1875	American Backflow Prevention Associ	membership renewal Greg Tatara	-97.00
Check	10/25/2011	1876	BELLE TIRE	Invoice # 19929258 & 19929301	-1,503.92
Check	10/25/2011	1877	Michigan Municipal League	Invoice # 5840 dated 10/12/2011	-61.40
Check	10/25/2011	1878	Port City Communications, Inc.	Invoice # 444410012011 dated 10/13/2011	-114.41
Check	10/27/2011	1879	Advanced Auto Parts	Inv 8082124542690	-49.27
Check	10/27/2011	1880	TESHA HUMPHRISS	Monthly car allowance November 2011	-200.00
Check	10/27/2011	1881	Shell Fleet Plus	Inv 065332306110	-3,595.44
Check	10/27/2011	1882	Verizon Wireless	Inv 2642930873	-223.26
Check	10/27/2011	1883	Wal-Mart Community	Inv 1955 dated 9/22/11	-144.77
Check	10/28/2011	1884	MWEA	Membership dues - David Miller	-58.00
Check	11/02/2011	1885	Carol Hanus	Toll free number and Internet service	-124.33
Check	11/02/2011	1886	Clearwater Kinetico	Inv 673315	-21.00
Check	11/02/2011	1887	USABlueBook	VOID:	0.00
Check	11/02/2011	1888	USABlueBook	Inv 515038	-314.10
Check	11/02/2011	1889	Howell Lawnmower & Radiator	Inv 7893198	-30.00
Check	11/02/2011	1890	NORTHWEST ENERGY	Ticket 1639	-116.78
Check	11/02/2011	1891	East Jordan Iron Works	Inv 3420682	-31.50
Check	11/02/2011	1892	GRUNDY ACE OF HOWELL	Inv 70809	-18.99
Check	11/02/2011	1893	Spirit of Livingston	Inv 7072, 7073, 7074	-3,591.26
Check	11/02/2011	1894	MMRMA	Automobile - Liability & Physical Damage	-7,508.43
Check	11/02/2011	1895	Victory Lane Quick Oil Change	Inv 2204	-37.48

Total

-19,544.88

11:55 AM

#593 LAKE EDGEWOOD W/S FUND

Payment of Bills

October 14 through November 2, 2011

Type	Date	Num	Name	Memo	Amount
Check	10/25/2011	2028	AT&T Long Distance	long distance service# 053 465 1001 001-Sept tc	-24.25
Check	10/25/2011	2029	BullsEye Telecom	Inv #12938063 dated 10/9/2011	-273.91
Check	10/25/2011	2030	Brighton Analytical L.L.C.	Oct 6, 2011 invoice # 1011-74395	-77.00
Check	10/25/2011	2031	Tetra Tech Inc.	Inv #50496325	-249.06
Check	10/25/2011	2032	USA BLUE BOOK	Inv501087 dated 9/29/11	-632.86
Check	11/02/2011	2033	Brighton Analytical L.L.C.	Inv #'s 1011-74498 & 74613	-154.00
Check	11/02/2011	2034	DTE Energy	Service from Sept 29 - Oct 28, 2011	-3,683.02
Check	11/02/2011	2035	GENOA TWP-DPW FUND	July 1 - Sept 30, 2011 common costs shared by :	-887.28
Check	11/02/2011	2036	MHOG Utilities	7817 Bendix - 06/30/11-09/30/2011	-13.78
Check	11/02/2011	2037	MMRMA	Premium allocation for 2011-2012 policy	-6,822.76
Check	11/02/2011	2038	PVS NOLWOOD CHEMICALS, IN	Inv 349700	-1,172.00
Check	11/02/2011	2039	Tetra Tech GEO	Inv 50493658	-6,644.89
Total					-20,634.81

11:57 AM

#592 OAK POINTE WATER/SEWER FUND

Payment of Bills

October 14 through November 2, 2011

Type	Date	Num	Name	Memo	Amount
Check	10/25/2011	2196	AT & T Long Distance	Inv 053 465 0885 001 long distance	-12.23
Check	10/25/2011	2197	Bullseye Telecom	Inv # 12909061 10/10/2011-11/09/2011	-408.62
Check	10/25/2011	2198	AT & T	810-227-4883 Oct 2011 billing	-89.10
Check	10/25/2011	2199	TETRA TECH, INC.	Inv 50496316 & 50496282	-9,926.92
Check	10/25/2011	2200	K & J Electric, INC	invoice 5594 from August 2011	-2,418.00
Check	10/25/2011	2201	BRIGHTON ANALYTICAL LLC	Invoices noted below	-134.00
Check	10/25/2011	2202	WASTE MANAGEMENT	Inv 7164788-1389-3	-71.68
Check	10/25/2011	2203	DUBOIS COOPER ASSOCIATES INCOF	Inv 7164788-1389-3	-13,506.00
Check	10/25/2011	2204	HI-LINE	Inv 10130360	-166.67
Check	11/02/2011	2205	BRIGHTON ANALYTICAL	Inv #'s 1011-74497, 74547, 74612	-268.00
Check	11/02/2011	2206	CONSUMERS ENERGY	Billing from 9/28/2011 - 10/25/2011	-50.37
Check	11/02/2011	2207	DTE ENERGY	09/27/2011 - 10/28/2011	-6,514.14
Check	11/02/2011	2208	K & J Electric, INC	Inv 5612 dated 10/25/2011	-762.00
Check	11/02/2011	2209	Northern Pump & Well	Inv 11J110 dated 10/21/2011	-200.00
Check	11/02/2011	2210	State of Michigan'	Inv 711845 dated 9/30/2011	-78.00
Check	11/02/2011	2211	GENOA TWP UTILITY FUND	7/1/2011 - 9/30/2011 quarterly common co:	-2,006.09
Check	11/02/2011	2212	Tetra Tech GEO	Inv #'s 50484478 & 50493659	-3,575.79
Check	11/02/2011	2213	WATER MASTERS LLC	Inv 2224	-1,273.73
Total					-41,461.34

GENOA CHARTER TOWNSHIP

Regular Meeting

October 17, 2011

6:30 P.M.

AGENDA

Supervisor McCririe called the regular meeting of the Genoa Charter Township Board to order at 6:30 p.m. The Pledge of Allegiance was then said. The following persons were present constituting a quorum for the transaction of business: Gary McCririe, Paulette Skolarus, Robin Hunt, Steve Wildman, Jim Mortensen, Todd Smith and Jean Ledford. Also present were Township Manager Michael Archinal and three persons in the audience.

A Call to the public was made with the following response: Ron Jones – I live on Washakie. How did you move forward with regard to the Building Department? Your minutes of Sept. 6, 2011 state that the matter was tabled and there appears to be no further action during the regular meetings of the board after that time. (A review of the minutes from Sept 6th meeting of the board state “Moved by Wildman, supported by Mortensen to direct staff to make application to the State Construction Code Commission for enforcement of the single State Construction Code utilizing the services of Dennis Smith as a part-time Township employee and deleting any and all reference to SAFEbuilt or any other private firm. The motion carried as follows: Ayes - McCririe, Wildman, Smith, Mortensen and Ledford. Nays - Skolarus and Hunt.) Note: The employment agreement with Dennis Smith was to be brought back to the board for final approval.

Approval of Consent Agenda:

Moved by Ledford, supported by Smith, to approve all items under the consent agenda as requested. The motion carried unanimously.

1. Payment of Bills

2. Request for approval of minutes: 10-3-11

3. Request for approval to purchase a new BS&A Software module at a cost of \$10,860.

Approval of Regular Agenda:

Moved by Hunt, supported by Mortensen, to approve for action all items listed under the regular agenda, deleting reference to a transfer of funds. The motion carried unanimously.

4. Request for approval of a road improvement project for the installation of crushed limestone on Beck Road west of Chilson Road to the railroad tracks at a cost of \$20,000.00.

Moved by Skolarus, supported by Ledford, to approve the work on Beck Road as recommended by Archinal. The motion carried unanimously.

Archinal was authorized to purchase STOP signs for Latson and Figurski Roads and White Horse and Latson.

Skolarus advised the board that as of Nov. 1, 2011 Minutes would no longer be published as a result of P.A. 359 of 1947, Section 42.8. A copy of the publication was provided to the board for their perusal.

The regular meeting of the Genoa Charter Township Board was adjourned at 6:40 p.m. .



Paulette A. Skolarus
Genoa Township Clerk

(press/argus 10/21/2011)

Date: Nov. 7, 2011

To: Election Commission

From: Polly Skolarus, Township Clerk

Five elections have been scheduled for the next 12 months. The last salary increase for poll workers was four years ago. Please review and recommend to the Township Board the following salaries for all persons working the elections thru Nov. 2012:

- Poll Workers will be paid \$200.00 per diem.
- Co-Chairmen will be paid \$250.00 per diem. Co-Chairmen, in addition to other responsibilities, are expected to return to the township hall for the final tally of votes cast and a review of all documents.
- Election officials working the precincts or absent voter counting board after 10:00 p.m. will be paid an additional \$10.00 per hour – prorated on the quarter hour.
- Staff working the election will be paid at their regular rate, plus time and a half over 8 hours.
- The setup of the precinct is paid @ \$11.50 per hour plus mileage for any person assisting Adam.
- Additional part time/temporary help is paid at \$12.50 per hour for the processing of absent voter ballots and working the receiving board.
- Poll workers attending mandated instructional classes will be paid \$25.00 for attending the class.
- The Election Commission (review of ballots) will be paid the per diem of \$90.00, because that meeting will be held in conjunction with the regular meeting of the Township Board.

Election/salaries

GENOA TOWNSHIP - GENERAL FUND
 BUDGET TO ACTUAL REPORT
 BUDGET FOR THE YEAR ENDING 3/31/2012
 ACTUAL FOR THE 6 MONTHS ENDING 9/30/11

Appr. 8/15/11

ACCT #	ACCOUNT DESCRIPTION	ACTUAL FOR 6 MONTHS 9/30/2011	AMENDED BUDGET FOR THE YEAR ENDING 3/31/2012	BUDGET REMAINING	% OF REMAINING EXPENSE BUDGET	PROPOSED AMENDED BUDGET FOR THE YEAR ENDING 3/31/2012
REVENUES						
000-403-000	CURRENT REAL PROP TAXES	1,771	800,000	(798,229)		815,000
000-407-000	DELINQUENT TAXES - REAL/PER	1,187	5,000	(3,813)		5,000
000-423-000	COLLECT FEES/EXCESS OF ROLL	2,316	287,000	(284,684)		293,000
000-423-100	COLLECTION FEES - SCHOOLS	28,338	26,000	2,338		28,000
000-445-000	PENALTIES & INTEREST ON TAXES	924	2,000	(1,076)		2,000
000-475-000	ORDINANCE FINES	152	200	(48)		200
000-476-000	LICENSES & PERMITS	6,175	12,500	(6,325)		12,500
000-476-100	CABLE FRANCHISE FEES	151,730	260,000	(108,270)		260,000
000-477-000	METRO ACT FEES	0	13,500	(13,500)		13,500
000-480-000	TRAILER FEES	1,634	3,500	(1,866)		3,500
000-501-000	GRANT - WIND TURBINE	0	0	0		0
000-574-000	STATE SHARED REVENUES	624,361	900,000	(275,639)		1,100,000
000-608-000	CHARGES FOR SERVICES - APPLICA. FEES	17,100	25,000	(7,900)		25,000
000-631-000	REFUSE COLLECTION FEES	318,516	740,000	(421,484)		755,000
000-664-000	INTEREST INCOME	5,770	8,000	(2,230)		8,000
000-676-000	ADMIN FEE/DPW FUND (RENT)	25,000	50,000	(25,000)		50,000
000-676-100	ADMIN FEE/LIQUOR LAW FUND	1,750	3,500	(1,750)		3,500
000-678-300	TAXES ON LAND TRANSFER - BRIGHTON/HOWELL	0	115,000	(115,000)		115,000
000-678-700	WHITE PINES/STREET LIGHTING	0	650	(650)		650
000-695-000	OTHER MISC REVENUE	2,315	5,000	(2,685)		5,000
000-699-001	ELECTIONS - SCHOOLS, PRIMARY	1,570	4,000	(2,430)		4,000
		0		0		
	TOTAL REVENUES	1,190,609	3,260,850	(2,070,241)		3,498,850

GENOA TOWNSHIP - GENERAL FUND
 BUDGET TO ACTUAL REPORT
 BUDGET FOR THE YEAR ENDING 3/31/2012
 ACTUAL FOR THE 6 MONTHS ENDING 9/30/11

Apr. 8/15/11

ACCT #	ACCOUNT DESCRIPTION	ACTUAL FOR 6 MONTHS 9/30/2011	AMENDED BUDGET FOR THE YEAR ENDING 3/31/2012	BUDGET REMAINING	% OF REMAINING EXPENSE BUDGET	PROPOSED AMENDED BUDGET FOR THE YEAR ENDING 3/31/2012
EXPENDITURES & TRANSFERS OUT TO OTHER FUNDS						
101-703-000	TRUSTEES - SALARIES	8,629	31,620	22,991	72.71%	31,620
171-703-000	SUPERVISOR - SALARY	24,990	49,980	24,990	50.00%	49,980
191-703-000	ELECTION - SALARIES	450	20,000	19,550	97.75%	20,000
209-703-000	CONTRACTUAL - SALARIES	156,074	310,000	153,926	49.65%	310,000
210-801-000	PROFESSIONAL - LEGAL	30,683	75,000	44,317	59.09%	75,000
215-703-000	CLERK - SALARY	24,490	48,980	24,490	50.00%	48,980
223-801-000	PROFESSIONAL - AUDITOR	9,050	17,000	7,950	46.76%	17,000
241-801-000	PROFESSIONAL - ENGR./PLANNING	27,583	30,000	2,417	8.06%	30,000
241-802-000	PROFESSIONAL - IN HOUSE ENGR	7,602	15,000	7,398	49.32%	15,000
243-801-000	TAX ROLL PREPARATION	0	0	0		0
247-703-000	BOARD OF REVIEW - SALARIES	239	8,000	7,761	97.01%	8,000
247-964-000	TAX CHARGEBACKS	9,156	20,000	10,844	54.22%	20,000
253-703-000	TREASURER - SALARY	24,490	48,980	24,490	50.00%	48,980
265-775-000	REPAIRS AND MAINTENANCE	42,362	90,000	47,638	52.93%	90,000
265-910-000	INSURANCE	147,241	310,000	162,759	52.50%	310,000
265-920-000	UTILITIES - ELECTRIC/GAS	7,934	16,000	8,066	50.41%	16,000
284-703-000	SALARIES - OTHER	120,338	267,500	147,162	55.01%	267,500
284-704-000	RETIREMENT	42,919	95,000	52,081	54.82%	95,000
284-715-000	PAYROLL TAXES - FICA/MEDICARE	28,768	75,000	46,232	61.64%	75,000
284-720-000	MESC - UNEMPLOYMENT TAXES	0	20,000	20,000	100.00%	20,000
284-727-000	PRTG., POSTAGE, OFFICE SUPPLIES	30,147	75,000	44,853	59.80%	75,000
284-850-000	TELEPHONE	8,412	17,000	8,588	50.52%	17,000
284-861-000	MILEAGE & TRAVEL EXPENSES	5,010	20,000	14,990	74.95%	20,000
284-957-000	DUES	9,019	25,000	15,981	63.92%	25,000
284-958-000	MTG. FEES & MISC EXPENSES	1,558	30,000	28,442	94.81%	30,000
284-959-000	APPLICATION FEES EXPENSES	1,122	15,000	13,878	92.52%	15,000

GENOA TOWNSHIP - GENERAL FUND
 BUDGET TO ACTUAL REPORT
 BUDGET FOR THE YEAR ENDING 3/31/2012
 ACTUAL FOR THE 6 MONTHS ENDING 9/30/11

Appr. 8/15/11

ACCT #	ACCOUNT DESCRIPTION	ACTUAL FOR 6 MONTHS 9/30/2011	AMENDED BUDGET FOR THE YEAR ENDING 3/31/2012	BUDGET REMAINING	% OF REMAINING EXPENSE BUDGET	PROPOSED AMENDED BUDGET FOR THE YEAR ENDING 3/31/2012
284-959-001	SALARIES - PLANNING COMMISSION/ZBA	9,003	28,000	18,997	67.85%	28,000
301-703-000	ORDINANCE OFFICER - SALARY	24,697	44,880	20,183	44.97%	44,880
336-999-001	FIRE SUB STATION EXPENSES	4,499	5,000	501	10.02%	5,000
441-801-010	ROAD IMPROVEMENT	206,280	200,000	(6,280)	-3.14%	225,000
441-803-000	REFUSE COLLECTION	438,550	870,000	431,450	49.59%	870,000
441-803-100	REFUSE BULKY ITEM DISPOSAL	4,708	10,000	5,292	52.92%	10,000
441-804-000	DUST CONTROL/CHLORIDE	19,929	60,000	40,071	66.79%	60,000
441-805-000	STORMWATER - NPDES MANDATE	0	0	0		0
441-971-000	WHITE PINES ST. LIGHTING	369	800	431	53.88%	800
751-881-000	RECREATION	78,698	75,000	(3,698)	-4.93%	85,000
916-962-000	DRAINS AT LARGE	0	35,000	35,000	100.00%	35,000
929-977-000	CAPITAL OUTLAY	27,760	75,000	47,240	62.99%	75,000
929-978-000	TURBINE (GRANT)	0	0	0		0
966-999-010	TRANS - OUT FUTURE RD IMPROVEMENT #261	0	200,000	200,000	100.00%	200,000
966-999-011	TRANS - OUT SELCRA REIMB. FUND	0	0	0		10,000
966-999-013	TRANS - OUT ROAD PROJECTS FUND #264	0	0	0		0
966-999-027	TRANS - OUT PARKS & RECREATION #270	0	200,000	200,000	100.00%	725,000
966-999-028	TRANS - OUT BLDG. & GR. - reserves - #271	0	60,000	60,000	100.00%	60,000
966-999-110	CONTINGENCIES	0	0	0		0
	TOTAL EXPENDITURES/TRANSFERS OUT	1,582,759	3,593,740	2,010,981		4,163,740
	REVENUES OVER (UNDER) EXPENDITURES & TRANSFERS OUT	(392,150)	(332,890)	(59,260)		(664,890)
	BEGINNING FUND BALANCE	2,452,516	2,452,516	0		2,452,516
	ENDING FUND BALANCE	2,060,366	2,119,626	(59,260)		1,787,626
		9/30/11	3/31/2012			3/31/2012

GENOA TOWNSHIP - FUTURE DEV. PARKS & REC. FUND #270
 BUDGET TO ACTUAL REPORT
 BUDGET FOR THE YEAR ENDING 3/31/2012
 ACTUAL FOR THE 6 MONTHS ENDING 9/30/11

APPR 7/18/11

ACCOUNT#	ACCOUNT DESCRIPTION	ACTUAL FOR 6 MONTHS 9/30/2011	AMENDED BUDGET FOR THE YEAR ENDING 3/31/2012	BUDGET REMAINING	PROPOSED AMENDED BUDGET FOR THE YEAR ENDING 3/31/2012
REVENUES					
000-664-000	INTEREST INCOME	764	1,000	(236)	1,000
000-699-000	OPERATING TRANS IN FROM GF	0	200,000	(200,000)	725,000
000-699-001	MISC REVENUE		500	(500)	500
	TOTAL REVENUES	<u>764</u>	<u>201,500</u>	<u>(200,736)</u>	<u>726,500</u>
EXPENDITURES					
330-696-000	ATHLETIC FIELD - LIGHTING, PLAY GR EQ	200,394	200,000	(394)	200,000
330-697-000	BIKE PATH ADDITIONS	20,758	250,000	229,242	250,000
536-972-200	I-96 INTERCHANGE WALK	0	500,000	500,000	500,000
330-695-000	MISCELLANEOUS	610	7,000	6,390	7,000
	TOTAL EXPENDITURES	<u>221,762</u>	<u>957,000</u>	<u>735,238</u>	<u>957,000</u>
	NET REVENUES/EXPENDITURES	<u>(220,998)</u>	<u>(755,500)</u>	<u>534,502</u>	<u>(230,500)</u>
	BEGINNING FUND BALANCE	<u>385,687</u>	<u>385,687</u>	<u>0</u>	<u>385,687</u>
	ENDING FUND BALANCE	<u><u>164,689</u></u>	<u><u>(369,813)</u></u>	<u><u>534,502</u></u>	<u><u>155,187</u></u>

Genoa Charter Township

Bill Payment Policy

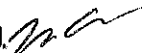
The payment of the following bills/invoices prior to board approval is authorized;

1. Utilities such as electric, gas, sewer and similar where payment prior to the approval of the board avoids a late payment or penalty.
2. Postage not to exceed \$2,000.00
3. Normal and customary payroll and per diems for employees, elected and appointed officials.
4. Payroll taxes.
5. Insurance premiums.

The township board will see, and approve, these and all other bills at the next meeting of the board.

MEMORANDUM

TO: Township Board

FROM: Michael Archinal, 

DATE: 11/4/11

RE: Whitehorse Easements

With Frank Mancuso's help we have received the last easement for Whitehorse and Figurski Drives. We are ready to assign them to the Livingston County Road Commission. Please consider the following action:

Moved by _____, supported by _____, to authorize the Township Supervisor to execute the attached easement from International Transmission Company and to assign all Whitehorse and Figurski Drive easements to the Livingston County Road Commission.

EASEMENT FOR A PUBLIC ROAD

On this _____ day of _____ 2011, for one dollar, Grantor grants to Grantee a non-exclusive easement ("Easement") for a public road on land called the Easement Areas.

"Grantor" is:

International Transmission Company, a Michigan corporation 27175 Energy Way, Novi, Michigan 48377.

"Grantee" is: The Township of Genoa, a Michigan municipal corporation, 2911 Dorr Road, Brighton, Michigan 48116.

The "Easement Areas" are described as:

A) A 66 foot wide strip of land on over and across a parcel of land located in the Southwest 1/4 of Section 4, Town 2 North, Range 5 East, Genoa Township, Livingston County, Michigan. Said road easement is described as follows; Commencing at the South 1/4 corner of said Section 4; thence North 89° 14' 44" West, 1314.00 feet, along the South line of said Section 4; thence North 02° 00' 42" East, 272.53 feet, to the POINT OF BEGINNING; thence along a non-tangent curve to the right in the Northwest direction having an Arc Distance of 88.13 feet, a Radius of 333.00 feet, a central angle of 15° 09' 47", and a Chord Bearing and Distance of North 33° 02' 48" West 87.87 feet; thence along a curve to the left having an Arc Distance of 13.29 feet, a Radius of 257.29 feet, a central angle of 2° 57' 32", and a Chord Bearing and Distance of North 26° 56' 46" West, 13.29 feet; thence North 28° 25' 32" West 4.14 feet; thence North 02° 00' 42" East, 111.90 feet; thence along a non-tangent curve to the right having an Arc Distance of 67.91 feet, a Radius of 246.00 feet, a central angle of 15° 48' 59", and a Chord Bearing and Distance of South 36° 20' 01" East, 67.69 feet; thence South 28° 25' 32" East, 33.57 feet; thence South 02° 00' 42" West, 116.99 feet to the point of beginning. Containing 0.17 acres of land in area more or less;

And:

B) A 66 foot wide strip of land on over and across a parcel of land located in the Southwest 1/4 of Section 4, Town 2 North, Range 5 East, Genoa Township, Livingston County, Michigan. Said road easement is described as follows; Commencing at the South 1/4 corner of said Section 4; thence North 89° 14' 44" West, 1314.00 feet, along the South line of said Section 4; thence North 02° 00' 42" East 272.53 feet; thence along a non-tangent curve to the right in the Northwest direction having an Arc Distance of 88.13 feet, a Radius of 333.00 feet a central angle of 15° 09' 47", and a Chord Bearing and Distance of North 33° 02' 48" West, 87.87 feet; thence along a curve to the left having an Arc Distance of 13.29 feet a Radius of 257.29 feet, a central angle of 2° 57' 32", and a Chord Bearing and Distance of North 26° 56' 46" West, 13.29 feet; thence North 28° 25' 32" West 4.14 feet; thence North 28° 25' 32" West 29.43 feet;

thence along a curve to the left having an Arc Distance of 111.85 feet a Radius of 180.00 feet a central angle of 35° 36' 10", and a Chord Bearing and Distance of North 46° 13' 37" West, 110.06 feet, to the POINT OF BEGINNING; thence along a curve to the left having an Arc Distance of 26.54 feet, a Radius of 180.00 feet, a central angle of 8° 26' 57", and a Chord Bearing and Distance of North 68° 15' 11" West, 26.52 feet; thence North 72° 28' 39" West, 35.32 feet; thence North 02° 00' 42" East, 68.49 feet along the Easterly property line of Flint Substation property; thence South 72° 28' 39" East, 53.64 feet; thence along a curve to the right having an Arc Distance of 7.62 feet a Radius of 246.00 feet a central angle of 1° 46' 31", and a Chord Bearing and Distance of South 71° 35' 23" East, 7.62 feet; thence South 02° 00' 42" West 70.40 feet, to the point of beginning. Containing 0.09 acres of land in area more or less.

1. Grantor grants this non-exclusive easement upon the Easement Areas to Grantee for the purpose of providing a means for the public to travel on a road that was constructed and is maintained by Grantee.

2. Grantor specifically reserves the right to use the Easement Areas for any purpose, including but not limited to the construction, reconstruction, operation and maintenance of overhead and underground electric transmission, and communication lines and associated structures and equipment ("Grantor's Facilities") on, over and under the Easement Areas and the right to allow others to use the Easement Areas so long as such uses do not unreasonably interfere with the intended use of the Easement by Grantee and the public as provided herein. Grantor's use of the Easement Areas shall not in any way be unreasonably restricted, limited, conditioned, or interfered with as a result of the granting of this Easement.

3. This Easement is granted without any warranties or covenants of title, and subject to all currently existing easements, restrictions and encumbrances affecting the Easement Areas to which this easement would be subordinate under the recording acts or other applicable laws of the State of Michigan.

4. Grantee's use of the Easement Areas pursuant to this Easement shall not in any way interfere with Grantor's utility facilities now or hereafter located on said land or the adjoining land. Without limiting the foregoing, Grantee shall comply with the following requirements:

- a) All contractors and subcontractors shall contact the Utility Communications System (Miss Dig), phone number (800) 482-7171, prior to performing any excavation in the Easement Areas, in accordance with Michigan Compiled Law 460.701 et seq.
- b) Final construction plans shall be submitted to Grantor's Real Estate Department before commencing any reconstruction work on Grantor's land, except in case of emergency and except in the case of minor repairs. Plans shall be submitted at least 30 days prior to the proposed date of reconstruction.
- c) No fill may be permanently placed on the Easement Areas without Grantor's prior written consent.
- d) Grantee shall take appropriate measures to prevent erosion during Grantee's construction activities on the Easement Areas and shall reseed all disturbed areas with warm season grasses after any construction is complete.
- e) Any construction equipment operated on Grantor's land or the Easement Areas shall at all times maintain a minimum separation of 15 feet from any energized conductor. If more

stringent, MIOSHA standards shall be observed. No dump trucks shall lift their beds under the electric lines that cross over the Easement Areas.

5. No trees or shrubs may be planted on the Easement Areas.

6. No above-ground structures may be located within the Easement Areas, except road signs may be placed in accordance with the requirements of the Michigan Department of Transportation, the Livingston County Road Commission, and the Township of Genoa.

7. No materials may be stored on the Easement Areas.

8. All work performed on the Easement Areas shall be performed in compliance with all applicable land use laws and regulations, including by way of illustration and not limitation, laws and regulations requiring wetland and soil erosion permits. No application for such permits, licenses, and authorizations shall name Grantor as the applicant or responsible party. Before entering or commencing any reconstruction work on the Easement Areas (excluding emergency repairs and minor repairs), Grantee shall provide a copy of any permits, licenses, and other authorizations it obtains to Grantor's Real Estate Department, 27175 Energy Way, Novi, Michigan 48377.

9. Grantee, to the full extent it may lawfully do so, shall indemnify, defend, and hold Grantor harmless from and against all liabilities, claims, costs, and expenses (including attorney fees) for death or personal injury and property damage arising in connection with or as a direct or indirect result of the use of the Easement Areas pursuant to this Easement, however caused, whether such death, injury, loss, or damage is due or claimed to be due to Grantee's negligence, Grantor's and Grantee's concurrent negligence, any other person's negligence, or otherwise, excepting Grantor's sole negligence.

10. Grantee shall require all contractors and their subcontractors who perform work on the Easement Areas to assume all liability for and protect, indemnify, and save Grantor, its successors and assigns, harmless from and against all action, claims, demands, judgments, losses, expenses of suits or actions and attorney fees, for death or injury to any person and loss or damage to the property of any person, including the parties hereto and their agents, contractors, subcontractors, and employees, arising in connection with or as a direct or indirect result of the rights and privileges hereby granted, whether such injury, death, loss, or damage is due or claimed to be due to Grantee's negligence, Grantor's negligence, the negligence of any such contractor or subcontractor, the combined negligence of either or both of the parties hereto and any one or more of said contractors or subcontractors, the negligence of any other person, or otherwise, excepting only Grantor's sole negligence.

11. Grantee and any contractors performing work on behalf of Grantee on the Easement Areas must maintain an insurance policy naming ITC as an additional insured on the policy providing coverage for bodily injury, personal injury, and/or property damage liability at a minimum of Two Million Dollars (\$2,000,000.00) per occurrence and in the aggregate. The insurance policy must be primary and not contributory and shall waive the right of recovery or subrogation against ITC unless the injuries were caused by the gross negligence or willful and wanton misconduct of ITC. Prior to use of the Easement Areas, Grantee must provide to ITC a certificate evidencing the above coverage, which certificate must provide that the insurer will give ITC at least 10 days prior written notice of any cancellation of or material change in the insurance policy.

12. In the event that use of Grantor's land pursuant to this Easement at any time results in the presence on or under Grantor's land (which shall include but not be limited to the groundwater underlying the Easement Areas) of contaminants, hazardous waste, hazardous substances or constituents, or toxic substances, as currently or hereafter defined in applicable laws, Grantee shall, without cost to Grantor, promptly take: 1) all actions that are required by any federal, state, or local governmental agency or political subdivision, and 2) all actions that are necessary to restore Grantor's land to the condition existing prior to the introduction of such contaminants, hazardous waste, hazardous substances or constituents, or toxic substances, notwithstanding any lesser standard of remediation allowable under applicable law or governmental policies. The actions required by Grantee shall include,

but not be limited to: a) the investigation of the environmental condition of Grantor's land, b) the preparation of any feasibility studies, reports, or remedial plans required by law or governmental policy, and c) the performance of cleanup, remediation, containment, operation, maintenance, monitoring, or restoration work, whether on or off Grantor's land. Grantee shall proceed continuously and diligently with such investigatory and remedial actions. Grantee shall promptly provide to Grantor, free of charge, copies of all test results and reports generated in connection with the above activities and copies of all reports submitted to any governmental entity. No cleanup, remediation, restoration, or other work required by this paragraph shall require or result in the imposition of any limitation or restriction on the use of Grantor's land, without Grantor's prior written approval and permission. Notwithstanding the above, Grantee shall have no obligation under this paragraph for any contamination caused by Grantor or by anyone acting on behalf of or through Grantor and Grantor's assigns.

13. Grantee shall also, to the full extent it may lawfully do so, indemnify, defend, and hold Grantor, its officers, employees, agents, affiliates, and parent corporation, harmless from and against any and all losses, liabilities, claims, damages, payments, actions, recoveries, settlements, judgments, orders, costs, expenses, attorney fees, penalties, fines, encumbrances, and liens arising out of: a) the presence on or beneath Grantor's land, including but not limited to the groundwater underlying the Easement Area, of contaminants, hazardous waste, hazardous substances or constituents, or toxic substances, as currently or hereafter defined in applicable laws, as a result of use of Grantor's land pursuant to this Easement; b) Grantee's violation or alleged violation of any federal, state, or local law related directly or indirectly to Grantee's exercise of the rights herein granted; or c) Grantee's failure to comply with the terms and conditions of this Easement. Notwithstanding the above, Grantee shall have no obligation under this paragraph for any contamination caused by Grantor or by anyone acting on behalf of or through Grantor and Grantor's assigns.

14. This Easement is subject to any licenses, leases, easements, or other interests in the land heretofore granted by Grantor or its predecessors in title and to any such interests reserved to other parties in instruments granted to Grantor or its predecessors in title. Grantee is responsible for complying with any applicable requirements, including notice and consent requirements, of such licenses, leases, easements, and other interests.

15. Grantee shall be responsible for the maintenance of the Easement Areas.

16. Grantee's acceptance of this Easement shall be deemed an acceptance of the terms and conditions of this grant.

17. If Grantee fails to comply with any of the provisions of this Easement, Grantor shall have the right to revoke this Easement by giving Grantee 60 days written notice of such revocation; provided, however, that Grantor shall first advise Grantee in writing of such non-compliance and shall give Grantee a reasonable opportunity to cure such non-compliance to Grantor's reasonable satisfaction.

18. If the road is not used for road or utility facility purposes for a continuous period of 5 years, then in such event, all right and interest hereby conveyed shall automatically terminate and revert in Grantor, its successors and assigns.

19. The benefits hereof shall accrue to and the obligations shall bind the respective successors and assigns of the parties.

IN WITNESS WHEREOF, Grantor has caused this instrument to be executed in its corporate name and by its duly authorized representative as of the day and year first above written.

International Transmission Company

By: _____
Christine Mason Soneal

Its: Vice President and General Counsel –
Utility Operations

Acknowledged before me in Oakland County, Michigan, this _____ day of _____, 2011, by **Christine Mason Soneal**, Vice President and General Counsel – Utility Operations of International Transmission Company, a Michigan corporation, for the corporation.

Notary Public
Wayne County, Michigan
Acting in Oakland County
My Commission Expires: May 26, 2015

Accepted:

TOWNSHIP OF GENOA

By: _____

Its: _____

Date: _____

Prepared by:
Patricia T. Murphy (P61872)
27175 Energy Way
Novi, Michigan 48377

When recorded, return to:
Elaine Clifford
27175 Energy Way
Novi, Michigan 48377

MEMORANDUM

TO: Township Board

FROM: Michael Archinal 

DATE: 11/4/11

RE: Code Official Contract
Electrical Inspector Contract
Plumbing/Mechanical Inspector Contract

The State Construction Code Commission is requiring that contracts for our inspectors be provided as part of our application to enforce the state building code. The compensation identified in the attached documents is consistent with the budgets you have already acted upon. We have provided a draft application to the Bureau of Construction Codes. We are awaiting their response and will continue to work through any outstanding issues. The final application will be before you at your 11/21/11 meeting for approval.

Please consider the following action:

Moved by _____ **, supported by** _____ **, to approve the attached contracts as submitted.**

GENOA TOWNSHIP
CODE OFFICIAL EMPLOYMENT AGREEMENT

THIS AGREEMENT is made by and between, GENOA TOWNSHIP, with office at 2911 Dorr Road, Brighton, Michigan 48116, hereinafter referred to as "Employer" and Dennis Smith, of 922 Main Street, Fenton, Michigan 48430, hereinafter referred to as "Code Official."

1. Employer hereby employs and Code Official hereby accepts employment subject to the terms of this Agreement as hereinafter set forth.
2. The Initial Term of this Agreement shall commence upon determination by the Michigan Construction Code Commission that Genoa Charter Township is permitted to enforce the single state construction code and end on December 31, 2012, unless sooner terminated by either party as provided herein. This Agreement shall extend for successive one (1) year terms unless terminated at least thirty (30) days prior to the expiration of the Initial Term or the Renewal Term as applicable.
3. The duties of the Code Official shall include such work as may be required by Employer together with the described duties as recited in **Attachment A** attached hereto. The Code Official position is a part time position. The Code Official shall work 32 hours per week for Employer with the specific hours to be reasonably determined by Chief Administrative Officer. In addition, the Code Official shall, at no cost, occasionally attend Township Board meetings as directed by the Township Manager, Supervisor, Clerk or Treasurer. Regular attendance is not contemplated at this time. If regular attendance is required in the future this contract may be modified.
4. During working hours, the Code Official shall devote his full time and attention and his best energies and abilities to the performance of such duties as may be assigned to him by Employer, and shall serve Employer faithfully and diligently and use his utmost endeavors to promote the interests of Employer.
5. The Code Official represents and warrants that he is licensed and properly registered as required by law and will comply with all applicable laws during the term of this Agreement including, but not limited to, the Stille-Derossett-Hale Single State Construction Code Act, MCL 125.1501, et.seq, the Building Officials and Inspectors Registration Act, MCL 338.2301, et.seq., and the Occupational Code, MCL 339.101, et.seq. The Code Official further warrants and represents that he will, during the term of this Agreement, enforce the Michigan Building Code and the Genoa Township Ordinances within Genoa Township on behalf of Employer. The Code Official further represents and warrants that he possesses all skills, knowledge and abilities to competently, timely and professionally perform the Services of the Code Official as required by law and that the services will be performed in a good and competent manner. The Code Official shall provide Employer with a copy of all licenses and registrations required by this Agreement.

6. This contract may be terminated without cause by the Township upon the giving of thirty (30) days notice to the Code Official. Likewise, the Code Official may terminate this contract on thirty (30) days notice to the Township.
7. Employer agrees to pay Code Official and Code Official agrees to accept as compensation, Forty-Nine thousand, Six Hundred Four and 00/100 Dollars (\$49,604) per year based on twelve months. Payment for the 2011 year shall be pro-rated based on actual months worked. The sums shall be paid to the Code Official in equal biweekly payments during the term of the contract. The Code Official shall submit weekly time sheets to the Township Manager or Chief Administrative Officer as directed.
8. Employer agrees to pay the Code Official for incidental expenses incurred in relation to activities approved by the Township in accordance with Township policies.
9. The Code Official shall have all other benefits as described in the Genoa Township Personnel and Policy Manual as may be modified from time to time by the Employer.
10. The Agreement shall be binding upon and inure to the benefit of the Code Official and his heirs and assigns and personal representatives and the Township of Genoa, a general law township.

IN WITNESS WHEREOF, the Township, through its Supervisor and Clerk, have executed this Agreement after grant of authority to do so by the Genoa Township Board on November 7, 2011 and Dennis Smith, the Code Official, has set his hand and seal, on the date indicated.

WITNESSETH:

GENOA TOWNSHIP – EMPLOYER

By: _____

Gary T. McCririe

Its Supervisor

Dated: _____, __, 2011

By: _____

Paulette A. Skolarus

Its Clerk

Dated: _____, __, 2011

CODE OFFICIAL

Dennis Smith

Dated: _____, __, 2011

ATTACHMENT A CODE OFFICIAL RESPONSIBILITIES

The following are responsibilities of the Building Code Official:

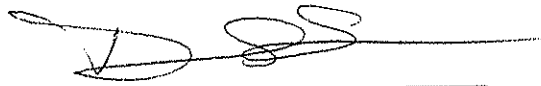
1. Enforcement of building codes.
2. Issuance, suspension, revocation or cancellation of building permits.
3. Providing written code violation notices.
4. Assist in the establishment of fees.
5. Providing official orders and notices.
6. Issue "Stop Work" orders for work done without a permit
7. Issue "Dangerous Building Notices"
8. Review files for buildings being completed and issue Certificates of Occupancy where applicable
9. Review monthly reports and annual reports for work performed and fees collected among other activities in a format acceptable to the Township
10. Meet with applicants for pre-submittal courtesy reviews
11. Work in unison with the Brighton Area Fire Authority to ensure compliance with any applicable fire codes and to be certain that all commercial and multi-family residential structures have been properly inspected prior to issuing a Certificate of Occupancy
12. Provide advice, education, and support to the Township Board and department heads regarding code interpretations and adoptions

13. Fulfill all the duties and legal requirements set forth by the State of Michigan Building Codes and the Township Code of Ordinances
14. Oversee qualified and certified personnel to perform inspections, plan review and Building Code Official duties as required by the State of Michigan
15. Review and respond to all Freedom of Information Act ("FOIA") requests in compliance with the Township's FOIA procedure and review all subpoenas or requests for any documents or information concerning court cases
16. Review and determine all fee disputes with third parties
17. Facilitate and assist the Building Code Board of Appeals for the Township and maintain records
18. Interpret and decide all building code questions requiring official action within the Building Department
19. Provide all other services under State Law, the Township Code of Ordinances, Resolutions of the Township Board or as implied under the duties and scope of services listed in this Agreement.

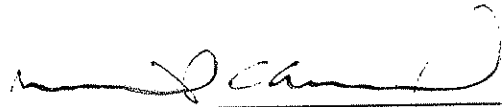
LETTER OF UNDERSTANDING
ADDENDUM TO EMPLOYMENT AGREEMENT BETWEEN DENNIS SMITH
AND GENOA CHARTER TOWNSHIP

Dennis Smith has been employed by Genoa Charter Township as a Building Official. Dennis Smith and the Township have executed a separate agreement specifying the terms and conditions of this employment. The intent of this Letter of Understanding is to further describe the Township's expectations in terms of Mr. Smith's work schedule.

Mr. Smith is expected to work 32 hours per week. His typical work day will include a 30 minute paid lunch. A typical work week will consist of four, six and one half hours per day (4 @ 6.5 hours) and one six hour day (1 @ 6 hours). The number of actual hours worked each day may vary depending on Building Department activity and schedule. Mr. Smith will coordinate any changes to this schedule with the Township Manager.



Dennis Smith
Building Official



Michael Archinal
Township Manager

GENOA TOWNSHIP
ELECTRICAL INSPECTOR EMPLOYMENT AGREEMENT

THIS AGREEMENT is made by and between, GENOA TOWNSHIP, with office at 2911 Dorr Road, Brighton, Michigan 48116, hereinafter referred to as "Employer" and Anton M. Tomasin, of 4850 Hosner Road, Metamora, Michigan 48455 hereinafter referred to as "Electrical Inspector."

1. Employer hereby employs and Electrical Inspector hereby accepts employment subject to the terms of this Agreement as hereinafter set forth.
2. The Initial Term of this Agreement shall commence upon determination by the Michigan Construction Code Commission that Genoa Charter Township is permitted to enforce the single state construction code and end on December 31, 2012, unless sooner terminated by either party as provided herein. This Agreement shall extend for successive one (1) year terms unless terminated at least thirty (30) days prior to the expiration of the Initial Term or the Renewal Term as applicable.
3. The duties of the Electrical Inspector shall include such work as may be required by Employer to administer and enforce the Michigan Electrical Codes including plan review and inspection services. The Electrical Inspector position is a part time position. The Electrical Inspector shall work those hours necessary to assure compliance with applicable statutes and provide a high level of customer service. The specific hours will be reasonably determined by the Chief Administrative Officer.
4. During working hours, the Electrical Inspector shall devote his full time and attention and his best energies and abilities to the performance of such duties as may be assigned to him by Employer, and shall serve Employer faithfully and diligently and use his utmost endeavors to promote the interests of Employer.
5. The Electrical Inspector represents and warrants that he is licensed and properly registered as required by law and will comply with all applicable laws during the term of this Agreement including, but not limited to, the Stille-Derossett-Hale Single State Construction Code Act, MCL 125.1501, et.seq, the Building Officials and Inspectors Registration Act, MCL 338.2301, et.seq., and the Occupational Code, MCL 339.101, et.seq. The Electrical Inspector further warrants and represents that he will, during the term of this Agreement, enforce the Michigan Building Code and the Genoa Township Ordinances within Genoa Township on behalf of Employer. The Electrical Inspector further represents and warrants that he possesses all skills, knowledge and abilities to competently, timely and professionally perform the Services of the Electrical Inspector as required by law and that the services will be performed in a good and competent manner. The Electrical Inspector shall provide Employer with a copy of all licenses and registrations required by this Agreement.
6. This contract may be terminated without cause by the Township upon the giving of thirty (30) days notice to the Electrical Inspector. Likewise, the Electrical Inspector may terminate this contract on thirty (30) days notice to the Township.

7. Employer agrees to pay Electrical Inspector and Electrical Inspector agrees to accept as compensation, Fifty dollars (\$50.00) per hour. The sums shall be paid to the Electrical Inspector in biweekly payments during the term of the contract. The Electrical Inspector shall submit weekly time sheets to the Chief Administrative Officer as directed.
8. Employer agrees to pay the Electrical Inspector for incidental expenses incurred in relation to activities approved by the Township in accordance with Township policies.
9. The hourly rate shall represent the entire compensation due the Electrical Inspector. No other benefits shall accrue to the Electrical Inspector.
10. The Agreement shall be binding upon and inure to the benefit of the Electrical Inspector and his heirs and assigns and personal representatives and the Township of Genoa, a Charter Township.

IN WITNESS WHEREOF, the Township, through its Supervisor and Clerk, have executed this Agreement after grant of authority to do so by the Genoa Township Board on November 7, 2011 and Anton M. Tomasin, the Electrical Inspector, has set his hand and seal, on the date indicated.

WITNESSETH:

GENOA TOWNSHIP – EMPLOYER

By: _____

Gary T. McCririe

Its Supervisor

Dated: _____, __, 2011

By: _____

Paulette A. Skolarus

Its Clerk

Dated: _____, __, 2011

CODE OFFICIAL

Anton M. Tomasin

Dated: _____, __, 2011

GENOA TOWNSHIP
PLUMBING AND MECHANICAL INSPECTOR EMPLOYMENT AGREEMENT

THIS AGREEMENT is made by and between, GENOA TOWNSHIP, with office at 2911 Dorr Road, Brighton, Michigan 48116, hereinafter referred to as "Employer" and Scott Herzberg, of 1184 Butternut Court, Fenton, Michigan 48430 hereinafter referred to as "Plumbing and Mechanical Inspector."

1. Employer hereby employs and Plumbing and Mechanical Inspector hereby accepts employment subject to the terms of this Agreement as hereinafter set forth.
2. The Initial Term of this Agreement shall commence upon determination by the Michigan Construction Code Commission that Genoa Charter Township is permitted to enforce the single state construction code and end on December 31, 2012, unless sooner terminated by either party as provided herein. This Agreement shall extend for successive one (1) year terms unless terminated at least thirty (30) days prior to the expiration of the Initial Term or the Renewal Term as applicable.
3. The duties of the Plumbing and Mechanical Inspector shall include such work as may be required by Employer to administer and enforce the Michigan Plumbing and Mechanical Codes including plan review and inspection services. The Plumbing and Mechanical Inspector position is a part time position. The Plumbing and Mechanical Inspector shall work those hours necessary to assure compliance with applicable statutes and provide a high level of customer service. The specific hours will be reasonably determined by the Chief Administrative Officer.
4. During working hours, the Plumbing and Mechanical Inspector shall devote his full time and attention and his best energies and abilities to the performance of such duties as may be assigned to him by Employer, and shall serve Employer faithfully and diligently and use his utmost endeavors to promote the interests of Employer.
5. The Plumbing and Mechanical Inspector represents and warrants that he is licensed and properly registered as required by law and will comply with all applicable laws during the term of this Agreement including, but not limited to, the Stille-Derossett-Hale Single State Construction Code Act, MCL 125.1501, et.seq, the Building Officials and Inspectors Registration Act, MCL 338.2301, et.seq., and the Occupational Code, MCL 339.101, et.seq. The Plumbing and Mechanical Inspector further warrants and represents that he will, during the term of this Agreement, enforce the Michigan Building Code and the Genoa Township Ordinances within Genoa Township on behalf of Employer. The Plumbing and Mechanical Inspector further represents and warrants that he possesses all skills, knowledge and abilities to competently, timely and professionally perform the Services of the Plumbing and Mechanical Inspector as required by law and that the services will be performed in a good and competent manner. The Plumbing and Mechanical Inspector shall provide Employer with a copy of all licenses and registrations required by this Agreement.

6. This contract may be terminated without cause by the Township upon the giving of thirty (30) days notice to the Plumbing and Mechanical Inspector. Likewise, the Plumbing and Mechanical Inspector may terminate this contract on thirty (30) days notice to the Township.
7. Employer agrees to pay Plumbing and Mechanical Inspector and Plumbing and Mechanical Inspector agrees to accept as compensation, Fifty dollars (\$50.00) per hour. The sums shall be paid to the Plumbing and Mechanical Inspector in biweekly payments during the term of the contract. The Plumbing and Mechanical Inspector shall submit weekly time sheets to the Chief Administrative Officer as directed.
8. Employer agrees to pay the Plumbing and Mechanical Inspector for incidental expenses incurred in relation to activities approved by the Township in accordance with Township policies.
9. The hourly rate shall represent the entire compensation due the Plumbing and Mechanical Inspector. No other benefits shall accrue to the Plumbing and Mechanical Inspector.
10. The Agreement shall be binding upon and inure to the benefit of the Plumbing and Mechanical Inspector and his heirs and assigns and personal representatives and the Township of Genoa, a Charter Township.

IN WITNESS WHEREOF, the Township, through its Supervisor and Clerk, have executed this Agreement after grant of authority to do so by the Genoa Township Board on November 7, 2011 and Scott Herzberg, the Plumbing and Mechanical Inspector, has set his hand and seal, on the date indicated.

WITNESSETH:

GENOA TOWNSHIP – EMPLOYER

By: _____

Gary T. McCririe

Its Supervisor

Dated: _____, __ 2011

By: _____

Paulette A. Skolarus

Its Clerk

Dated: _____, __, 2011

CODE OFFICIAL

Scott Herzberg

Dated: _____, __, 2011

Adam VanTassell

From: Support Services <SupportServices@cobbhall.com>
Sent: Wednesday, October 26, 2011 2:46 PM
To: Adam VanTassell
Subject: House Bill 4936

I am contacting you as my local legislators in Support of House Bill 4936 to reform the state's no-fault auto insurance system which will provide more choices than the current system.

Thank you

Denise Lamarand
Genoa Twp Resident
DLamC21@aol.com

Correspondence

SEMCOG . . . *Creating Success in Southeast Michigan*

Southeast Michigan Council of Governments • 535 Griswold Street, Suite 300 • Detroit, Michigan 48226-3602 • 313-961-4266 • Fax 313-961-4869
www.semco.org

October 14, 2011

Paulette Skolarus, Clerk
Genoa Charter Township
2911 Dorr Rd
Brighton, MI 48116-9436

Dear Clerk Skolarus,

Thank you for your membership, your continued support, and your involvement in SEMCOG. While we all continue to face unprecedented challenges, SEMCOG continues to work with our membership to position ourselves for the opportunities of the future. You may know that we have reduced our staff and reorganized our departments, I am confident that you will find our member service and support stronger than ever. We seized the opportunity to reorganize in a way that will allow us to serve our membership in a more holistic way, creating multi-faceted solutions to your most pressing challenges. SEMCOG services include:

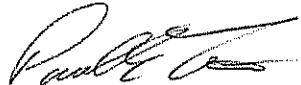
- access to free consulting services for fiscal assessments and budget analysis, developing collaborative arrangements, and organizational restructuring;
- access to individualized assistance on a range of local transportation, environmental, and community and economic development projects;
- a strong advocate for Southeast Michigan with state and federal legislators and agencies for the good of the region and our citizens; and
- free training on a variety of topics important to the future of Southeast Michigan.

SEMCOG continues to monitor member satisfaction with our services. While satisfaction levels remain strong, we know that many members are adjusting priorities to meet fiscal challenges. SEMCOG is committed to serving your needs. I am happy to report that with membership renewal, your 2011 dues will be frozen at 2010 rates.

For additional information on making your SEMCOG membership work for you, visit www.semco.org/members.aspx, or contact Amy Malmer at 313/324-3308 or by e-mail at malmer@semco.org.

It is an honor to serve your community. Please let us know if we can better serve you.

Sincerely,


Paul Tait, CAE
Executive Director
SEMCOG

John A. Scott
Chairperson
Commissioner,
Oakland County

Susan Rowe
First Vice Chair
Councilperson,
City of Wayne

Joan Gebhardt
Vice Chairperson
Trustee,
Schoolcraft College

Charles Pugh
Vice Chairperson
Council President,
City of Detroit

Michael Sedlak
Vice Chairperson
Clerk,
Green Oak Township

Kathy D. Vosburg
Vice Chairperson
Board of Commissioners
Chair, Macomb County

Robert J. Cannon
Immediate Past Chair
Supervisor,
Clinton Township

Paul E. Tait
Executive Director