

Virtual Meeting - to Participate visit www.genoa.org

GENOA CHARTER TOWNSHIP BOARD
Regular Meeting and Public Hearing
April 20, 2020

6:30 p.m.

AGENDA

Call to Order:

Pledge of Allegiance:

Call to the Public (Public comment will be limited to two minutes per person)*:

Approval of Consent Agenda:

1. Payment of Bills
2. Request to Approve Minutes: March 16, 2020
3. Request for the Board to take no action relative to the Livingston County E-911 Service Plan so that we may be included in the District.

Approval of Regular Agenda:

4. Request for approval of an agreement with the Livingston County Road Commission for Dillon Street Storm Sewer Improvement with a 50% cost sharing with the L.C.R.C. not to exceed \$99,000.00.
5. Request for approval of an agreement with the Livingston County Road Commission for a mill and overlay of Chilson Road from Brighton Road to Latson Road with a 50% cost sharing with the L.C.R.C. not to exceed \$182,500.00.
6. Request for approval of an agreement with the Livingston County Road Commission for a mill and overlay of Dorr Road from I-96 to Grand River with a 50% cost sharing with the L.C.R.C. not to exceed \$122,500.00.

Correspondence

Member Discussion:

- Discussion of a memorandum from Township Manager Michael Archinal concerning the Township's response to Covid-19

- Discussion of a memo From Township Utility Director concerning the maintenance of Genoa Township Sewer and Water Utilities during the Covid-19 Pandemic

*Citizen's Comments- In addition to providing the public with an opportunity to address the Township Board at the beginning of the meeting, opportunity to comment on individual agenda items may be offered by the Chairman as they are presented.

Adjournment

CHECK REGISTERS FOR TOWNSHIP BOARD MEETING

DATE: April 20, 2020

| | |
|--|-----------------------|
| TOWNSHIP GENERAL EXPENSES: Thru DATE: April 20, 2020 | \$284,004.84 |
| March 20, 2020 Bi Weekly Payroll | \$96,821.42 |
| April 3, 2020 Bi Weekly Payroll | \$91,567.83 |
| April 17, 2020 Bi Weekly Payroll | \$101,690.76 |
| OPERATING EXPENSES: Thru April 20, 2020 | \$673,546.82 |
| TOTAL: | <u>\$1,247,631.67</u> |

| Check Date | Check | Vendor Name | Amount |
|------------------------------|-------|------------------------------------|-----------|
| Bank FNBACK CHECKING ACCOUNT | | | |
| 03/09/2020 | 35896 | JET'S PIZZA | 343.75 |
| 03/12/2020 | 35897 | BLUE CROSS & BLUE SHIELD OF MI | 42,881.82 |
| 03/12/2020 | 35898 | COMCAST | 703.43 |
| 03/12/2020 | 35899 | COMCAST | 637.20 |
| 03/12/2020 | 35900 | MARY KRENCICKI | 69.71 |
| 03/12/2020 | 35901 | LINDA GALLERANI | 110.87 |
| 03/12/2020 | 35902 | MICHIGAN VIDEO & PHOTOGRAPHY | 350.00 |
| 03/16/2020 | 35903 | ADVANCED DISPOSAL | 90,410.96 |
| 03/16/2020 | 35904 | BRANDON VANMARTER | 150.00 |
| 03/16/2020 | 35905 | US BANK EQUIPMENT FINANCE | 1,931.57 |
| 03/16/2020 | 35906 | VERIZON WIRELESS | 482.12 |
| 03/16/2020 | 35907 | ANGELA WILLIAMS | 39.67 |
| 03/16/2020 | 35908 | FRANK WOODY | 33.12 |
| 03/18/2020 | 35909 | ECON DEV. COUNCIL OF LIVINGSTON CO | 23,632.33 |
| 03/18/2020 | 35910 | EHIM, INC | 7,757.99 |
| 03/18/2020 | 35911 | ETNA SUPPLY COMPANY | 24,052.00 |
| 03/18/2020 | 35912 | FEDERAL EXPRESS | 98.65 |
| 03/18/2020 | 35913 | LIVINGSTON PRESS & ARGUS | 300.00 |
| 03/18/2020 | 35914 | LIVINGSTON COUNTY TREASURER | 29,868.15 |
| 03/18/2020 | 35915 | NETWORK SERVICES GROUP, L.L.C. | 150.00 |
| 03/18/2020 | 35916 | SEWARD HENDERSON PLLC | 13,510.00 |
| 03/18/2020 | 35917 | SEWARD HENDERSON PLLC | 2,301.63 |
| 03/24/2020 | 35918 | CHASE CARD SERVICES | 4,883.19 |
| 03/24/2020 | 35919 | COMCAST | 251.74 |
| 03/24/2020 | 35920 | GENWORTH LIFE | 371.17 |
| 03/24/2020 | 35921 | MASTER MEDIA SUPPLY | 998.26 |
| 03/24/2020 | 35922 | MICHIGAN OFFICE SOLUTIONS | 171.09 |
| 03/24/2020 | 35923 | QUADIEN'T FINANCE USA, INC | 2,500.00 |
| 03/24/2020 | 35924 | SAFEBUILT STUDIO | 4,428.82 |
| 03/24/2020 | 35925 | TRI COUNTY SUPPLY, INC. | 346.61 |
| 03/24/2020 | 35926 | WALMART COMMUNITY | 70.60 |
| 03/24/2020 | 35927 | WELLNESS IQ | 147.60 |
| 03/26/2020 | 35928 | MICHAEL ARCHINAL | 500.00 |
| 03/26/2020 | 35929 | CONSUMERS ENERGY | 348.48 |
| 03/26/2020 | 35930 | ELECTION SOURCE | 8,480.00 |
| 04/07/2020 | 35931 | CONTINENTAL LINEN SERVICE | 125.87 |
| 04/07/2020 | 35932 | COOPER'S TURF MANAGEMENT LLC | 320.00 |
| 04/07/2020 | 35933 | DELTA DENTAL | 3,793.76 |
| 04/07/2020 | 35934 | DTE ENERGY | 199.97 |
| 04/07/2020 | 35935 | DTE ENERGY | 72.72 |
| 04/07/2020 | 35936 | DYKEMA GOSSETT, PLLC | 722.50 |
| 04/07/2020 | 35937 | ETNA SUPPLY COMPANY | 8,820.00 |
| 04/07/2020 | 35938 | MASTER MEDIA SUPPLY | 141.11 |
| 04/07/2020 | 35939 | MEI TOTAL ELEVATOR SOLUTIONS | 124.38 |
| 04/07/2020 | 35940 | MUTUAL OF OMAHA | 2,091.39 |
| 04/07/2020 | 35941 | NETWORK SERVICES GROUP, L.L.C. | 50.00 |
| 04/07/2020 | 35942 | OFFICE EXPRESS INC. | 165.61 |
| 04/07/2020 | 35943 | PERFECT MAINTENANCE CLEANING | 565.00 |
| 04/07/2020 | 35944 | PFEFFER, HANNIFORD, PALKA | 3,500.00 |

FNBACK TOTALS:

| | |
|----------------------------|------------|
| Total of 49 Checks: | 284,004.84 |
| Less 0 Void Checks: | 0.00 |
| Total of 49 Disbursements: | 284,004.84 |

Check Register Report For Genoa Charter Township
 For Check Dates 03/20/2020 to 03/20/2020

| Check Date | Bank | Check Number | Name | Check Gross | Physical Check Amount | Direct Deposit | Status |
|------------|-------|--------------|--------------------------|-------------|-----------------------|----------------|--------|
| 03/20/2020 | FNBCK | 13151 | FRANCIS, RYAN W | 56.00 | 51.72 | 0.00 | Open |
| 03/20/2020 | FNBCK | 13152 | JANEGO, THOMAS A | 168.00 | 155.15 | 0.00 | Open |
| 03/20/2020 | FNBCK | 13153 | MATKIN, RONALD | 625.00 | 577.19 | 0.00 | Open |
| 03/20/2020 | FNBCK | 13154 | MCBAIN, GLYNIS | 174.64 | 161.28 | 0.00 | Open |
| 03/20/2020 | FNBCK | 13155 | MURPHY, ETHAN D | 56.00 | 51.72 | 0.00 | Open |
| 03/20/2020 | FNBCK | EFT436 | FLEX SPENDING (TASC) | 826.79 | 826.79 | 0.00 | Open |
| 03/20/2020 | FNBCK | EFT437 | INTERNAL REVENUE SERVICE | 22,581.55 | 22,581.55 | 0.00 | Open |
| 03/20/2020 | FNBCK | EFT438 | PRINCIPAL FINANCIAL | 3,281.00 | 3,281.00 | 0.00 | Open |
| 03/20/2020 | FNBCK | EFT439 | PRINCIPAL FINANCIAL | 2,181.07 | 2,181.07 | 0.00 | Open |

Totals: Number of Checks: 009 29,950.05 29,867.47 0.00

Total Physical Checks: 5

Total Check Stubs: 4

Dir. Dep.
66,953.95

\$96821.42

For Check Dates 04/03/2020 to 04/04/2020

| Check Date | Bank | Check Number | Name | Check Gross | Physical Check Amount | Direct Deposit | Status |
|------------|-------|--------------|--------------------------|-------------|-----------------------|----------------|--------|
| 04/03/2020 | FNBCK | 13158 | MURPHY, ETHAN D | 112.50 | 102.99 | 0.00 | Open |
| 04/03/2020 | FNBCK | 13159 | MURPHY, NICHOLAS J | 112.50 | 99.11 | 0.00 | Open |
| 04/04/2020 | FNBCK | EFT440 | FLEX SPENDING (TASC) | 826.79 | 826.79 | 0.00 | Open |
| 04/04/2020 | FNBCK | EFT441 | INTERNAL REVENUE SERVICE | 21,661.11 | 21,661.11 | 0.00 | Open |
| 04/04/2020 | FNBCK | EFT442 | PRINCIPAL FINANCIAL | 3,281.00 | 3,281.00 | 0.00 | Open |
| 04/04/2020 | FNBCK | EFT443 | PRINCIPAL FINANCIAL | 2,181.07 | 2,181.07 | 0.00 | Open |

| | | | | | | | |
|---------|------------------------|-------------------|-----|-----------|------------------|------|--|
| Totals: | | Number of Checks: | 006 | 28,174.97 | 28,152.07 | 0.00 | |
| | Total Physical Checks: | | 2 | | Dir. Dep. | | |
| | Total Check Stubs: | | 4 | | <u>63,415.76</u> | | |

\$ 91,567.83

Check Register Report For Genoa Charter Township
For Check Dates 04/17/2020 to 04/17/2020

| Check Date | Bank | Check Number | Name | Check Gross | Physical Check Amount | Direct Deposit | Status |
|------------|-------|--------------|--------------------------|-------------|-----------------------|----------------|--------|
| 04/17/2020 | FNBCK | EFT444 | FLEX SPENDING (TASC) | 826.79 | 826.79 | 0.00 | Open |
| 04/17/2020 | FNBCK | EFT445 | INTERNAL REVENUE SERVICE | 24,641.07 | 24,641.07 | 0.00 | Open |
| 04/17/2020 | FNBCK | EFT446 | PRINCIPAL FINANCIAL | 3,281.00 | 3,281.00 | 0.00 | Open |
| 04/17/2020 | FNBCK | EFT447 | PRINCIPAL FINANCIAL | 2,181.07 | 2,181.07 | 0.00 | Open |

Totals: Number of Checks: 004 30,929.93 30,929.93 0.00

Total Physical Checks:

Total Check Stubs:

4

Direct Deposit
\$70,760.83

\$ 101,690.76

| Check Date | Check | Vendor Name | Amount |
|---|-------|-------------------------------------|------------|
| Bank 592FN OAK POINTE OPERATING FUND #592 | | | |
| 03/12/2020 | 4856 | AT&T LONG DISTANCE | 77.06 |
| 03/16/2020 | 4857 | AT&T | 203.48 |
| 03/16/2020 | 4858 | BRIGHTON ANALYTICAL LLC | 185.00 |
| 03/17/2020 | 4859 | ADVANCED REHABILITATION TECHNOLOGY | 14,000.00 |
| 03/17/2020 | 4860 | CONSUMERS ENERGY | 306.92 |
| 03/17/2020 | 4861 | LIVINGSTON PRESS & ARGUS | 130.00 |
| 03/17/2020 | 4862 | GENOA TOWNSHIP D.P.W. FUND | 19,068.50 |
| 03/17/2020 | 4863 | GENOA TOWNSHIP DPW FUND | 22,717.67 |
| 03/17/2020 | 4864 | HAVILAND PRODUCTS COMPANY | 3,364.46 |
| 03/17/2020 | 4865 | NELSON TANK ENGINEERING & CONSULTIN | 3,120.00 |
| 03/17/2020 | 4866 | NORTHWEST PIPE & SUPPLY | 809.09 |
| 03/17/2020 | 4867 | TLS CONSTRUCTION | 3,026.00 |
| 03/17/2020 | 4868 | UIS SCADA | 1,020.00 |
| 03/17/2020 | 4869 | VIC BOND SALES | 65.00 |
| 03/24/2020 | 4870 | AT&T LONG DISTANCE | 51.38 |
| 03/24/2020 | 4871 | BRIGHTON ANALYTICAL LLC | 370.00 |
| 03/26/2020 | 4872 | CONSUMERS ENERGY | 338.49 |
| 04/07/2020 | 4873 | AT&T LONG DISTANCE | 77.06 |
| 04/07/2020 | 4874 | BRIGHTON ANALYTICAL LLC | 185.00 |
| 04/07/2020 | 4875 | DTE ENERGY | 2,029.98 |
| 04/07/2020 | 4876 | DTE ENERGY | 2,726.01 |
| 04/07/2020 | 4877 | ETNA SUPPLY COMPANY | 3,670.00 |
| 04/07/2020 | 4878 | GENOA TOWNSHIP D.P.W. FUND | 23,224.65 |
| 04/07/2020 | 4879 | GENOA TOWNSHIP D.P.W. FUND | 19,795.22 |
| 04/07/2020 | 4880 | GRAINGER | 175.64 |
| 04/07/2020 | 4881 | HYDROCORP | 225.00 |
| 04/07/2020 | 4882 | USA BLUEBOOK | 53.95 |
| 592FN TOTALS: | | | |
| Total of 27 Checks: | | | 121,015.56 |
| Less 0 Void Checks: | | | 0.00 |
| Total of 27 Disbursements: | | | 121,015.56 |

| Check Date | Check | Vendor Name | Amount |
|--|-------|-------------------------------|-----------|
| Bank 593FN LAKE EDGEWOOD OPERATING FUND #593 | | | |
| 03/12/2020 | 3750 | BRIGHTON ANALYTICAL LLC | 67.00 |
| 03/12/2020 | 3751 | CONSUMERS ENERGY | 356.36 |
| 03/17/2020 | 3752 | BRIGHTON ANALYTICAL LLC | 67.00 |
| 03/17/2020 | 3753 | GENOA TOWNSHIP DPW FUND | 11,384.25 |
| 03/17/2020 | 3754 | HARTLAND SEPTIC SERVICE, INC. | 1,200.00 |
| 03/24/2020 | 3755 | BRIGHTON ANALYTICAL LLC | 254.50 |
| 03/24/2020 | 3756 | CONSUMERS ENERGY | 88.70 |
| 03/26/2020 | 3757 | GENOA TOWNSHIP DPW FUND | 1,022.95 |
| 04/07/2020 | 3758 | BRIGHTON ANALYTICAL LLC | 67.00 |
| 04/07/2020 | 3759 | CHARTER TOWNSHIP OF BRIGHTON | 932.50 |
| 04/07/2020 | 3760 | CONSUMERS ENERGY | 234.40 |
| 04/07/2020 | 3761 | DTE ENERGY | 3,723.26 |
| 04/07/2020 | 3762 | GENOA TOWNSHIP D.P.W. FUND | 11,937.91 |
| 04/07/2020 | 3763 | MGSE SECURITY LLC | 680.00 |
| 04/08/2020 | 3764 | CITY OF BRIGHTON UTILITY BILL | 15,691.68 |
| 04/08/2020 | 3765 | CITY OF BRIGHTON UTILITY BILL | 6,309.06 |
| 593FN TOTALS: | | | |
| Total of 16 Checks: | | | 54,016.57 |
| Less 0 Void Checks: | | | 0.00 |
| Total of 16 Disbursements: | | | 54,016.57 |

| Check Date | Check | Vendor Name | Amount |
|---|-------|-------------------------------------|------------|
| Bank 503FN DPW-UTILITIES #503 | | | |
| 03/11/2020 | 4912 | STATE OF MICHIGAN | 70.00 |
| 03/11/2020 | 4913 | TRACTOR SUPPLY CO. | 1,481.32 |
| 03/11/2020 | 4914 | WEX BANK | 2,830.98 |
| 03/11/2020 | 4915 | WINDSTREAM | 43.63 |
| 03/13/2020 | 4916 | CHASE CARD SERVICES | 13,841.43 |
| 03/13/2020 | 4917 | US POSTAL SERVICE | 155.90 |
| 03/16/2020 | 4918 | VERIZON WIRELESS | 703.75 |
| 03/17/2020 | 4919 | ADVANCE AUTO PARTS | 45.97 |
| 03/17/2020 | 4920 | AUTO-LAB OF LIVINGSTON | 145.34 |
| 03/17/2020 | 4921 | BOB MAXEY FORD OF HOWELL | 481.10 V |
| Void Reason: BILL WAS PAID BY CREDIT CARD | | | |
| 03/17/2020 | 4922 | BUSINESS IMAGING GROUP | 1,944.93 |
| 03/17/2020 | 4923 | GIFFELS WEBSTER | 1,920.00 |
| 03/17/2020 | 4924 | JACK DOHENY COMPANIES, INC | 71.16 |
| 03/17/2020 | 4925 | RANDY'S SERVICE STATION | 20.00 |
| 03/17/2020 | 4926 | RED WING BUSINESS ADVANTAGE ACCOUNT | 446.98 |
| 03/17/2020 | 4927 | SENSUS USA, INC | 1,949.94 |
| 03/17/2020 | 4928 | TETRA TECH INC | 5,185.00 |
| 03/17/2020 | 4929 | THE SIGN WORKS | 300.00 |
| 03/17/2020 | 4930 | VICTORY LANE QUICK OIL CHANGE | 267.43 |
| 03/17/2020 | 4931 | GENOA TOWNSHIP | 400,000.00 |
| 03/17/2020 | 4932 | PORT CITY COMMUNICATIONS, INC. | 214.67 V |
| Void Reason: CHECK PRINTED ON BOTH SIDES | | | |
| 03/18/2020 | 4933 | PORT CITY COMMUNICATIONS, INC. | 214.67 |
| 03/24/2020 | 4934 | HOME DEPOT CREDIT SERVICES | 5,291.85 |
| 04/06/2020 | 4935 | ASCENSION MICHIGAN | 130.00 |
| 04/06/2020 | 4936 | BLACKBURN MFG. CO | 990.37 |
| 04/06/2020 | 4937 | DELUXE | 59.93 |
| 04/06/2020 | 4938 | GIFFELS WEBSTER | 1,620.00 |
| 04/06/2020 | 4939 | PFEFFER, HANNIFORD, PALKA | 3,750.00 |
| 04/06/2020 | 4940 | TETRA TECH INC | 6,545.00 |
| 04/06/2020 | 4941 | UNITED STATES POSTAL SERVICE | 1,444.09 |
| 04/06/2020 | 4942 | VICTORY LANE QUICK OIL CHANGE | 130.48 |
| 503FN TOTALS: | | | |
| Total of 31 Checks: | | | 452,295.92 |
| Less 2 Void Checks: | | | 695.77 |
| Total of 29 Disbursements: | | | 451,600.15 |

| Check Date | Check | Vendor Name | Amount |
|---|-------|-------------------------------|-----------|
| Bank 595FN PINE CREEK OPERATING FUND #595 | | | |
| 04/08/2020 | 2223 | CITY OF BRIGHTON UTILITY BILL | 46,914.54 |
| 595FN TOTALS: | | | |
| Total of 1 Checks: | | | 46,914.54 |
| Less 0 Void Checks: | | | 0.00 |
| Total of 1 Disbursements: | | | 46,914.54 |

**GENOA CHARTER TOWNSHIP BOARD
Regular Meeting and Public Hearing
March 16, 2020**

MINUTES

Supervisor Rogers called the Regular Meeting of the Genoa Charter Township Board to order at 6:30 p.m. at the Township Hall with the Pledge of Allegiance. The following members were present constituting a quorum for the transaction of business: Bill Rogers, Paulette Skolarus, Robin Hunt, Jean Ledford, Terry Croft, Jim Mortensen and Diana Lowe. Also present were Township Manager Michael Archinal and twelve persons in the audience.

A Call to the Public was made with no response.

Approval of Consent Agenda:

Moved by Lowe and supported by Mortensen to approve all items listed under the Consent Agenda as requested with typographical changes to the minutes as requested by Skolarus. The motion carried unanimously.

1. Payment of Bills.

2. Request to Approve Minutes: March 2, 2020

Approval of Regular Agenda:

Moved by Lowe and supported by Hunt to approve for action all items listed under the Regular Agenda as requested. The motion carried unanimously.

3. Request for approval of the 2020 Municipal Partner Investment with the Economic Development Council of Livingston County. (Tabled from 3/3/2020)

Moved by Mortensen and supported by Lowe to approve the 2020 agreement with EDC at a cost of \$23,632.33. The motion carried unanimously.

4. Request from Township resident Jim Delcamp to discuss bees.

Mr. Delcamp addressed the board concerning the demise of bees within the country. We need to address the environmental issues with the loss of bees in this county. Honey bees are dying at a rate of 40% each year. There is a decline in their natural habitat. We can do more with the creation of ecological preserves and the planting of wildflowers and bee house. Skolarus asked that Mr. Delcamp provide an overview of his analysis for the township website.

5. Request for approval of a resolution for a Charitable Gaming License for I Will Right Now of Brighton.

Moved by Hunt and supported by Croft to approve the resolution as requested by *I Will Right Now* for a Charitable Gaming License. The motion carried by roll call vote as follows: Ayes – Ledford, Croft, Hunt, Lowe, Mortensen, Skolarus and Rogers. Nays – None. Absent – None.

6. Request for approval of minor amendments to budgets 101, 212, 261, 264, 270, and 271 for the Fiscal Year ending March 31, 2020.

Moved by Lowe and supported by Mortensen to approve minor amendments to the budgets for the fiscal year ending March 31, 2020 as requested. The motion carried unanimously.

7. Public hearing related to budgets 101, 212, 261, 264, 270, and 271 for Fiscal Year beginning April 1, 2020 and commencing March 31, 2021 as requested by Skolarus.

A. Call to the Public was made with no response. Skolarus advised the board that a notice of public hearing was published on March 6, 2020 in the Livingston County Press. One person from the City of Brighton requested a hard copy. The budgets were placed on the Township website for the last six weeks and no comments were received from the public.

B. Disposition of salaries for elected officials with 3 percent increases for the Supervisor, with the Treasurer and Clerk being paid \$1,000 less than the Supervisor as provided in the General Budget 101.

Moved by Mortensen and supported by Lowe to approve \$58,581.00 for the Supervisor and \$57,505.00 for the Clerk and Treasurer providing a 3% increase for the three elected officials. The motion carried unanimously.

C. Disposition of a 3 % salary increase for all staff [with the exception of the Assistant Township Manager/Community Development Director who will receive 5 %], Trustees, Planning Commission, Zoning Board of Appeals and \$1 increase to the Board of Review from \$25 to \$26 per hour with a 3-hour minimum.

Moved by Mortensen and supported by Ledford to approve the increase as requested. The motion carried unanimously.

D. Disposition of budgets 101, 212, 261, 264, 270, and 271 as requested by Hunt.

Moved by Lowe and supported by Mortensen to approve the budgets for all funds as requested by Skolarus. The motion carried unanimously.

8. Request for approval of the following Debt Service Fund Budgets for the Fiscal Year ending March 31, 2021: Fund 852, 858, 859, 870, 872, and 873 as provided by Treasurer Hunt.

Moved by Skolarus and supported by Lowe to approve the budgets for the debt Service Funds as requested. The motion carried unanimously.

9. Consideration of a recommendation for approval of a special land use, environmental impact assessment and sketch plan for a proposed adult foster care small group home for up to 6 adults located at 3201 E. Coon Lake Road, Howell on the north side of Coon Lake Road between Richardson and Westphal Roads. The request is petitioned by Work Skills, Inc.

A. Disposition of Special Use Application

Moved by Skolarus and supported by Ledford to approve the Special Land Use permit because it has been found that the requested use meets the requirement of Sections 19.03 and 3.02.02 (j) of the Township Ordinance. The following facts contribute to this approval:

- The site sits on seven acres with typical trees, and vegetation found for this area, which provide for both visual and sound barriers for the neighbors;
- The proposed use includes having direct supervision of residents 24 hour per day, 7 days per week;
- The improvements include all new exterior materials for the existing house and eliminating the existing eyesore;
- Further improvements include the removal of the existing pole barn and trailer;
- No adverse impact to the environment is expected by granting this special use request;
- The project supports the master plan by retaining the appearance of a conventional residential property and by promoting “aging in place” for the area’s disabled population;
- The use is compatible with the area as it is limited to 6 residents as would be permitted by right if the home were owner occupied;
- The proposed improvements to the home and property are typical of a single family residential property;
- There is no expected impact to public facilities or services;
- The small parking area will be screened from off-site view and is not expected to adversely impact adjacent or surrounding properties or uses.

The motion carried unanimously.

B. Disposition of Environmental Impact Assessment (2-3-2020)

Moved by Hunt and supported by Croft to approve the Environmental Impact Assessment dated Feb. 3, 2020 as requested. The motion carried unanimously.

C. Disposition of Sketch Plan (03-12-2020)

Moved by Lowe and supported by Skolarus to approve the sketch plan Dated March 12, 2020 as requested with the following conditions:

- Compliance with the Brighton Area Fire Authority;
- Compliance with the March 3, 2020 engineering review letter from Tetra Tech.

The motion carried unanimously.

10. Consideration of a recommendation for approval of a special land use, environmental impact assessment and sketch plan for a proposed holistic veterinary clinic located at 2829 E. Grand River Avenue, Howell on the north side of Grand River Avenue between Char Ann and Meadowview Drive. The request is petitioned by Dr. Matthew Januszewski.

A. Disposition of Special Use Application

Moved by Lowe and supported by Ledford to approve the Special Land Use permit because it has been found that the requested use meets the requirements of 19.03 and 7.02.02 (x) of the Township Ordinance.

B. Disposition of Environmental Impact Assessment (1-30-2020)

Moved by Hunt and supported by Lowe to approve the Environmental Impact Assessment dated Jan. 30, 2020 as submitted. The motion carried unanimously.

C. Disposition of Sketch plan (2-5-2020)

Moved by Hunt and supported by Lowe to approve the Sketch Plan with the following conditions:

- Review and verification by Township Staff that the parking lot lighting meets the Township Ordinance;
- The requirements outlined in the Township Engineer’s letter dated March 3, 2020 shall be met;
- The requirements outlined in the Brighton area Fire Authority’s letter dated Feb. 26, 2020 shall be met.

The motion carried unanimously.

Member Discussion:

The Board discussed the coronavirus 19 and the closing of the County Clerk’s Office, the Livingston County Road Commission and Health Department, Brighton and Howell City

Offices as well as other local townships. It was the consensus of the Board to cancel the next regular meeting of the Board scheduled for April 6, 2020 and to close the office to the public and allow for a skeleton crew to be present in each office to address concerns that may be raised by the public through the phone, e-mail or the township website. No further action was taken by the board.

Moved by Lowe and supported by Croft to adjourn the Regular Meeting and Public Hearing of the Board at 7:40 p.m.

Paulette A. Skolarus, Clerk
Genoa Charter Township Board

MEMORANDUM

TO: Township Board

FROM: Michael Archinal 

DATE: 4/16/2020

RE: Livingston County
Emergency Telephone Service District
Final 911 Plan

Attached you will find the Livingston County E911 Service Plan. Please draw your attention to Page 3 §II(5). A community has 45 days to take action to exclude itself from the district by filing a Notice of Exclusion. Failure to file such a notice results in the community being included in the Plan and the Service District.

Staff recommends *no action* so that we may be included.

**LIVINGSTON COUNTY
EMERGENCY TELEPHONE SERVICE DISTRICT
FINAL 911 PLAN**

Adopted on _____, 2020

LIVINGSTON COUNTY E911 SERVICE PLAN

I. INTRODUCTION

Michigan Public Act 32 of 1986, MCL §484.11101 et seq, as amended, ("Act") authorizes the County of Livingston ("County") to enact a E911 Service Plan ("Plan") that establishes a Service District ("Service District") in which enhanced 911 services are provided to callers requesting emergency medical, police and fire services. The County has adopted a Plan and various amendments to that Plan. The present Plan is designed to replace, supersede and update the Plan in light of present circumstances with the potential to more easily accommodate present and future technologies and management operations with the goal of facilitating a superior and ever improving enhanced 911 service system ("System") with the County.

This Plan implements a Service District covering the County by addressing the following:

- 1) Technical considerations of the Service Supplier (defined below), including system equipment for facilities that would be used in providing emergency telephone service and/or other communication technologies.
- 2) Operational considerations, including the designation of primary public safety answering points ("PSAP") and secondary PSAPs, and alternative PSAPs, and the manner in which 911 service requests will be processed, dispatch functions performed, and informational systems utilized.
- 3) Managerial considerations, including the organizational form and agreements that would control technical, operational, and fiscal aspects of the emergency telephone service.
- 4) Fiscal considerations, including projected recurring and non-recurring costs with a financial plan for implementing and operating the System.

By facilitating the development and maintenance of enhanced 911 services in the County, this Plan provides multiple benefits, including, but not limited to:

- 1) Use of the universal, simple, easy-to-remember, 3 digit number for all emergencies in any location within the County;
- 2) Automatic Number Identification ("ANI") and Automatic Location Identification ("ALI") for wire-based calls and geographic positioning identification for mobile or wireless technologies, and automatic and selective routing to increase the effectiveness of emergency response and dispatch services;
- 3) Establishment of financial, management, and operational mechanisms designed to position the community in the best position to implement and maintain an up-to-date System;

4) Establishment of a system for recruiting and training qualified emergency communications officers or emergency telecommunicators; and

5) Establishment of centralized or consolidated dispatch to more efficiently and equitably serve all residents of the County regardless of location herein.

Unless otherwise defined herein, the terms used in this Plan shall have their definition or meaning as set forth in the Act.

II. **PLAN ADOPTION**

1) The Act requires the Livingston County Board of Commissioners (“County Board”) to adopt by resolution a Tentative Plan creating a Service District.

2) The Act requires the resolution to include a date, time and place for a public hearing to be held on a final Plan not less than 90 days after the date of adoption of the resolution.

3) The Act requires the County Clerk to give notice of the public hearing. Notice must be published twice in a newspaper of general circulation within the County. The first notice must be at least 30 days prior to the hearing, and the second notice within 30 days of the hearing.

4) The Act requires the County Clerk to forward a copy of the resolution, together with a copy of the Tentative Plan to the clerk of each community within the Service District.

5) A community has 45 days after receipt of the resolution to file with the County Clerk a Notice of Exclusion from the Plan (see Appendix #2). Failure to file a Notice of Exclusion within 45 days will result in the community being included in the Plan and the Service District.

6) Livingston County 911 Central Dispatch (“Central Dispatch”) will be the primary PSAP for the County, unless another public agency submits a Notice of Intent to function as a PSAP. Any other agency within the County that wishes to become a PSAP agency has 45 days after the receipt of the resolution to file a Notice of Intent to function as a PSAP with the County Clerk (see Appendix #1).

7) The Act requires the County Board to adopt the Tentative Plan as the Final Plan by resolution after the public hearing has been held, except as modified by exclusions and notices, as identified above.

III. **TECHNICAL CONSIDERATIONS**

1) Service District

The Service District created by this Plan shall be coterminous with the boundaries of the County.

The County Board and the Livingston County 911 Advocacy Oversight Board (“AOB”) are authorized and directed to cooperate with the State 9-1-1 Committee or any other state, federal or local body or official authorized to install, operate, modify and maintain universal emergency number service systems, whether wire-based, cellular, wireless, digital, radio-based or other communication technologies, within the Service District.

2) Enhanced Wire-Based 911

This Plan requires an ANI, ALI, and Selective Routing Network System, including “on screen” information to the Telecommunicator of the caller’s name, address, and telephone number and global positioning coordinates provided for jurisdiction information in the areas of police, fire, and ambulance as mandated by the Federal Communications Commission (collectively, an “Enhanced 911”).

All wire-based telephone companies providing Enhanced 911 services to the County must maintain their Enhanced 911 services in order to continue to serve residents of the County. All wire-based telephone companies interested in providing wire-based services within the County must provide and maintain Enhanced 911 and will cooperate to supply, in accordance with the Michigan Public Service Commission tariff rates, rules and regulations, the design installation and maintenance of the network for all facilities involved in providing emergency response telephone service, including modifications to all pay telephones to provide free Enhanced 911 service.

In this Plan, the wire centers identified in Appendix #3 must establish and maintain connectivity to Central Dispatch’s provider’s common network to enable the wire center to be routed and otherwise access the System. These costs are included in the technical surcharge installation and maintenance costs. Wire-based telephone companies shall be allowed 4 months to establish this connectivity upon adoption of this Plan or in the event Central Dispatch changes its provider. All costs incurred by wire-based telephone companies related to the installation and maintenance of connectivity to Central Dispatch’s provider's common network are recoverable in accordance with the Act's technical surcharge.

The cities, townships and villages that are wholly or partially included in the Service District, include those identified in Appendix #3.

In an Administrative Findings Resolution, the County Board is authorized from time to time to update the list of jurisdictions and service providers providing service to users within the Service District, as well as corresponding wire center, geographic coverages, and monthly rates, as provided in Appendix #3.

3) Enhanced Wireless 911 Implementation

All Commercial Mobile Radio Service (“CMRS”) or other wireless providers (collectively, “Wireless”) providing service within the Service District are requested and directed to deploy Phase II, E911 service as provided in the wireless emergency service order (“Order”), FCC Docket No. 94-102, adopted June 12, 1996, with an effective date of October 1, 1996, including, but not limited to, provision of number, location and name. The County is Phase II compliant.

Furthermore, Wireless providers operating within the Service District are responsible for sending "X" (longitude), "Y" (latitude), and "Z" (altitude) coordinates for 911 requests for service if Central Dispatch's provider has the ability to route 911 requests for service based on this information.

4) Enhanced VOIP 911

All providers of voice over internet protocol ("VOIP") and other communication technologies are required to provide Enhanced 911 services if the computer accessing the System is wire-based. If the device is mobile and/or Wireless, service that is equivalent to or exceeds Phase II is required.

5) Enhanced 911 Services – General Implementation

Commercial wire-based, Wireless, VOIP, and/or other communication technology providers are "Service Suppliers" as that term is used herein. All 911 calls within these exchanges originating from the County must be automatically routed to the primary PSAP. All calls within these exchanges originating from other counties shall be automatically routed as directed by the Enhanced 911 service plans adopted by the County Board of Commissioners from those counties, or, if no such provisions exist, to the appropriate alternate or secondary PSAP for selective routing to the appropriate agency and public safety providers within those counties. Any calls which cannot be automatically routed shall be selectively routed to the appropriate primary PSAP.

The County Board and/or AOB are authorized and directed to take any action necessary to implement the Order, the Act, this Plan or any other applicable state or federal law existing or subsequently adopted.

6) Updates

In an Administrative Findings Resolution, the County Board shall periodically update the wire, Wireless, digital, and fiber service providers regularly providing service within the Service District.

IV.
OPERATIONAL CONSIDERATIONS

1) PSAP

All primary PSAP designations in any existing Plan, as well as accompanying notices of intent to serve as primary PSAP, are preserved. If no PSAP designations are currently on file with the County Clerk, the primary PSAP will be Central Dispatch located at 300 S. Highlander Way, Howell MI 48843. If Central Dispatch does not presently provide dispatch services, it shall contract with an appropriate dispatch operation to provide primary PSAP services, consistent with the Act and this Plan, in the discretion of the AOB. All current PSAPs, the public agencies dispatched, and the dispatch method are identified in Appendix #4. In an Administrative Findings Resolution, the County Board is authorized from time to time to update the list of PSAPs, public agencies dispatched and dispatch methods as provided in Appendix #4.

All primary PSAPs must be staffed 24 hours per day, every day of the year, and shall have at least 1 device for receiving calls for service from hearing or speech-impaired persons.

If a local unit of government or public safety agency within the Service District, that is identified in the Plan as being a primary PSAP or that has filed an intention to serve as a primary PSAP under the Act and Plan, and subsequently files a Notice of Intention to cease to function as a primary PSAP, Central Dispatch shall serve as the primary PSAP for the geographical area previously served by the local unit of government or public safety agency as soon as practicable¹.

2) Dispatch Methods

All requests for service received via the System will be processed by the Direct Dispatch Method and/or Relay Method. Calls for service from jurisdictions outside the geographical boundaries of the County, but which are included in this Plan, will be handled by the Manual Transfer Method. If, at any time, Selective Routing Transfer of the Manual Transfer Method becomes unusable, the calls for service will be routed by the Relay Method.

While the Plan is designed solely for the benefit of the residents of the County, portions of other counties may be affected by the implementation of this Plan. Agreements shall be reached with these communities as to the proper forwarding of those 911 calls that originate beyond the boundaries of this Service District.

3) Training

The AOB or the AOB's designee will ensure all emergency telecommunicators meet state mandated designation and that all emergency telecommunicators receive appropriate training for their function. All primary PSAPs functioning under this Plan shall apply for training funds annually with the State 9-1-1 Committee so long as the Act allows for such training funds.

4) General Implementation

The AOB may require that all public and private safety agencies providing emergency response services within the Service District register with the County Clerk and execute service agreements with Central Dispatch. The AOB may, by resolution, impose reasonable time limits on the registration and require periodic updates. The AOB, in conjunction with the Director, shall establish dispatch protocols consistent with the Act. The AOB will consider local government agreements with public and private safety agencies, but is not obligated to restrict its dispatching based on those agreements. Furthermore, any agreement that the AOB may make for the County with public and/or private safety agencies will take precedent over any inconsistent local governmental agreement.

5) Agencies and Updates

Central Dispatch will dispatch all current public and/or private agencies responding

¹ "Practicability" shall be determined in the sole discretion of the County Board after consultation with the 911 Board and local unit of government affected.

within the County for police, fire, or ambulance calls for service, unless a memorandum of understanding or contract is agreed upon by the AOB and approved by the County Board allowing out-of-county agencies to respond within the Service District. The current agencies and dispatch methods are identified in Appendix #4. In an Administrative Findings Resolution, the County Board is authorized from time to time to update the list of public and private agencies providing emergency response services within the Service District and the corresponding dispatch methods.

V.

MANAGERIAL CONSIDERATIONS

1) PSAP Management

Each public or private public safety agency which files a Notice of Intent to function as a PSAP (either primary or secondary) accepts the responsibility for the management of the PSAP, including, but not limited to, the operational configuration, budgetary needs, staffing, training, level of service, and equipment needs for the geographic boundaries identified in the Notice of Intent.

Management of each PSAP will be in accordance with the policies and procedures of the public safety agency that operates the PSAP.

2) Livingston County 911 Advocacy Oversight Board

The AOB shall preside as an advisory board over all PSAP's located within the Service District. The AOB shall meet at least quarterly and at such other times as the membership shall determine. The AOB shall be a "district board" as that term is used in Sections 301 and 320 of the Act.

The AOB shall consist of 5 primary members, and 5 alternate members to maintain this Plan and administer the provision of E911 to the Service District. Primary and alternate members shall not be synonymous of each other.

The AOB primary members is to be composed of 1 representative from each of the following agencies:

- Michigan Department of State Police Local Commander – Mandatory per the Act
- Livingston County Sheriff's Office – Mandatory per the Act
- Livingston County Municipal Police Departments
- Livingston County Fire Departments
- Livingston County EMS

The AOB's alternate members are to be composed of 1 representative from each of the following agencies:

- Michigan Department of State Police Local Commander – designee
- Livingston County Sheriff's Office
- Livingston County Municipal Police Departments
- Livingston County Fire Departments

- Livingston County EMS

The County Board shall appoint all members of the AOB who are not specifically identified officers, or representatives of, specifically identified Local Units or Departments. All member terms on the AOB shall be a consecutive term of 2 years, although they shall terminate if the member retires, resigns, or is removed from the public position that led to his or her appointment. All AOB members shall serve without recompense provided by the AOB or the County. Each member, upon his/her proper appointment under this Plan, shall be deemed appointed by the County Board and shall serve with the best interests of the entire County in mind regardless of the constituency or Local Unit in which he or she was appointed as having some representative interest.

A majority of the members of the AOB (3 of 5) shall constitute a quorum for the transaction of business and questions arising at meetings. The AOB shall be responsible for electing a chairperson and a vice-chairperson on an annual basis. The County Board must approve any bylaws approved and recommended by the AOB. The County Board, through intergovernmental agreement or by this resolution under this Plan, may create a separate legal entity to serve as the primary PSAP for all or portions of the Service District.

The County may indemnify members of the AOB, subject specifically to and only to, the terms of the County coverage with its insurance company, against expense actually and necessarily incurred by them in connection with the defense of any action or suit claiming money damages in which they or any of them are made parties by reason of any matter relating to the affairs of Central Dispatch; provided, however, the County shall not confess or be adjudged or found guilty by any court of competent jurisdiction of fraud, misconduct, in the performance by such member(s) of his/her duties to the AOB.

The AOB may also appoint a Technical Advisory Committee (“TAC”) that is to be composed of a majority of law enforcement representatives. The TAC shall be the “governing body” of the Central Dispatch for purposes of ensuring LEIN and NCIC compliance as described in R 28.5204. The AOB shall approve the TAC’s bylaws and prescribe additional duties and responsibilities to it at the AOB discretion and, except for LEIN and NCIC activities, and its oversight.

The County Board may appoint a 911 Director, subject to its County’s personnel policies and rules.

The 911 Director shall be responsible for, but not limited to, establishing services required, dispatch protocols, and working with the AOB and County Board.

VI.

FISCAL CONSIDERATIONS

1) Technical Charges

A. Estimated Network Costs²

² All rates are subject to annual review and Tariff Revision. Revenue projections and rates are based on lines as existed in 1995. The terms of certain rates and charges have expired, but are retained for informational purposes. The inclusion of these rates is not designed or intended to provide new or renewed authorization for these rates beyond their original

Each wire-based Service Supplier within the Service District shall provide a billing and collection service for an emergency telephone technical charge from all service users within the geographical boundaries of the Service District. The Act presently provides for calculation of a 2% cap for recurring charges and a 5% cap for nonrecurring charges based on the highest monthly base rate in the emergency telephone district or \$20.00 whichever is lesser. This Plan authorizes the imposition and collection of this technical charge as provided in the Act. Each service provider shall provide the AOB with any technical surcharges authorized by the Michigan Public Service Commission, including any changes to Central Dispatch if such information is requested by the AOB. If the Act is modified to reduce or expand these caps, this Plan shall be automatically adjusted without modification to authorize or establish such revised caps.

B. Estimated Network Charges

Network charge will be collected by each wire-based Service Supplier from all subscribers in the Service District, as approved by the Michigan Public Service Commission.

The Act requires each agency operating a PSAP to pay for all terminal equipment installation and for the actual PSAP equipment either through rental or capital acquisition. If the Act is modified, this Plan shall be automatically modified regarding the provision of such terminal or technical equipment.

2) Operational Funding

To finance the delivery of primary PSAP services, the County Board, in coordination with the AOB, is authorized and directed to implement, receive and expend, consistent with all applicable laws and County resolutions, any voter approved mileages, 911 operational surcharges, or any other funding provided under state or federal law, including, but not limited to, such fees authorized, imposed, and collected under the Act. The County Board is authorized to make any request for funding from the Michigan Public Service Commission or State 9-1-1 Committee pursuant to the Act.

In the event that millage and/or County 911 operational surcharge revenues are insufficient to cover the costs of financing Central Dispatch, the County Board is authorized to negotiate fees for primary PSAP and public safety dispatch services rendered to public and private safety agencies and other emergency service providers dispatched by Central Dispatch, and if such fees cannot be negotiated, to set them at reasonable and fair levels in relation to the estimated cost of the services actually delivered to the public or private safety agencies. Furthermore, the AOB is authorized to set a service user fee for all public and private safety agencies and other emergency service providers dispatched by Central Dispatch at reasonable and fair levels in relation to the estimated cost of the services actually delivered to the service user or on his/ her behalf or on behalf of a person or entity receiving the benefit of the emergency service. The County Board and/or the AOB may impose such fees through resolution or implementing ordinance, including authorization to the State of Michigan District Court system to collect such fees from the party adjudicated at fault for creating the emergency service condition through civil and criminal infraction proceedings. The County Board and/or AOB may authorize the initiation of civil court

term, and shall not be so construed.

proceedings to collect any such service user fee.

The share of the State of Michigan wireless surcharge revenue belonging to Central Dispatch is provided under the Act to expend such funds on equipment and services benefiting the wireless telephone citizens operating within the County.

3) Past Plans or Amendments

These provisions are intended to modify, amend, supersede and replace any and all prior Plan(s) or Plan Amendment(s). This Plan may be amended in any manner and at any time consistent with the Act.

EXECUTION AND ACKNOWLEDGEMENT

Date: _____

, Chairperson
Livingston County Board of
Commissioners

I, _____, the Livingston County Clerk, hereby attest that the Livingston County Board of Commissioners approved this plan on _____, and authorized the Chairperson to execute it on its behalf, which occurred in my presence.

Date: _____

Livingston County Clerk

APPENDICES

- Appendix #1 Notice of Intent to Function as a PSAP
- Appendix #2 Notice of Exclusion (Full Jurisdiction) and Notice of Exclusion (Partial Jurisdiction)
- Appendix #3 Service District, Affected Units of Government within Livingston County
- Appendix #4 List of Public Agencies Serviced by the 911 Network, and Dispatch Methods

TENTATIVE

APPENDIX #1

NOTICE OF INTENT TO FUNCTION AS A PSAP

Pursuant to the provisions of the Emergency Telephone Service Enabling Act, Michigan Public Act 32 of 1986, as amended, each public safety agency has 45 days after receipt of this tentative 911 Service Plan to file with the County Clerk a Notice of Intent to Function as a PSAP. The notice shall be in substantially the following form:

NOTICE OF INTENT TO FUNCTION AS A PSAP

Pursuant to Section 307 of the Emergency Telephone Service Enabling Act, _____ shall function as a PSAP within the 911 Service Plan adopted by resolution of the Livingston County Board of Commissioners on _____.

(Appropriate official)

(Second)

APPENDIX #2

1. Notice of Exclusion -- (Full Jurisdiction)

Pursuant to Section 306 of the Emergency Telephone Service Enabling Act, Michigan Public Act of 32 of 1986, as amended, each public agency has 45 days after receipt of the Final 911 Service Plan to file a Notice of Exclusion from the 911 Service District with the County Clerk. The Notice of Exclusion shall be in substantially the following form:

NOTICE OF EXCLUSION FROM THE 911 SERVICE DISTRICT

Pursuant to Section 306 of the Emergency Telephone Service Enabling Act, Michigan Public Act 32 of 1986, as amended, the _____ of _____ hereby notifies the Livingston County Board of Commissioners that the _____ of _____ is excluded from the 911 Service District established by the Final 911 Service Plan adopted by the Livingston County Board of Commissioners on (date).

(Clerk or other appropriate official)

APPENDIX #2 (CONT.)

2. Notice of Exclusion – (Partial Jurisdiction)

Pursuant to Section 306 of the Emergency Telephone Service Enabling Act, Michigan Public Act of 32 of 1986, as amended, each public agency has 45 days after receipt of the Final 911 Service Plan to file a Notice of Exclusion from the 911 Service District with the County Clerk. If less than the entire jurisdiction of a public agency is to be excluded, the Notice of Exclusion shall be in substantially the following form:

NOTICE OF EXCLUSION FROM THE 911 SERVICE DISTRICT

Pursuant to Section 306 of the Emergency Telephone Service Enabling Act, Michigan Public Act 32 of 1986, as amended, the _____ of _____ hereby notifies the Livingston County Board of Commissioners that the _____ of _____ described on the attached map is excluded from the 911 Service District established by the Final 911 Service Plan adopted by the Livingston County Board of Commissioners on (date).

(Clerk or other appropriate official)

APPENDIX #3

JURISDICTIONS AND SERVICE SUPPLIERS WITHIN SERVICE PLAN

The following townships, villages and cities exist in whole or in part with Livingston County and, therefore, the Service District created by this Plan:

TOWNSHIPS OF: Conway, Cohoctah, Deerfield, Tyrone, Handy, Howell, Oceola, Hartland, Iosco, Marion, Genoa, Brighton, Unadilla, Putnam, Hamburg, and Green Oak.

VILLAGES OF: Fowlerville and Pinckney

CITIES OF: Howell and Brighton

The following service suppliers as that term is used in the Act, operate within the Service District, using the following wire centers or operating in the following geographic area and charging the following rates:

| <u>Service Provider</u> | <u>Wire Center or Geographic Coverage</u> | <u>Highest Monthly Rate</u> |
|--------------------------------|--|------------------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

APPENDIX #4

PSAP, PUBLIC SERVICE AGENCIES, AND DISPATCH METHODS

Livingston County 911 Central Dispatch PSAP

LAW ENFORCEMENT AGENCIES:

Agency Name: Michigan State Police & DNR – Brighton Post

Address: 4337 Buno Rd., Brighton, MI 48114

Business Line: 810-227-1051

Dispatch Method: 800 MHz Radio

Jurisdiction: Livingston County

Agency Name: Livingston County Sheriff

Address: 150 S. Highlander Way, Howell, MI 48843

Business Line: 517-546-2440

Dispatch Method: 800 MHz Radio

Jurisdiction: Livingston County

Agency Name: Hamburg Township Police Department

Address: 10409 Merrill Rd., Hamburg, MI 48139

Business Line: 810-231-9391

Dispatch Method: 800 MHz Radio

Jurisdiction: Hamburg Township

Agency Name: Green Oak Township Police Department

Address: 9400 Whitmore Lake Rd., Brighton, MI 48116

Business Line: 810-231-9626

Dispatch Method: 800 MHz Radio

Jurisdiction: Green Oak Township

Agency Name: Unadilla Township Police Department

Address: 126 Webb St, Gregory, MI 48137

Business Line: 734-498-2325

Dispatch Method: 800 MHz Radio

Jurisdiction: Unadilla Township

Agency Name: Howell Police Department
Address: 611 E. Grand River Ave. #201, Howell, MI 48843
Business Line: 517-546-1330
Dispatch Method: 800 MHz
Jurisdiction: City of Howell

Agency Name: Brighton City Police Department
Address: 440 S. 3rd St, Brighton, MI 48116
Business Line: 810-227-2700
Dispatch Method: 800 MHz Radio
Jurisdiction: City of Brighton

Agency Name: Fowlerville Village Police Department
Address: 213 S. Grand Ave, Fowlerville, MI 48836
Business Line: 517-223-8711
Dispatch Method: 800 MHz Radio
Jurisdiction: Village of Fowlerville

Agency Name: Pinckney Village Police Department
Address: 220 S. Howell St, Pinckney, MI 48169
Business Line: 734-878-3700
Dispatch Method: 800 MHz Radio
Jurisdiction: Village of Pinckney

FIRE DEPARTMENTS:

Agency Name: Hamburg Township Fire Department (Including all sub-stations)
Main Address: 3666 M-36, Pinckney, MI 48169
Business Line: 810-222-1100
Dispatch Method: VHF Simulcast/800 MHz
Jurisdiction: Hamburg Township

Agency Name: Howell Area Fire Department (Including all sub-stations)
Main Address: 1211 W. Grand River Ave, Howell, MI 48843
Business Line: 517-546-0560
Dispatch Method: VHF Simulcast/800 MHz
Jurisdiction: Cohoctah Twp., Howell Twp., Marion Twp., Oceola Twp., Howell City

Agency Name: Brighton Area Fire Authority (Including all sub-stations)

Main Address: 615 W. Grand River Ave, Brighton, MI 48116

Business Line: 810-229-6640

Dispatch Method: VHF Simulcast/800 MHz

Jurisdiction: Genoa Twp., Brighton Twp., Brighton City

Agency Name: Fowlerville Area Fire Department (Including all sub-stations)

Main Address: 200 N. Grand St, Fowlerville, MI 48836

Business Line: 517-223-8561

Dispatch Method: VHF Simulcast/800 MHz

Jurisdiction: Conway Twp., Handy Twp., Iosco Twp., Village of Fowlerville

Agency Name: Putnam Township Fire Department (Including all sub-stations)

Main Address: 3250 W. M 36, Pinckney, MI 48169

Business Line: 734-878-6788

Dispatch Method: VHF Simulcast/800 MHz

Jurisdiction: Putnam Twp.

Agency Name: Hartland Deerfield Fire Authority (Including all sub-stations)

Main Address: 3205 Hartland Rd., Hartland, MI 48353

Business Line: 810-632-7676

Dispatch Method: VHF Simulcast/800 MHz

Jurisdiction: Hartland Twp., Deerfield Twp., Southern half of Tyrone Twp.

Agency Name: Unadilla Township Fire Department (Including all sub-stations)

Main Address: 116 Main St, Gregory, MI 48137

Business Line: 734-498-2551

Dispatch Method: VHF Simulcast/800 MHz

Jurisdiction: Unadilla Twp.

Agency Name: Green Oak Charter Township Fire Department (Including all sub-stations)

Main Address: 9384 Whitmore Lake Rd, Brighton, MI 48116

Business Line: 810-231-3663

Dispatch Method: VHF Simulcast/800 MHz

Jurisdiction: Green Oak Twp.

Agency Name: Fenton Township Fire Department
Main Address: 2191 Bowles St, Fenton, MI 48430
Business Line: 810-629-1911
Dispatch Method: Call to Genesee County Central Dispatch
Jurisdiction: North-west portion of Tyrone Twp.

Agency Name: Fenton Fire Department
Main Address: 205 E. Caroline St, Fenton, MI 48430
Business Line: 810-629-2242
Dispatch Method: Call to Fenton City Dispatch
Jurisdiction: North-east portion of Tyrone Twp.

AMBULANCE AGENCIES:

Agency Name: Livingston County EMS (Including all sub-stations)
Main Address: 1911 Tooley Rd., Howell MI 48855
Business Line: 517-546-6220
Dispatch Method: VHF Simulcast/800 MHz Radio
Jurisdiction: Livingston County

Agency Name: Huron Valley Ambulance
Main Address: 1200 State Circle, Ann Arbor, MI 48108
Business Line: 734-994-4111
Dispatch Method: Call to Huron Valley Ambulance Dispatch
Jurisdiction: Mutual Aid to South-east portion of Green Oak Twp.

Agency Name: Stockbridge Area Ambulance
Main Address: 109 S. Center St, Stockbridge, MI 49285
Business Line: 517-851-7943
Dispatch Method: Call to Ingham County 911 Central Dispatch
Jurisdiction: Mutual Aid to Unadilla Twp.

APPENDIX #4 Cont.

PSAP

LAW ENFORCEMENT AGENCIES:

Agency Name:

Address:

Business Line:

Dispatch Method:

Jurisdiction:

FIRE DEPARTMENTS:

Agency Name:

Address:

Business Line:

Dispatch Methods:

Jurisdiction:

AMBULANCE AGENCIES:

Agency Name:

Address:

Business Line:

Dispatch Methods:

Jurisdiction:

MISCELLANEOUS AGENCIES:

Agency Name:

Address:

Business Line:

Dispatch Methods:

Jurisdiction:

RESOLUTION

NO: 2020-02-038

LIVINGSTON COUNTY

DATE: February 10, 2020

Resolution Amending Resolution 2020-01-016 Authorizing Approval for the Revised Tentative Livingston County E911 Service Plan – Central Dispatch

WHEREAS, Livingston County Central Dispatch, as a county-governed department operating as a 911 emergency dispatch center, is required per Michigan Public Act 32 of 1986 MCL §484.11101 et seq, as amended (the “Act”), to establish an Enhanced 911 (E911) Service Plan with the purpose of managing 911 technologies and facilitating the needs for the E911 system as technology evolves; and

WHEREAS, the current E911 Service Plan is in need of revising to accommodate several changes in the technology of E911, operations, as well as updating current phone service providers, incorporation of applicable existing amendments and establishing appendices where appropriate; and

WHEREAS, the revised Tentative E911 Service Plan has been approved by the County Administrator as well as the county legal consultants Cohl, Stoker & Toskey, P.C.; and

WHEREAS, as part of the required process for establishing the revised E911 Service Plan per the Act, it is necessary for the Livingston County Board of Commissioners to approve and adopt the revised Tentative E911 Service Plan creating a Service District to proceed with the county plan adoption; and

WHEREAS, the Act requires the resolution to include a date, time and place for a public hearing to be held on a final Plan not less than 90 days after the date of adoption of the resolution, and such hearing will be held on April 27, 2020 at 7:30 PM at 304 E Grand River, Howell MI 48843; and

WHEREAS, Livingston County 911 Central Dispatch (“Central Dispatch”) will be the primary PSAP for the County, unless another public agency submits a Notice of Intent to function as a PSAP (see Appendix #1 of Tentative E911 Service Plan); and

WHEREAS, the Act requires the County Board to adopt the Tentative Plan as the Final Plan by resolution after the public hearing has been held, except as modified by exclusions and notices, as identified in the E911 Service Plan, and the Final Plan will be adopted at a Livingston County Board of Commissioners meeting at a later date to be determined.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves and adopts the revised Tentative E911 Service Plan as presented, establishing that Livingston County 911 Central Dispatch (“Central Dispatch”) will be the primary PSAP for the County, and authorizes the process to move forward to a public hearing for approval to be held on April 27, 2020 at 7:30 PM at 304 E. Grand River, Howell, MI 48843, and posted per the established requirements listed in the E911 Service Plan.

BE IT FURTHER RESOLVED that the Chair of the Livingston County Board of Commissioners is hereby authorized to sign any and all documents required for this project after review by legal counsel.

| | # | # | # |
|-----------|-------------|---|---|
| MOVED: | K. Lawrence | | |
| SECONDED: | D. Dolan | | |
| CARRIED: | 9-0-0 | | |

PROJECT AGREEMENT

JOB NUMBER: _____

This Agreement made and entered into this _____ day of _____, 2020 by and between the TOWNSHIP of GENOA, Livingston County, Michigan, hereinafter referred to as "TOWNSHIP" and the BOARD OF COUNTY ROAD COMMISSIONERS OF THE COUNTY OF LIVINGSTON, hereinafter referred to as "ROAD COMMISSION."

WITNESSETH

The Township has selected the following road to be improved as described below:

**DILLON STREET SEWER STORM IMPROVEMENTS
(BRIGHTON STREET TO STATE STREET)
APPROXIMATELY 0.1 MILES,
DRAINAGE IMPROVEMENTS AND ROAD IMPROVEMENTS, TETRA TECH PLANS,
ALTOGETHER WITH THE NECESSARY RELATED WORK**

The parties agree as follows:

1. The Engineer's Opinion of Probable Cost is \$198,000. The Township shall pay the Road Commission 50% of the cost of the project not to exceed: \$99,000. The remaining balance of will be paid by the Livingston County Road Commission.
 - A. The balance shall be paid promptly as invoiced.
 - B. The Road Commission shall furnish the Township with a final breakdown of its actual expenses upon completion of the project.
 - C. The Township will not withhold payments because of any set-off, counterclaim, or any other claim which it may have against the Road Commission arising out of this or any other matter. If there is a dispute over the balance due upon completion, the Township will pay the amount claimed by the Road Commission, and such payment shall not be a waiver by the Township of any claims it may have arising from this contract and the completion of the project.
2. All work shall be performed in a good workmanlike manner and in accordance with plans and specifications adopted by the Road Commission.
3. The Road Commission shall hold the Township harmless from any liability arising from the work performed pursuant to this contract.
4. The work will be completed within the current contract year, unless the parties otherwise so agree.
5. In the event the project cannot be completed due to circumstances beyond the control of the Road Commission, and through no fault of the Road Commission, the contract price for later completion will be subject to renegotiation.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the date and year first above written.

TOWNSHIP OF GENOA

BY: _____
BILL ROGERS, SUPERVISOR

PAULETTE A. SKOLARUS, CLERK

**BOARD OF COUNTY ROAD COMMISSIONERS
OF THE COUNTY OF LIVINGSTON**

BY: _____
STEVEN J. WASYLK, MANAGING DIRECTOR

TERRY PALMER, ACCOUNTING SUPERVISOR

PROJECT AGREEMENT

JOB NUMBER: _____

This Agreement made and entered into this _____ day of _____, 2020 by and between the TOWNSHIP of GENOA, Livingston County, Michigan, hereinafter referred to as "TOWNSHIP" and the BOARD OF COUNTY ROAD COMMISSIONERS OF THE COUNTY OF LIVINGSTON, hereinafter referred to as "ROAD COMMISSION."

WITNESSETH

The Township has selected the following road to be improved as described below:

**CHILSON ROAD
(BRIGHTON ROAD TO LATSON ROAD)
APPROXIMATELY 1.1 MILES,
MILL THE EXISTING PAVEMENT AND
GRADE BACK THE EXISTING GRAVEL SHOULDER 1.0 FT ON EACH SIDE
TO PROVIDE FOR A 1.0 FT PAVED SHOULDER,
PLACE 4.0 INCHES OF NEW ASPHALT IN TWO LIFTS 24 FT WIDE
TO ACCOMMODATE A 1.0 FT PAVED SHOULDER,
HOT MIX ASPHALT WILL BE FEATHERED INTO EXISTING DRIVES,
AGGREGATE SHOULDERS PLACED AS NEEDED
TO SUPPORT THE NEW HOT MIX ASPHALT PAVEMENT,
ALTOGETHER WITH THE NECESSARY RELATED WORK**

The parties agree as follows:

1. The Engineer's Opinion of Probable Cost is \$365,000. The Township shall pay the Road Commission 50% of the cost of the project not to exceed: \$182,500. The remaining balance of will be paid by the Livingston County Road Commission.
 - A. The balance shall be paid promptly as invoiced.
 - B. The Road Commission shall furnish the Township with a final breakdown of its actual expenses upon completion of the project.
 - C. The Township will not withhold payments because of any set-off, counterclaim, or any other claim which it may have against the Road Commission arising out of this or any other matter. If there is a dispute over the balance due upon completion, the Township will pay the amount claimed by the Road Commission, and such payment shall not be a waiver by the Township of any claims it may have arising from this contract and the completion of the project.
2. All work shall be performed in a good workmanlike manner and in accordance with plans and specifications adopted by the Road Commission.
3. The Road Commission shall hold the Township harmless from any liability arising from the work performed pursuant to this contract.
4. The work will be completed within the current contract year, unless the parties otherwise so agree.

5. In the event the project cannot be completed due to circumstances beyond the control of the Road Commission, and through no fault of the Road Commission, the contract price for later completion will be subject to renegotiation.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the date and year first above written.

TOWNSHIP OF GENOA

BY: _____
BILL ROGERS, SUPERVISOR

PAULETTE A. SKOLARUS, CLERK

BOARD OF COUNTY ROAD COMMISSIONERS
OF THE COUNTY OF LIVINGSTON

BY: _____
STEVEN J. WASYLK, MANAGING DIRECTOR

TERRY PALMER, ACCOUNTING SUPERVISOR

PROJECT AGREEMENT

JOB NUMBER: _____

This Agreement made and entered into this _____ day of _____, 2020 by and between the TOWNSHIP of GENOA, Livingston County, Michigan, hereinafter referred to as "TOWNSHIP" and the BOARD OF COUNTY ROAD COMMISSIONERS OF THE COUNTY OF LIVINGSTON, hereinafter referred to as "ROAD COMMISSION."

WITNESSETH

The Township has selected the following road to be improved as described below:

**DORR ROAD
(I-96 OVERPASS TO GRAND RIVER AVENUE)
APPROXIMATELY 0.75 MILES,
MILL THE EXISTING PAVEMENT AND GRADE BACK THE EXISTING
GRAVEL SHOULDER 1 FT ON EACH SIDE TO PROVIDE FOR A 1 FT PAVED SHOULDER,
PLACE 4.0 INCHES OF NEW ASPHALT IN TWO LIFTS 24 FT WIDE TO
ACCOMMODATE A 1 FT PAVED SHOULDER, THE HOT MIX ASPHALT WILL BE FEATHERED
INTO EXISTING DRIVES, AGGREGATE SHOULDERS WILL BE PLACED
AS NEEDED TO SUPPORT THE NEW HOT MIX ASPHALT PAVEMENT,
ALTOGETHER WITH THE NECESSARY RELATED WORK**

The parties agree as follows:

1. The Engineer's Opinion of Probable Cost is \$245,000. The Township shall pay the Road Commission 50% of the cost of the project not to exceed: \$122,500. The remaining balance of will be paid by the Livingston County Road Commission.
 - A. The balance shall be paid promptly as invoiced.
 - B. The Road Commission shall furnish the Township with a final breakdown of its actual expenses upon completion of the project.
 - C. The Township will not withhold payments because of any set-off, counterclaim, or any other claim which it may have against the Road Commission arising out of this or any other matter. If there is a dispute over the balance due upon completion, the Township will pay the amount claimed by the Road Commission, and such payment shall not be a waiver by the Township of any claims it may have arising from this contract and the completion of the project.
2. All work shall be performed in a good workmanlike manner and in accordance with plans and specifications adopted by the Road Commission.
3. The Road Commission shall hold the Township harmless from any liability arising from the work performed pursuant to this contract.
4. The work will be completed within the current contract year, unless the parties otherwise so agree.

5. In the event the project cannot be completed due to circumstances beyond the control of the Road Commission, and through no fault of the Road Commission, the contract price for later completion will be subject to renegotiation.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the date and year first above written.

TOWNSHIP OF GENOA

BY: _____
BILL ROGERS, SUPERVISOR

PAULETTE A. SKOLARUS, CLERK

BOARD OF COUNTY ROAD COMMISSIONERS
OF THE COUNTY OF LIVINGSTON

BY: _____
STEVEN J. WASYLK, MANAGING DIRECTOR

TERRY PALMER, ACCOUNTING SUPERVISOR

Board Correspondence

To Board 4/20/20



March 19, 2020

Ms. Polly Skolarus, Clerk
Township of Genoa
2911 Dorr Rd.
Brighton, MI 48116

Re: Continuation of Communications Services During COVID-19 National Emergency

Dear Ms. Skolarus:

As communities and households continue to grapple with the COVID-19 pandemic and the Declaration of National Emergency, first and foremost, the health and safety of our customers, employees, and communities is our top priority and concern. Comcast will continue to ensure that our communications facilities and services are operating and maintained during this period of National Emergency. These steps may include deploying technicians and other employees, fueling vehicles and other equipment, and maintaining fulfillment and customer service centers, in order to operate, access, repair, or construct such facilities to prevent loss of service or to restore service.

Please feel free to contact me at 734-359-2308 if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Kyle V. Mazurek".

Kyle V. Mazurek
Manager of External Affairs
Comcast, Heartland Region
41112 Concept Drive
Plymouth, MI 48170

To Board 4/20/20



March 19, 2020

Re: Postponement of Cartoon Network Moving to Digital Preferred Package

Dear Local Official:

We are committed to keeping you and our customers informed about changes to Xfinity TV services. Given recent events impacting our customers and our community, the scheduled move of Cartoon Network to the Digital Preferred or Preferred package on May 5, 2020 has been deferred. We will notify customers further before making any changes to the packaging of Cartoon Network.

Please feel free to contact me at Comcast_Heartland@cable.comcast.com if you have any questions.

Sincerely,

A handwritten signature in blue ink that reads "John P. Gardner".

John P. Gardner
Director, External Affairs
Comcast, Heartland Region
1401 E. Miller Rd.
Lansing, MI 48911

Mike Archinal

From: mike@genoa.org
Sent: Tuesday, March 31, 2020 8:09 PM
To: Mike Archinal
Subject: Re: Trash Pickup

Oh my gosh Mike. I can't believe you drove by. Thank you for taking this so seriously. That's really impressive and appreciated!

So initially, we had a ton of boxes. At least 20+ (and you nailed it, way too much Amazon-ing). I broke all of them down and neatly placed them inside one large box. Usually recycling takes that. When my Wife called, the gal she spoke with said, they will only touch garbage cans or bags. So, then, per the information she was given...I broke down the cardboard further and put it in 2 garbage bags. That's why that was out there.

They guys did come back through today as they said they would and kept their word. I was shocked. Usually they don't come back when they say they will. I don't know if you had something to do with that, so if you did, THANK YOU!

Also, I think they're on the same page now to collect all 4 of our cans, instead of the two. So hopefully we're good to go! I'll circle back if there's any majorly reoccurring problems.

Thank you SO much for all of your time, effort and help with this. It really means a lot, And says a lot about the Twp and their level of concern and service to residents!

Mike

Michael [REDACTED]

 Please consider the environment before printing this e-mail

This electronic mail message and any attachments contain information that (a) is or may be LEGALLY PRIVILEGED, CONFIDENTIAL, PROPRIETARY IN NATURE OR OTHERWISE PROTECTED BY LAW FROM DISCLOSURE, and (b) is intended only for the use of the Addressee(s) named herein. If you are not the intended recipient, an addressee, you are hereby notified that reading, using, copying, or distributing any part of this message or any information transmitted herewith is strictly prohibited. If you have received this electronic mail message in error, please contact us immediately and take the steps necessary to delete the message completely from your computer system.

On Mar 31, 2020, at 4:39 PM, Mike Archinal <Mike@genoa.org> wrote:

Mike,

You are welcome. I spoke with Advanced and they will continue to work on this. I did drive by and I noticed that you had a couple of large black bags next to the bins. In light of Covid-19 we are trying to keep the drivers healthy and in their vehicles. They accomplish this by using automated pick-up with mechanical arms that pick up the carts. Please make sure all trash is in the carts. We will work on making sure that the carts you pay for get picked up.

In general we are seeing a spike to refuse generation. This is probably due to people with time on their hands cleaning out the basement or attic. We really need to keep the drivers working. Thank you for your patience and cooperation. Please let me know if you have any more issues.

You are not alone. I don't to order a lot on-line but I seem to have a lot of Amazon boxes coming to my house too!

Stay Healthy,

Michael C. Archinal, AICP MPA
Manager
Genoa Charter Township
810.227.5225
mike@genoa.org
<image001.png>

From: mike@genoa.org [mailto:mike@genoa.org]
Sent: Tuesday, March 31, 2020 3:30 PM
To: Mike Archinal
Subject: Re: Trash Pickup

Thank you so much Mike.

You're right, we do produce a lot of trash compared to the rest of our neighbors here. We have 3 kids and my Wife has a shopping addiction :)

I found a few private companies willing to service us directly for a relatively reasonable cost. Also, I checked with our HOA. The President said there's no issues with a private garage company. He laughed and said they'd rather have another garbage truck come through the neighborhood, then have our trash sitting out there.

I think the problem that's occurring is because we pay extra, to have 4 containers removed with Advanced Disposable. But, the guys on the truck don't understand that, so they only feel obligated to take one or two.

My Wife called yesterday to try and work it out with them. They said they'd come out today to grab the trash they didn't pickup last week and will work harder to make sure they're taking the 4 carts we're paying for. So we'll see.

Thanks again for your time and please be well!
Mike

[REDACTED]

[REDACTED] 75

 Please consider the environment before printing this e-mail

This electronic mail message and any attachments contain information that (a) is or may be LEGALLY PRIVILEGED, CONFIDENTIAL, PROPRIETARY IN NATURE, OR OTHERWISE PROTECTED BY LAW FROM DISCLOSURE, and (b) is intended only for the use of the Address(es) named herein. If you are not the intended recipient, an addressee, you are hereby notified that reading, using, copying, or distributing any part of this message or any information transmitted herewith is strictly prohibited. If you have received this electronic mail message in error, please contact us immediately and take the steps necessary to delete the message completely from your computer system.

On Mar 31, 2020, at 11:20 AM, Mike Archinal <Mike@genoa.org> wrote:

Mike,

I am sorry that you are frustrated with the refuse/recycling service. Generally our experience with Advanced Disposal has been good. The program serves 8,000 households with an average household size of approximately 2.2. One size does not always fit all. The bins are too big for single senior households and do not provide enough volume for very large households. I am not aware of any municipal contracts that pick-up more frequently than weekly. It sounds like your home generates quite a bit of refuse. There are other refuse haulers in the area that some residents utilize to append the service provided by the Township. I would be concerned with how a separate hauler would be perceived by your HOA. Additionally, one of the primary reasons for single hauler contracts is to keep overweight garbage trucks off of subdivision roads as much as possible.

I suggest we try to work through your issues with Advanced first. I will forward your complaint to Advanced Disposal's District Manager. He has a history of very good follow up with customers.

Please do not hesitate to contact me if your situation does not improve.

Michael C. Archinal, AICP MPA
Manager
Genoa Charter Township
810.227.5225
mike@genoa.org
<image001.png>

From: Adam VanTassell
Sent: Monday, March 30, 2020 11:50 AM
To: Mike Archinal
Subject: Fwd: Trash Pickup

Begin forwarded message:

From: Mike [REDACTED]
Date: Mar 28, 2020 at 6:07 AM
To: info <info@genoa.org>
Subject: Trash Pickup

Hey Guys,
Our address is [REDACTED] Brighton MI 48116.

We need to figure out a private solution for our trash. The company you guys use is terrrrrrible! We pay extra for them to pick up 4 containers. Usually they only pickup two cans, then we have 2 cans at the curb all week. Our HOA and neighbors are getting upset.

Sometimes, the company you use doesn't even show up or skips our house. They dump trash all over the place and we're always left with garbage they don't take. Long story short, they can't service our needs and we need another solution.

Our other home is in NY and they pickup every other day and take whatever you put out there, so it's hard to deal with these problems when we're here. Especially when pickup is only once per week, then they only take half of the garbage, at best. Clearly these guys don't care.

Can you recommend another servicer we can use? We're desperate and willing to pay (even more) out of pocket. We just need our garbage picked up!

Any insight is appreciated. Thanks.
md

[REDACTED]


 Please consider the environment before printing this e-mail

This electronic mail message and any attachments contain information that (a) is or may be LEGALLY PRIVILEGED, CONFIDENTIAL, PROPRIETARY IN NATURE, OR OTHERWISE PROTECTED BY LAW FROM DISCLOSURE, and (b) is intended only for the use of the Addressee(s) named herein. If you are not the intended recipient, an addressee, you are hereby notified that reading, using, copying, or distributing any part of this message or any information transmitted herewith is strictly prohibited. If you have received this electronic mail message in error, please contact us immediately and take the steps necessary to delete the message completely from your computer system.

MEMBER DISCUSSION

MEMORANDUM

TO: Township Board

FROM: Michael Archinal 

DATE: 4/15/2020

RE: Genoa Township Covid-19 Response

This correspondence is intended to keep you apprised of the steps we have taken relative to the current pandemic. In addition to the virtual meeting we will experience together Monday night, we are doing our best to keep our primary services functioning. The essential public services we provide are elections water, sewer and refuse collection. Water and sewer services are covered under a separate memorandum from the Utility Director.

As of last week Advanced Disposal was down 8 drivers due to screening requirements and one positive Covid case. In order that we can maintain a baseline of service we have suspended large item pick-ups, curbside yard waste pick-up and the spring yard waste drop off at the Township Hall. Additionally drivers have been directed to remain in their trucks to avoid contact with potentially contaminate materials. If the material is not in a curb cart it should not be picked up.

In addition to the challenges of missing drivers we have seen a spike in refuse generation. With so many people stuck at home we are seeing a lot of garage and attic material we normally don't see. People are also eating more meals at home thereby creating more waste.

So far Advanced has done a great job for us. The routes are sometimes delayed and we have had a few missed pick-ups but overall we have been lucky. Advanced has committed to us that their municipal contracts take precedence over everything else. Hopefully as we get past peak staffing levels will go back to normal and we can return to full service.

We reduced the number of people physically located at the Township Hall to a bare minimum. In some cases staff is working opposite shifts to keep the place running. Staff members not in the office are required to work from home and be accessible by email and phone. So far we have not had any illnesses or positives. Staff is doing an awesome job in supporting our essential public services. With the shelter in place order and no new construction permitted, our workload in other regards has been significantly reduced.

One of the Governor's Executive Orders identifies lawn mowing and landscaping contractors as non-essential. We have a significant investment in our athletic fields. Turf, fertilizer, irrigation, lights, nets and field lining represent hundreds of thousands of dollars. As we move into lawn mowing season I am hopeful that the Governor will modify this order to allow for lawn mowing. If not we may have to get creative. We cannot afford to let the fields go fallow.


We have received guidance from several sources on how to comply with the federal directive on meeting size and the Open Meetings Act. I believe we are and will be compliant. We have done a test session on Zoom and everything worked well. Navigating the Board packet during the meeting may be a challenge. **If you would like me to drop off a hard copy please let me know.**

The E.O. requires that the public have the opportunity to listen to the meeting and make comment. I will be receiving emails and phone calls from a dedicated number real-time during the meeting. Zoom has been trolled several times lately. We do not want to allow open access with the potential for inappropriate comments or images. I will screen incoming public comment and read it into the record. The statutory public notice for the meeting will encourage the public to email their comments to me before the meeting.

We are living in interesting times. We are doing our best to deal with the issues as they arise. Our staff has done a tremendous job in continuing to provide service to our customers in the face of new challenges. I look forward to discussing this matter with you should you have any questions.

MEMORANDUM

TO: All Employees

FROM: Michael Archinal 

DATE: 3/25/2020

RE: Executive Order #2020-21

This memorandum is intended to describe the actions Genoa Charter Township is taking to comply with Governor Whitmer's Executive Order 2020-21 (copy attached). It shall also serve as an Administrative Directive to all employees.

A separate memorandum will identify Genoa Township employees as critical infrastructure workers.

Workers who are necessary to conduct minimum basic operations are those whose in-person presence is strictly necessary to allow the business or operation to maintain the value of inventory and equipment, ensure security, process transactions (including payroll and employee benefits), or facilitate the ability of other workers to work remotely.

Businesses and operations must determine which of their workers are necessary to conduct minimum basic operations and inform such workers of that designation.

Our goal is to maintain minimum physical staffing levels while still providing effective support for elections and critical infrastructure including municipal water treatment and distribution, wastewater treatment and collection and refuse collection.

ALL GENOA CHARTER TOWNSHIP EMPLOYEES WILL ADHERE TO THE FOLLOWING DIRECTIVES:

1. To avoid the further spread of Covid-19 all employees are expected to comply with the most current Covid-19 guidance found at <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>.
2. If an employee thinks they are sick they should refer to CDC guidance at <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>.
3. Employees required to be physically in the Township Hall will work alternating shifts to minimize contact.
4. Employees not physically in the Hall, except those on prior approved leave, will maintain email and telephone availability during normal business hours. They will also be expected to perform

normal work functions, inasmuch as they are able to do so remotely, as directed by their Department Head.

- 5. Interaction with customers, vendors, postal carriers and delivery persons shall be kept to a minimum. The front lobby has been separated from the rest of the office work area for a reason. All materials should be dropped off in the lobby and processed pursuant to CDC guidelines. Under no circumstance should anyone other than Genoa Township employees be allowed in the office work area during the duration of the Executive Order.**

- 6. In order to properly track the implementation of alternating shifts a "Covid-19" line item has been added to our timesheets. This line will be used for hours paid while not physically in the Township Hall.**

Elections, water, sewer and refuse collection are the essential functions we must continue to provide to our community. Your service is greatly appreciated. Please take care of yourselves. You are all very valuable. Thank you for your patience, expertise and flexibility as we move through these unprecedented times. Please direct any questions you may have regarding this information to my attention.



MEMO

TO: Honorable Members of the Genoa Charter Township Board
FROM: Greg Tatara, Utility Director
DATE: April 14, 2020
RE: Maintenance of Genoa Township Sewer and Water Utilities During Covid Pandemic

MANAGER REVIEW: 

.....

Despite the recent Covid -19 Pandemic, staff from the Utility Department are continuing to provide uninterrupted service to all customers in Genoa Township as well as our other customers in Marion, Howell, and Oceola Townships. From the beginning of this pandemic, we have been ahead of the curve in terms of taking proactive action to meet our goals of: 1) Protecting Our Employees to the Extent Possible; 2) Providing Operational Redundancy In the Event of an Infection, 3) Performing Necessary Routine Maintenance; 4) Performing All Corrective Maintenance, and 5) Meet All Michigan Department of Energy, Great Lakes and Environment (EGLE) compliance requirements. The following summary highlights the methods and how we are meeting these goals.

Protecting Employees & Redundancy

Our employees, from Administrative Personnel to Water and Waste Water Operators are working modified schedules with varying rotating weeks. This allows staff to complete all necessary tasks and maintenance while keeping staff out of contact should someone become infected or if additional help is needed. We have beefed up PPE requirements; however in working with waste water, we were pretty good at disease prevention as a standard practice. We have gone to daily cleaning of plants



Staff Installs New Pumps at Station 29 In Sunrise Park

and work surfaces, have employees working out of only one vehicle, no shared rides in vehicles, and reporting directly to job sites to reduce interaction.

Routine and Corrective Maintenance

With the Cycling of Employees and reduced staff we have met and completed all normal maintenance activities, including daily checks of all water system towers and booster stations, weekly checks and inspections of all lift stations performed daily lab analysis for the water and waste water treatment plants, performed all meter reading and billing on time, and completed all MISS DIG Utility Staking as normal.



Crews from ARS Complete Liner at PS-6 at Entrance to Sunrise Park

EGLE Compliance

Despite the quarantine and all State of Michigan Employees working from home, we have been given no leeway or extensions on any of our compliance deadlines. Within the last month of the Covid-19 quarantine, we have completed and submitted the:

- Monthly Report of Operations for the Oak Pointe and MHOG Water Systems;
- Annual cross connection and backflow reports for Oak Pointe and MHOG;
- Annual pumpage reports for Oak Pointe and MHOG;
- Additional monitoring requirements report for Oak Pointe WTP;
- Pollution prevention annual report for the G-O WWTP;
- High water vulnerability assessment for the G-O System;
- Additional Monitoring Requirements for VOCs, PNAs, Metals, and Total Toxicity for G-O WWTP Effluent;
- Annual Sampling and Permitting for Solid Waste Disposal;
- Compliance Monitoring Report and Discharge Monitoring Report for the G-O and Lake Edgewood WWTPs, respectively; and,
- Annual Industrial Waste and Residual Processing Report of the Genoa Oceola WWTP.



Conclusion

I am proud to be working with a staff that throughout this pandemic has met every requirement to provide a very important public health benefit to the residents they serve and the environment. They have worked with little complaint and have been happy to serve doing something they know is truly important to public health. I hope, in some way, water and sewer workers can be better recognized for their efforts as they are also first responders coming in contact with the public and provide essential sanitary needs to hospitals, medical facilities, grocery stores, and individual homes. However, I hope that this does not continue on much longer as with the reduced staff it is limiting our ability to perform preventative maintenance. We have many projects waiting such as manhole inspections, valves exercising, hydrant flushing, painting and air release inspections, just to name a few. With the temperatures we usually get in May, this is a great time to kick off these projects.

For our customers, it may be worth evaluating the possibility of waiving the 10% late fees for bills due during this time when so many people are unemployed.