

**MONROE CHARTER TOWNSHIP  
MONROE COUNTY, MICHIGAN  
Regular Meeting Minutes  
January 16, 2024  
7:00 p.m**

**CALL TO ORDER**

A meeting of the Monroe Charter Township Board was called to order by Supervisor Alan Barron at 7:00 p.m. on Tuesday, January 16, 2024 from the Monroe Charter Township Hall, 4925 East Dunbar Road, Monroe County, Michigan.

**ROLL CALL**

**Present:** Supervisor Barron, Clerk Smith, Treasurer Barton, Trustee's Raymo, Manor and Howe.

**Excused:** Trustee Janssens

**Others Present:** Attorney McCormick, Attorney Lucas, Chief Cherney and nine (9) audience members.

**INVOCATION/PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES (Regular Meeting Minutes of December 19, 2023).**

**Motion #1.** Motion by Manor, supported by Howe to Approve the Regular Meeting minutes of December 19, 2023, as presented.

Roll call vote: Manor yes, Howe yes, Barton yes, Smith yes, Raymo yes, Barron yes. **Motion carried.**

**APPROVE PAYMENT OF BILLS/INVOICES**

**Motion #2.** Motion by Raymo, supported by Howe to approve the payment of bills/invoices as listed by the Clerk.

Roll call vote: Raymo yes, Howe yes, Manor yes, Smith yes, Barton yes, Barron yes. **Motion carried.**

**PLANNING COMMISSION REPORT**

**Motion #3.** Motion by Smith, supported by Howe to accept the Planning Commission Report, as presented.

Roll call vote: Smith yes, Howe yes, Raymo yes, Manor yes, Barton yes, Barron yes. **Motion carried.**

**FIRE DEPARTMENT REPORT**

**Motion #4.** Motion by Raymo, supported by Smith to accept and place on file the Fire Department Report for the month of December 2023, as presented.

Roll call vote: Raymo yes, Smith yes, Manor yes, Barton yes, Howe yes, Barron yes. **Motion carried.**

**SHERIFF DEPARTMENT REPORT**

**Motion #5.** Motion by Manor, supported by Howe to accept and place on file the Sheriff Department Report for the month of December 2023, as presented.

Roll call vote: Manor yes, Howe yes, Raymo yes, Barton yes, Smith yes, Barron yes. **Motion carried.**

**MONROE CHARTER TOWNSHIP**

**REGULAR MEETING**

**MINUTES**

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**CONSENT AGENDA**

**Financial Reports:**

1. Clerk's 2023 Budget Summary Report, period ending December 31, 2023.
2. Treasurer's Monthly Statement of Bank Accounts & Investments, period ending December 31, 2023.

**General Reports:**

1. Supervisor.
2. Building Official.
3. Blight Report.
4. Zoning Enforcement Officer.

**Communications:**

1. Correspondence from Charter Communications dated December 28, 2023, Re: Upcoming Changes.

**Motion #6.** Motion by Barton, supported by Raymo to accept the Consent Agenda and place on file, as presented.

Roll call vote: Barton yes, Raymo yes, Smith yes, Howe yes, Manor yes, Barron yes. **Motion carried.**

**CLOSED SESSION**

**Move that the Township Board go into closed session pursuant to MCL 15.268(1)(e) which provides that a public body may go into closed session to "consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only if an open meeting would have a detrimental financial effect on the litigating or settlement position of the public body."**

**Motion #7.** Motion by Barton, supported by Smith to move that the Township Board go into closed session at 7:11 p.m. pursuant to MCL 15.268(1)(e) which provides that a public body may go into closed session to "consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only if an open meeting would have a detrimental financial effect on the litigating or settlement position of the public body."

Roll call vote: Barton yes, Smith yes, Howe yes, Raymo yes, Manor yes, Barron yes. **Motion carried.**

**RECONVENE OPEN SESSION**

**Motion #8.** Motion by Manor, supported by Smith to reconvene open session at 7:43 p.m., as presented.

Roll call vote: Manor yes, Smith yes, Barton yes, Raymo yes, Howe yes, Barron yes. **Motion carried.**

**RESOLUTIONS**

**Adopt Resolution #24-01, set Poverty Exemption Guidelines and to repeal Resolution #23-02.**

**Motion #9.** Motion by Howe, supported by Manor to adopt Resolution #24-01, set Poverty Exemption Guidelines and to repeal Resolution #23-02, as presented.

Roll call vote: Howe yes, Manor yes, Barton yes, Smith yes, Raymo yes, Barron yes. **Motion carried.**

**MONROE CHARTER TOWNSHIP**

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**RESOLUTIONS (Con't)**

**Adopt Resolution #24-02, 2023 General Fund Y/E Budget Amendment. Adopt Resolution #24-03, 2023 Special Revenue Fund Y/E Budget Amendment. Adopt Resolution #24-04, 2023 Capital Projects Fund Y/E Budget Amendment. Adopt Resolution #24-05, 2023 Debt Service Y/E Fund Budget Amendment.**

**Motion #10.** Motion by Smith, supported by Raymo to adopt Resolution #24-02, 2023 General Fund Y/E Budget Amendment. Adopt Resolution #24-03, 2023 Special Revenue Fund Y/E Budget Amendment. Adopt Resolution #24-04, 2023 Capital Projects Fund Y/E Budget Amendment. Adopt Resolution #24-05, 2023 Debt Service Y/E Fund Budget Amendment, as presented.

Roll call vote: Smith yes, Raymo yes, Manor yes, Howe yes, Barton yes, Barron yes. **Motion carried.**

**ORDINANCE**

**Waive the second reading to amend Zoning Ordinance 52-2010 and adopt text amendments to Article 11, Signs, to further regulate temporary signs, temporary outdoor special event signs, single-tenant pole signs, multi-tenant pole signs, multi-tenant ground monument signs and nonconforming signs, and to have published in the Monroe News and become effective 8 days after publication.**

**Motion #11.** Motion by Howe, supported by Smith to waive the second reading to amend Zoning Ordinance 52-2010 and adopt text amendments to Article 11, Signs, to further regulate temporary signs, temporary outdoor special event signs, single-tenant pole signs, multi-tenant pole signs, multi-tenant ground monument signs and nonconforming signs, and to have published in the Monroe News and become effective 8 days after publication, as presented.

Roll call vote: Howe yes, Smith yes, Raymo yes, Manor yes, Barton yes, Barron yes. **Motion carried.**

**NEW BUSINESS**

**Approve Sieb Plumbing to install a new Trane Rooftop Unit at Fire Station #1 for \$19,790.00 and authorize Supervisor and Clerk to sign contract.**

**Motion #12.** Motion by Barton, supported by Howe to approve Sieb Plumbing to install a new Trane Rooftop Unit at Fire Station #1 for \$19,790.00 and authorize Supervisor and Clerk to sign contract to be paid by the Fire Millage, as presented.

Roll call vote: Barton yes, Howe yes, Smith yes, Raymo no, Manor yes, Barron yes. **Motion carried.**

**Accept resignation of Ryan Philbeck from Planning Commission and Housing Advisory Board of Appeals, effective December 21, 2023.**

**Motion #13.** Motion by Manor, supported by Barton to accept resignation of Ryan Philbeck from Planning Commission and Housing Advisory Board of Appeals, effective December 21, 2023, as presented.

Roll call vote: Manor yes, Barton yes, Howe yes, Smith yes, Raymo yes, Barron yes. **Motion carried.**

**Appoint Bruce Kral to Planning Commission, effective January 17, 2024, to fill 3- year term of Ryan Philbeck, expiring 01-01-2026.**

**Motion #14.** Motion by Smith, supported by Howe to Appoint Bruce Kral to Planning Commission, effective January 17, 2024, to fill 3- year term of Ryan Philbeck, expiring 01-01-2026, as presented.

**MONROE CHARTER TOWNSHIP**

**REGULAR MEETING**

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**NEW BUSINESS (Con't)**

Roll call vote: Smith yes, Howe yes, Raymo yes, Manor yes, Barton yes, Barron yes. **Motion carried.**

**Appoint Florence Buchanan to Pedestrian/Bike/Trail Committee, 2-year term expiring 01-01-2026.**

**Motion #15.** Motion by Raymo, supported by Manor to appoint Florence Buchanan to Pedestrian/Bike/Trail Committee, 2-year term expiring 01-01-2026, as presented.

Roll call vote: Raymo yes, Manor yes, Howe yes, Barton yes, Smith yes, Barron yes. **Motion carried.**

**Appoint Lisa Sulfaro to Housing Advisory Board of Appeals to fill 2-year term of Ryan Philbeck, expiring 01-01-2026.**

**Motion #16.** Motion by Barton, supported by Smith to appoint Lisa Sulfaro to Housing Advisory Board of Appeals to fill 2-year term of Ryan Philbeck, expiring 01-01-2026, as presented.

Roll call vote: Barton yes, Smith yes, Manor yes, Raymo yes, Howe yes, Barron yes. **Motion carried.**

**Appoint Joy Maynard as Sexton, a 4-year term expiring 01-01-2029.**

**Motion #17.** Motion by Howe, supported by Smith to appoint Joy Maynard as Sexton, a 4-year term expiring 01-01-2029, as presented.

Roll call vote: Howe yes, Smith yes, Raymo yes, Manor yes, Barton yes, Barron yes. **Motion carried.**

**Approve membership dues to River Raisin Watershed Council for 2024 for \$100.00.**

**Motion #18.** Motion by Smith, supported by Barton to approve membership dues to River Raisin Watershed Council for 2024 for \$100.00, as presented.

Roll call vote: Smith yes, Barton yes, Howe yes, Raymo yes, Manor yes, Barron yes. **Motion carried.**

**Approve 1st quarter service agreement for \$750.00 to the Monroe County Business Alliance.**

**Motion #19.** Motion by Howe, supported by Manor to approve 1st quarter service agreement for \$750.00 to the Monroe County Business Alliance, as presented.

Roll call vote: Howe yes, Manor yes, Raymo yes, Barton yes, Smith yes, Barron yes. **Motion carried.**

**Accept and place on file Planning Commission 2023 Annual Report and 2024 Work Plan from McKenna.**

**Motion #20.** Motion by Smith, supported by Raymo to accept and place on file Planning Commission 2023 Annual Report and 2024 Work Plan from McKenna, as presented.

Roll call vote: Smith yes, Raymo yes, Manor yes, Howe yes, Barton yes, Barron yes. **Motion carried.**

**Authorize Supervisor and Clerk to sign contract with the Monroe County Road Commission for dust control at a cost of \$450.00.**

**Motion #21.** Motion by Smith, supported by Howe to Authorize Supervisor and Clerk to sign contract with the Monroe County Road Commission for dust control at a cost of \$450.00, as presented.

Roll call vote: Smith yes, Howe yes, Manor yes, Barton yes, Raymo yes, Barron yes. **Motion carried.**

**MONROE CHARTER TOWNSHIP**

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**NEW BUSINESS (Con't)**

**Authorize Supervisor and Clerk to sign contract with the Monroe County Road Commission for roadside mowing and approve Precision Irrigation as contractors, at a cost of \$11,175.00.**

**Motion #22.** Motion by Smith, supported by Barton to authorize Supervisor and Clerk to sign contract with the Monroe County Road Commission for roadside mowing and approve Precision Irrigation as contractors, at a cost of \$11,175.00, as presented.

Roll call vote: Smith yes, Barton yes, Raymo yes, Manor yes, Howe yes, Barron yes. **Motion carried.**

**Approve and authorize Supervisor and Clerk to sign the following 2024 Township Road Improvement contracts with the Monroe County Road Commission at a total cost of approximately \$802,104.00:**

<b>Southfield Village</b>	<b>No cost to Township</b>
<b>Albain Road; Township Line to US-24</b>	<b>\$382,410.00</b>
<b>Leedys Garden</b>	<b>\$288,280.00</b>
<b>N. Monroe Plats</b>	<b>\$1,777.00</b>
<b>Northwood Villa-Woodside</b>	<b>\$46,560.00</b>
<b>Southpointe Subdivision</b>	<b>\$5,501.00</b>
<b>Goutz Road; Woodchuck Creek to Albain Rd.</b>	<b>\$77,576.00</b>

**Motion #23.** Motion by Barton, supported by Smith to approve and authorize Supervisor and Clerk to sign the following 2024 Township Road Improvement contracts with the Monroe County Road Commission at a total cost of approximately \$802,104.00, as presented.

Roll call vote: Barton yes, Smith yes, Manor yes, Howe yes, Raymo yes, Barron yes. **Motion carried.**

**Authorize payment of \$9,082.83 to R & R Fire Truck Repair Inc. for repairs to Fire Truck #7. (millage funds)**

**Motion #24.** Motion by Manor, supported by Howe to authorize payment of \$9,082.83 to R & R Fire Truck Repair Inc. for repairs to Fire Truck #7 to be paid out of Fire Millage funds, as presented.

Roll call vote: Manor yes, Howe yes, Barton yes, Smith yes, Raymo yes, Barron yes. **Motion carried.**

**Authorize Supervisor and Clerk to sign 2024 Monroe Charter Township Firefighters Agreement. (Board authorized a 1-month extension)**

**Motion #25.** Motion by Smith, supported by Raymo to authorize Supervisor and Clerk to sign 2024 Monroe Charter Township Firefighters Agreement, as presented.

Roll call vote: Smith yes, Raymo yes, Howe yes, Manor yes, Barton yes, Barron yes. **Motion carried.**

**Authorize Supervisor and Clerk to sign the 2024 Agreement with Lake Erie Transit in the amount of \$32,494.27.**

**Motion #26.** Motion by Barton, supported by Smith authorize Supervisor and Clerk to sign the 2024 Agreement with Lake Erie Transit in the amount of \$32,494.27, as presented.

Roll call vote: Barton yes, Smith yes, Raymo yes, Manor yes, Howe yes, Barron yes. **Motion carried.**

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**PUBLIC COMMENTS**

There were no public comments.

**ADJOURNMENT**

**Motion #27.** Motion by Smith, supported by Raymo to adjourn the Regular Meeting at 7:57 p.m., as presented.

Roll call vote: Smith yes, Raymo yes, Manor yes, Barton yes Howe yes, Barron yes. **Motion carried.**



Christina Smith, Clerk  
Monroe Charter Township

Attested:



Alan Barron, Supervisor  
Monroe Charter Township