

**MONROE CHARTER TOWNSHIP
MONROE COUNTY, MICHIGAN
Regular Meeting Minutes
July 18, 2023
7:00 p.m**

CALL TO ORDER

A meeting of the Monroe Charter Township Board was called to order by Supervisor Alan Barron at 7:01 p.m. on Tuesday, July 18, 2023 from the Monroe Charter Township Hall, 4925 East Dunbar Road, Monroe County, Michigan.

ROLL CALL

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

Others Present: Chief Cherney, Attorney McCormick, Fiscal Officer Lisa Sulfaro and six (6) audience members.

INVOCATION/PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES (Regular Meeting Minutes of June 20, 2023).

Motion #1. Motion by Manor supported by Raymo to approve the minutes of the Regular Board Meeting of June 20, 2023, As presented.

Board Comment: Minutes missing from the board packet. Trustee Raymo read the minutes on the website.

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

Motion #2. Motion by Smith, supported by Barton to table the approval of the minutes of the Regular Board Meeting of June 20, 2023, as presented.

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

APPROVE PAYMENT OF BILLS/INVOICES

Motion #3. Motion by Howe, supported by Barton to approve the payment on bills/invoices as listed by the Clerk, as presented.

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

PLANNING COMMISSION REPORT

Motion #4. Motion by Howe, supported by Janssens to accept the Planning Commission Report, as presented.

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

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ZONING BOARD OF APPEALS REPORT

Motion #5. Motion by Manor, supported by Raymo to accept the Zoning Board of Appeals Report, as presented. **Motion carried.**

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

FIRE DEPARTMENT REPORT

Motion #6. Motion by Manor, supported by Howe to accept and place on file the Fire Department Report for the month of June 2023, as presented.

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

SHERIFF DEPARTMENT REPORT

Motion #7. Motion by Raymo, supported by Smith to accept and place on file the Sheriff Department Report for the month of June 2023, as presented.

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

CONSENT AGENDA

A. Financial Reports:

1. Clerk's 2023 Budget Summary Report, period ending June 30, 2023.
2. Treasurer's Monthly Statement of Bank Accounts & Investments, period ending June 30, 2023.

B. General Reports:

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

C. Communications:

1. Correspondence Charter Communications dated June 28, 2023; Re: Upcoming Changes.
2. Correspondence Charter Communications dated July 7, 2023; Re: Upcoming Changes.
3. Correspondence DIRECTV dated July 6, 2023; Re: Annual Video Report.

Motion #8. Motion by Janssens, supported by Manor to accept the Consent Agenda and place on file, as presented.

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

RESOLUTIONS

- A. Adopt Resolution #23-03, 2023 General Fund Budget Amendment #1.**
- B. Adopt Resolution #23-04, 2023 Special Revenue Fund Budget Amendment #1.**

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RESOLUTIONS (con't)

- C. Adopt Resolution #23-05, 2023 Capital Projects Fund Budget Amendment #1.**
- D. Adopt Resolution #23-06, 2023 Debt Services Fund Budget Amendment #1.**

Motion #9. Motion by Smith, supported by Howe to Adopt Resolution #23-03, 2023 General Fund Budget Amendment #1; Adopt Resolution #23-04, 2023 Special Revenue Fund Budget Amendment #1; Adopt Resolution #23-05, 2023 Capital Projects Fund Budget Amendment #1; Adopt Resolution #23-06, 2023 Debt Services Fund Budget Amendment #1, as presented.

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

ORDINANCES

Waive the first reading of proposed General Ordinance No. 156, Liquor License Ordinance Amendment (an amendment to Chapter 5, Article IV, Section 5-70, of the Monroe Charter Township Code of Ordinances), regarding the transfer of location of an existing liquor license for sale, service or allowing the consumption of alcoholic liquor on the premises; Transfer of ownership of an existing liquor license without a transfer of a location of such license, all to reference Liquor Licenses, and to have published in the Monroe News and brought back to the August 15, 2023, Regular Meeting of the Monroe Charter Township Board.

Motion #10. Motion by Barton, supported by Smith to waive the first reading of proposed General Ordinance No. 156, Liquor License Ordinance Amendment (an amendment to Chapter 5, Article IV, Section 5-70, of the Monroe Charter Township Code of Ordinances), regarding the transfer of location of an existing liquor license for sale, service or allowing the consumption of alcoholic liquor on the premises; Transfer of ownership of an existing liquor license without a transfer of a location of such license, all to reference Liquor Licenses, and to have published in the Monroe News and brought back to the August 15, 2023, Regular Meeting of the Monroe Charter Township Board, as presented.

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

NEW BUSINESS

Authorize payment of 3rd quarter 2023 service agreement to Monroe County Business Alliance in the amount of \$750.00.

Motion #11. Motion by Manor, supported by Janssens to authorize payment of 3rd quarter 2023 service agreement to Monroe County Business Alliance in the amount of \$750.00, as presented.

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

Authorize payment to Calkins Hehl Rafko for audit services, including preparation of the F-65 and qualifying statement in the amount of \$16,800.00.

Motion #12. Motion by Smith, supported by Barton to authorize payment to Calkins Hehl Rafko for audit services, including preparation of the F-65 and qualifying statement in the amount of \$16,800.00, as presented.

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NEW BUSINESS (con't)

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

Consider request of CW-MI-LAP-14500, LLC (Cannwork Labs) to extend the August 8, 2023 deadline to obtain a State of Michigan license for a marihuana processor at 14500 LaPlaisance Road, Unit B100 for an additional 6 months, or until February 8, 2024.

Motion #13. Motion by Manor, supported by Howe to consider request of CW-MI-LAP-14500, LLC (Cannwork Labs) to extend the August 8, 2023 deadline to obtain a State of Michigan license for a marihuana processor at 14500 LaPlaisance Road, Unit B100 for an additional 6 months, or until February 8, 2024, as presented.

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

Approve firefighters Nick Adrian, Jeremy Drouillard, Robert Origel and Brittney Panches to attend Medical First Responder Class at Luna Pier Fire Department beginning September 9, 2023, at a cost of \$650.00 per student.

Motion #14. Motion by Smith, supported by Manor to approve firefighters Nick Adrian, Jeremy Drouillard, Robert Origel and Brittney Panches to attend Medical First Responder Class at Luna Pier Fire Department beginning September 9, 2023, at a cost of \$650.00 per student, as presented.

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

Approve six (6) month medical leave of absence for Firefighter Chadd Johnson effective immediately.

Motion #15. Motion by Smith, supported by Howe to approve six (6) month medical leave of absence for Firefighter Chadd Johnson effective immediately, as presented.

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

Consider a Special Event to be held by Hempnotize on 8/18/2023, 8/19/2023 and 8/20/2023, between the hours of 7:00 a.m. – 8:00 p.m.

Motion #16. Motion by Howe, supported by Smith to consider a Special Event to be held by Hempnotize on 8/18/2023, 8/19/2023 and 8/20/2023, between the hours of 9:00 a.m. – 8:00 p.m., as presented.

BOARD COMMENTS

Trustee Howe recommended that all future event requests be submitted within the approved hours of our ordinance and that no further amendments be made during the Board Meetings for consideration for all Special Event applications.

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

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NEW BUSINESS (con't)

Approve Elected Officials salaries for 2024 and 2025, as recommended by the Salary Compensation Commission.

Motion #17. Motion by Manor, supported by Howe to approve Elected Officials salaries for 2024 and 2025, as recommended by the Salary Compensation Commission, as presented.

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

Consider using ARPA funds for bid from Penchura for additional unitary surfacing repairs at the Monroe Charter Township Park in the amount of \$1,750.00.

Motion #18. Motion by Howe, supported by Manor to consider using ARPA funds for bid from Penchura for additional unitary surfacing repairs at the Monroe Charter Township Park in the amount of \$1,750.00, as presented.

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

Approve Mannik & Smith to seek bids for foundation repairs for station #2.

Motion #19. Motion by Smith, supported by Raymo approve Mannik & Smith to seek bids for foundation repairs for station #2, as presented.

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

Open sealed bids to seal parking lots at the Township Hall and Fire Station #1.

Supervisor Barron opened two bids, one being from JB Seal Coating & Paving with a bid of \$11,670.00 for Fire Station #1 and \$11,200.00 for the Township Hall and the other bid from Paul & Company Seal Coating with a bid of \$9,413.00 for Fire Station #1 and \$10,688.00 for the Township Hall.

Motion #20. Motion by Barton, supported by Smith to accept the bids from Paul & Company Seal Coating for the Township Hall and Fire Station #1 contingent on reviews from the Building Official and Maintenance Supervisor; a valid certificate of insurance showing Monroe Charter Township as additional insured.

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

Consider an extension for Hempnotize Kitchen, LLC until the August 15, 2023 Regular Board Meeting to allow for the completion of the annual review process.

Motion #21. Motion by Barton, supported by Smith to consider an extension for Hempnotize Kitchen, LLC until the August 15, 2023 Regular Board Meeting to allow for the completion of the annual review process.

Trustee Raymo asked for clarification on what the motion is for. Clerk Smith advised that it's for an extension of the annual business license which expired on July 11, 2023 and the renewal request was received in the Clerk's office on July 12, 2023. Attorney McCormick clarified that ideally the applicant

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NEW BUSINESS (con't)

would have filed 30 days before expiration so that there is adequate time to review the application. The ordinance states within 30 days of expiration. The applicant delivered the application after business hours in our mailbox on the day that they were due so there is a question as to whether they were timely filed. Due to the lack of clarity in the ordinance it is recommended that a temporary extension of the license for one month until the staff can review the application to determine that they meet all the requirements for renewal to be considered at the next Township Board meeting.

There is also a question of the mailbox rule. The legal question that we have not yet determined is if it is a violation of law to put mail in a mailbox that contains proper postage that was not delivered by a postal worker. There has been a process change to clarify when the renewal applications are to be received.

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

BOARD COMMENTS

Trustee Raymo and Treasurer Barton requested the consideration of cancelling the County Recycling Program and Household Hazardous Waste days that are housed in the Nature Center parking lot be placed on the August 15, 2023 Board Meeting agenda.

Move that the Board of Trustees convene in closed session under Section 8(1)(h) of the Open Meetings Act, to consider material exempt from disclosure by state statute, section 13(1)(g) of the Freedom of Information Act, being a letter from its attorney dated July 13, 2023, for the reason that the letter is exempt from disclosure under State law due to the attorney-client privilege.

Motion #22. Motion by Smith, supported by Howe to move that the Board of Trustees convene in closed session under Section 8(1)(h) of the Open Meetings Act, to consider material exempt from disclosure by state statute, section 13(1)(g) of the Freedom of Information Act, being a letter from its attorney dated July 13, 2023, for the reason that the letter is exempt from disclosure under State law due to the attorney-client privilege at 7:41 p.m., as presented.

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

Motion to reconvene open session.

Motion #23. Motion by Raymo, supported by Smith to reconvene open session at 8:02 p.m., as presented.

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

Motion to direct Township Attorney to respond to the litigation as discussed in closed session.

Motion #24. Motion by Smith, supported by Barton to direct Township Attorney to respond to the litigation as discussed in closed session, as presented.

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

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PUBLIC COMMENTS

There were no public comments.

ADJOURNMENT

Motion #25. Motion by Smith, supported by Howe to adjourn the meeting at 8:03 p.m.

Roll call vote: Smith yes, Howe yes, Raymo yes, Barton yes, Janssens yes, Manor yes, Barron yes.

Motion carried.



Christina Smith, Clerk
Monroe Charter Township

Attested:



Alan Barron, Supervisor
Monroe Charter Township