**MONROE CHARTER TOWNSHIP**

**MONROE COUNTY, MICHIGAN**

**Regular Meeting Minutes**

**May 20, 2025**

**7:00 p.m.**

**CALL TO ORDER**

A meeting of the Monroe Charter Township Board was called to order by Supervisor John Manor at 7:00 p.m. on Tuesday, May 20, 2025 from the Monroe Charter Township Hall, 4925 East Dunbar Road, Monroe County, Michigan.

**ROLL CALL**

**Present:** Supervisor Manor, Clerk Smith, Trustees Shipman, Merkle, Raymo and Heck.

**Excused:** Treasurer Sulfaro

**Others Present:** Chief Cherney, Attorney McCormick and eighteen (18) audience members.

**INVOCATION/PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES (Regular Meeting Minutes of April 15, 2025).**

**Motion #1.** Motion by Raymo, supported by Shipman to approve the Regular Meeting Minutes of April 15, 2025, as presented.

Roll call vote: Raymo yes, Shipman yes, Heck yes, Merkle yes, Smith yes, Manor yes. **Motion carried.**

**APPROVE PAYMENT OF BILLS/INVOICES**

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

Roll call vote: Smith yes, Raymo yes, Heck yes, Merkle yes, Shipman yes, Manor yes. **Motion carried.**

**ZONING BOARD OF APPEALS REPORT**

**Motion #3.** Motion by Smith, supported by Raymo to accept the Zoning Board of Appeal Report, as presented.

Roll call vote: Smith yes, Raymo yes, Merkle yes, Shipman yes, Heck yes, Manor yes. **Motion carried.**

**FIRE DEPARTMENT/FIRE COMMITTEE REPORT**

**Motion #4.** Motion by Smith, supported by Heck to accept and place on file the Fire Department/Fire Committee Report for the month of April, as presented.

Roll call vote: Smith yes, Heck yes, Shipman yes, Raymo yes, Merkle yes, Manor yes. **Motion carried.**

**Swear in new certified Fire Fighter's Aidan Hutchison, Shaun Lawson and Elizabeth Wehner.**

**Motion #5.** Motion by Heck, supported by Raymo to approve swearing in new certified Fire Fighter's Aidan Hutchison, Shaun Lawson and Elizabeth Wehner, as presented.

Roll call vote: Heck yes, Raymo yes, Shipman yes, Merkle yes, Smith yes, Manor yes. **Motion carried.**

**MONROE CHARTER TOWNSHIP REGULAR MEETING**

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**SHERIFF OFFICE REPORT**

**Motion #6.** Motion by Smith, supported by Heck to accept and place on file the Sheriff Office Report for the month of April 2025, as presented.

Roll call vote: Smith yes, Heck yes, Merkle yes, Raymo yes, Shipman yes, Manor yes. **Motion carried.**

**CONSENT AGENDA**

**Financial Reports:**

1. Clerk's 2025 Budget Summary Report, period ending April 30, 2025.

2. Treasurer's Monthly Statement of Bank Accounts & Investments, period ending April 30,2025*.*

**General Reports:**

1. Supervisor.

2. Building Official.

3. Blight Report.

4. Zoning Enforcement Officer.

**Communications:**

1. Correspondence from Charter Communications dated April 22, 2025 Re: Upcoming Changes  2. Correspondence from Comcast dated April 30, 2025 Re: Drop of Fox Channels

**Motion #7.** Motion by Smith, supported by Heck to accept and place on file the Consent Agenda, as presented.

Roll call vote: Smith yes, Heck yes, Raymo yes, Merkle yes, Shipman yes, Manor yes. **Motion carried.**

**PROCLAMATION**

**Approve Proclamation #25-02, Proclaiming May as Motorcycle Awareness Month in Monroe Charter Township.**

**Motion #8.** Motion by Smith, supported by Shipman to approve Proclamation #25-02, Proclaiming May as Motorcycle Awareness Month in Monroe Charter Township, as presented.

Roll call vote: Smith yes, Shipman yes, Raymo yes, Merkle yes, Heck yes, Manor yes. **Motion carried.**

**NEW BUSINESS**

**Approve Firefighter Brittney Punches to perform fire hydrant maintenance.**

**Motion #9.** Motion by Heck, supported by Smith to approve Firefighter Brittney Punches to perform fire hydrant maintenance, as presented.

Roll call vote: Heck yes, Smith yes, Merkle yes, Shipman yes, Raymo yes, Manor yes. **Motion carried.**

**MONROE CHARTER TOWNSHIP REGULAR MEETING**

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**NEW BUSINESS (con’t)**

**Approve Firefighter Taylor Peters to start June 1, 2025.**

**Motion #10.** Motion by Smith, supported by Raymo to approve Firefighter Taylor Peters to start June 1, 2025, contingent on passing physical, as presented.

Roll call vote: Smith yes, Raymo yes, Shipman yes, Merkle yes, Heck yes, Manor yes. **Motion carried.**

**Consider approval for purchase of new winter coats for all 28 Firefighters at a total cost of $8,542.00. (Funding from General Fund-Fire Department Budget).**

**Motion #11.** Motion by Smith, supported by Heck to consider approval for purchase of new winter coats for all 28 Firefighters at a total cost of $8,542.00, as presented.

Roll call vote: Smith yes, Heck yes, Shipman yes, Merkle yes, Raymo yes, Manor yes. **Motion carried.**

**Consider approval for seven (7) Firefighters to attend the SE Michigan Expo on May 21, 2025, at a cost of $25.00 per Firefighter.**

**Motion #12.** Motion by Smith, supported by Heck to consider approval for seven (7) Firefighters to attend the SE Michigan Expo on May 21, 2025, at a cost of $25.00 per Firefighter, as presented.

Roll call vote: Smith yes, Heck yes, Merkle yes, Raymo yes, Shipman yes, Manor yes. **Motion carried.**

**Approve use of Nature Center for Carrington Villas Annual Homeowner's Association meeting on Tuesday, June 10, 2025, with fees being waived.**

**Motion #13.** Motion by Smith, supported by Shipman to approve use of Nature Center for Carrington Villas Annual Homeowner's Association meeting on Tuesday, June 10, 2025, with fees being waived, as presented.

Roll call vote: Smith yes, Shipman yes, Raymo yes, Heck yes, Merkle yes, Manor yes. **Motion carried.**

**Approve use of Nature Center for Meadowlands Condominiums Homeowner's Association meeting on Tuesday, June 24, 2025, with fees being waived.**

**Motion #14.** Motion by Heck, supported by Raymo to approve use of Nature Center for Meadowlands Condominiums Homeowner's Association meeting on Tuesday, June 24, 2025, with fees being waived, as presented.

Roll call vote: Heck yes, Raymo yes, Shipman yes, Merkle yes, Smith yes, Manor yes. **Motion carried.**

**Approve CampKids leaders, as recommended by Director Jill Wilson. (Program will begin June 16th).**

**Motion #15.** Motion by Smith, supported by Heck to approve CampKids leaders, as recommended by Director Jill Wilson, as presented.

Roll call vote: Smith yes, Heck yes, Merkle yes, Shipman yes, Raymo yes, Manor yes. **Motion carried.**

**Authorize Supervisor and Clerk to sign contract with Monroe County Road Commission for cross tile replacement on Shady Lane in the amount of $3,696.00.**

**MONROE CHARTER TOWNSHIP REGULAR MEETING**

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**NEW BUSINESS (con’t)**

**Motion #16.** Motion by Smith, supported by Shipman to authorize Supervisor and Clerk to sign contract with Monroe County Road Commission for cross tile replacement on Shady Lane in the amount of $3,696.00, as presented.

Roll call vote: Smith yes, Shipman yes, Raymo yes, Merkle yes, Heck yes, Manor yes. **Motion carried.**

**Approve agreement with Metzgers Printing for printing and mailing a newsletter to Township residents.**

**Motion #17.** Motion by Merkle, supported by Smith to approve agreement with Metzgers Printing for printing and mailing a newsletter to Township residents, as presented.

Roll call vote: Merkle yes, Smith yes, Shipman yes, Raymo yes, Heck yes, Manor yes. **Motion carried.**

**Approve payment to Park Place Technologies in the amount of $394.68 for back- up server warranty.**

**Motion #18.** Motion by Smith, supported by Merkle to approve payment to Park Place Technologies in the amount of $394.68 for back- up server warranty, as presented.

Roll call vote: Smith yes, Merkle yes, Heck yes, Raymo yes, Shipman yes, Manor yes. **Motion carried.**

**Approve purchase of new computers for the Township Hall Offices and the Township Fire Department from Kinzit Technologies in the amount of $27,221.39.**

**Motion #19.** Motion by Smith, supported by Heck to approve purchase of new computers for the Township Hall Offices and the Township Fire Department from Kinzit Technologies in the amount of $27,221.39, as presented.

Roll call vote: Smith yes, Heck yes, Raymo yes, Merkle yes, Shipman yes, Manor yes. **Motion carried.**

**Approve one (1) year contract with Kinzit Technologies at a cost of $57,024.00 for IT support at the Township Hall Offices and the Township Fire Department. (no change).**

**Motion #20.** Motion by Smith, supported by Heck to approve one (1) year contract with Kinzit Technologies at a cost of $57,024.00 for IT support at the Township Hall Offices and the Township Fire Department, as presented.

Roll call vote: Smith yes, Heck yes, Raymo yes, Shipman yes, Merkle yes, Manor yes. **Motion carried.**

**Approve Clerk to advertise in local publication to seek sealed bids for curbside yard waste pick-up.**

**Motion #21.** Motion by Smith, supported by Shipman to approve Clerk to advertise in local publication to seek sealed bids for curbside yard waste pick-up, as presented.

Roll call vote: Smith yes, Shipman yes, Merkle yes, Raymo yes, Heck yes, Manor yes. **Motion carried.**

**Accept and place on file Annual SLFRF Compliance Report.**

**Motion #22.** Motion by Smith, supported by Shipman to accept and place on file Annual SLFRF Compliance Report, as presented.

Roll call vote: Smith yes, Shipman yes, Raymo yes, Merkle yes, Heck yes, Manor yes. **Motion carried.**

**MONROE CHARTER TOWNSHIP REGULAR MEETING**

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**NEW BUSINESS (con’t)**

**Hilana, LLC renewal of marihuana business processor and adult use retailer licenses (Pure Cannabis Outlet) of 15311 S. Dixie Hwy (Property I.D. #5812-010- 342-10) from 6/6/25-6/6/26, contingent upon approval from Township Fire Inspector.**

**Motion #23.** Motion by Raymo, supported by Shipman to approve Hilana, LLC renewal of marihuana business processor and adult use retailer licenses (Pure Cannabis Outlet) of 15311 S. Dixie Hwy (Property I.D. #5812-010- 342-10) from 6/6/25-6/6/26, contingent upon approval from Township Fire Inspector, as presented.

Roll call vote: Raymo yes, Shipman yes, Merkle yes, Heck yes, Smith yes, Manor yes. **Motion carried.**

**Monroe Boat Club (1st & 2nd special events for 2025), 7932 Bolles Harbor Dr., (Property I.D. #5812-085-037-00) on 6/20/25 from 5 p.m. to 12 a.m. and on 6/21/25 from 12 p.m. to 12 a.m.**

**Motion #24.** Motion by Raymo, supported by Smith to approve Monroe Boat Club (1st & 2nd special events for 2025), 7932 Bolles Harbor Dr., (Property I.D. #5812-085-037-00) on 6/20/25 from 5 p.m. to 12 a.m. and on 6/21/25 from 12 p.m. to 12 a.m., as presented.

Roll call vote: Raymo yes, Smith yes, Heck yes, Merkle yes, Shipman yes, Manor yes. **Motion carried.**

**Dacut (4th special event for 2025), 14921 LaPlaisance Rd, (Property I.D. #5812- 020-500-01) on 6/7/25 from 9 a.m. to 8 p.m.**

**Motion #25.** Motion by Raymo, supported by Smith to approve Dacut (4th special event for 2025), 14921 LaPlaisance Rd, (Property I.D. #5812- 020-500-01) on 6/7/25 from 9 a.m. to 8 p.m., as presented.

Roll call vote: Raymo yes, Smith yes, Heck yes, Merkle yes, Shipman yes, Manor yes. **Motion carried.**

**Authorize Supervisor and Clerk to sign Municipal Separate Storm Sewer System (MS4) contract with Mannik Smith Group at a cost of $23,700.00.**

**Motion #26.** Motion by Smith, supported by Raymo to authorize Supervisor and Clerk to sign Municipal Separate Storm Sewer System (MS4) contract with Mannik Smith Group at a cost of $23,700.00, as presented.

Roll call vote: Smith yes, Raymo yes, Shipman yes, Merkle yes, Heck yes, Manor yes. **Motion carried.**

**Approve optional Annual Cardiac Calcium Score Test for all Firefighters at a cost of $562.00 per test.**

**Motion #27.** Motion by Smith, supported by Raymo to approve optional Annual Cardiac Calcium Score Test for all Firefighters at a cost of $562.00 per test, as presented.

Roll call vote: Smith yes, Raymo yes, Merkle yes, Shipman yes, Heck yes, Manor yes. **Motion carried.**

**Consider additional Cyber Security as recommended by Kinzit Technologies at an additional cost of $1,680.00 per month.**

**Motion #28.** Motion by Smith, supported by Heck to consider additional Cyber Security as recommended by Kinzit Technologies at an additional cost of $1,680.00 per month, as presented.

Roll call vote: Smith yes, Heck yes, Shipman yes, Raymo no, Merkle yes, Manor yes. **Motion carried.**

**MONROE CHARTER TOWNSHIP REGULAR MEETING**

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**CLOSED SESSION**

**Move that the Township Board and Zoning Enforcement Officer/Community Development Director 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 #29.** Motion by Smith, supported by Heck to move that the Township Board and Zoning Enforcement Officer/Community Development Director go into closed session at 7:42 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: Smith yes, Heck yes, Shipman yes, Merkle yes, Raymo yes, Manor yes. **Motion carried.**

**RECONVENE OPEN SESSION**

**Motion #30.** Motion by Merkle, supported by Shipman to reconvene open session at 8:24 p.m.

Roll call vote: Merkle yes, Shipman yes, Heck yes, Smith yes, Raymo yes, Manor yes. **Motion carried.**

**PUBLIC COMMENTS**

Public comments began at 8:24 p.m. and ended at 8:27 p.m.

There were two comments one was to notify the Board of mock disaster training for the fire cadets on Saturday, May 24 at 9:00 a.m. and an inquiry about construction on South Telegraph Road.

**ADJOURNMENT**

**Motion #31.** Motion by Smith, supported by Heck to adjourn the meeting at 8:28 p.m.

Roll call vote: Smith yes, Heck yes, Raymo yes, Shipman yes, Merkle yes, Manor yes. **Motion carried.**

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Christina Smith, Clerk

Attested: Monroe Charter Township

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John Manor, Supervisor

Monroe Charter Township