

**MONROE CHARTER TOWNSHIP  
MONROE COUNTY, MICHIGAN  
Regular Meeting Minutes  
February 19, 2013  
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, February 19, 2013, in the Monroe Charter Township Hall, 4925 East Dunbar Road, Monroe County, Michigan.

**ROLL CALL**

**Present:** Supervisor Barron, Clerk Schnurr, Treasurer Barton, Trustees Heck, Janssens, Pancone and Wilson.

**Others Present:** Attorney McCormick and six people in the audience.

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES (Regular Meeting of January 15, 2013).**

**Motion #1.** Motion by Wilson, supported by Janssens to approve the Regular Meeting Minutes of January 15, 2013, as presented.

Roll call vote: Wilson yes, Janssens yes, Barton yes, Heck yes, Pancone yes, Schnurr yes, Barron yes. **Motion carried.**

**APPROVE PAYMENT OF BILLS/INVOICES**

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

Roll call vote: Janssens yes, Wilson yes, Pancone yes, Heck yes, Barton yes, Schnurr yes, Barron yes. **Motion carried.**

**FIRE DEPARTMENT REPORT**

**Motion #3.** Motion by Heck, supported by Wilson to accept and place on file the Fire Department 2012 Annual Report and the Fire Department January 2013 Monthly Report, as presented by Fire Chief Merkle.

Roll call vote: Heck yes, Wilson yes, Janssens yes, Pancone yes, Barton yes, Schnurr yes, Barron yes. **Motion carried.**

**CONSENT AGENDA**

**Financial Reports:** Clerk's 2013 Budget Summary Report, period ending January 31, 2013. Treasurer's Monthly Statement of Bank Accounts & Investments, period ending January 31, 2013.

**General Reports:** Supervisor, Building Official, Blight, Fire Chief, Engineer.

**Communications:** Letter from Charter, dated 1-15-2013, Re: Analog to Digital change; Comcast Letter dated 1-18-2013, Re: Channel change.

**Motion #4.** Motion by Janssens, supported by Wilson to accept the consent agenda and place on file, as presented.

Roll call vote: Janssens yes, Wilson yes, Pancone yes, Heck yes, Barton yes, Schnurr yes, Barron yes. **Motion carried.**

**PLAT EXTENSION**

**Consider approving a 1-year extension of Tentative Preliminary Plat for Canterbury Farms Phase Three.**

**Motion #5.** Motion by Barton, supported by Wilson to approve a 1-year extension of Tentative Preliminary Plat for Canterbury Farms Phase Three, as presented.

Roll call vote: Barton yes, Wilson yes, Heck yes, Pancone yes, Janssens, Schnurr yes, Barron yes. **Motion carried.**

**RESOLUTIONS**

**Approve Resolution #13-01, Set Poverty Exemption Guidelines.**

**Motion #6.** Motion by Barton, supported by Wilson to approve Resolution #13-01, Set Poverty Exemption Guidelines, as presented.

Roll call vote: Barton yes, Wilson yes, Schnurr yes, Heck yes, Pancone yes, Janssens yes, Barron yes. **Motion carried.**

**NEW BUSINESS**

**Set Thursday, March 7<sup>th</sup> from 6pm – 8pm and Saturday, March 9<sup>th</sup> from 1pm – 3pm as open registration for the Custer Baseball/Softball leagues.**

**Motion #7.** Motion by Barton, supported by Heck to set Thursday, March 7<sup>th</sup> from 6pm – 8pm and Saturday, March 9<sup>th</sup> from 1pm – 3pm as open registration for the Custer Baseball/Softball leagues, as presented.

Roll call vote: Barton yes, Heck yes, Wilson yes, Janssens yes, Pancone yes, Schnurr yes, Barron yes. **Motion carried.**

**Set Spring Clean-up Day for Saturday, May 18, 2013 from 9:00 a.m. to 3:00 p.m. at the Township Hall location only to contract with Steven's Disposal as waste hauler.**

**Motion #8.** Motion by Schnurr, supported by Heck to Set Spring Clean-up Day for Saturday, May 18, 2013 from 9:00 a.m. to 3:00 p.m. at the Township Hall location only to contract with Steven's Disposal as waste hauler, as presented.

Roll call vote: Schnurr yes, Heck yes, Pancone yes, Barton yes, Janssens yes, Wilson yes, Barron yes. **Motion carried.**

**Consider approving the week of May 13<sup>th</sup> through 17<sup>th</sup> of 2013 as "Free Building Permit" week in honor of Michigan Week.**

**Motion #9.** Motion by Wilson, supported by Janssens to approve the week of May 13<sup>th</sup> through 17<sup>th</sup> of 2013 as "Free Building Permit" week in honor of Michigan Week, as presented.

Roll call vote: Wilson yes, Janssens yes, Heck yes, Pancone yes, Barton yes, Schnurr yes, Barron yes. **Motion carried.**

**NEW BUSINESS (Con't)**

**Authorize Supervisor and Clerk to sign contract with the Monroe County Road Commission for Local Roads Mowing.**

**Motion #10.** Motion by Barton, supported by Wilson to authorize Supervisor and Clerk to sign contract with the Monroe County Road Commission for Local Roads Mowing, as presented.

Roll call vote: Barton yes, Wilson yes, Janssens yes, Pancone yes, Heck yes, Schnurr yes, Barron yes. **Motion carried.**

**Accept and place on file the resignation of accountant II, Brandy Morin, with regret.**

**Motion #11.** Motion by Wilson, supported by Janssens to accept and place on file the resignation of Accountant II, Brandy Morin, with regret, effective March 21, 2013.

Roll call vote: Wilson yes, Janssens yes, Schnurr yes, Barton yes, Pancone yes, Heck yes, Barron yes. **Motion carried.**

**Approve personnel changes as proposed.**

Promotion and transfer of Financial Assistant Lisa Sulfaro from the Treasurer's Office to the Clerk's Office Accountant I position, with an effective date of No Later Than (NLT) March 18, 2013.

Transfer of Administration Assistant Jennifer Barron from the Assessor's Office to the Treasurer's office, with an effective date of No Later Than (NLT) March 18, 2013.

**Motion #12.** Motion by Barton, supported by Wilson to approve personnel changes, as presented with actual transfer dates to be determined by the Executive Committee.

Roll call vote: Barton yes, Wilson yes, Schnurr yes, Janssens yes, Heck yes, Pancone yes, Barron yes. **Motion carried.**

**Approve amended 2013 Salary & Wage Scale Amendment #19.**

**Motion #13.** Motion by Barton, supported by Heck to Approve amended 2013 Salary & Wage Scale Amendment #19, as presented.

Roll call vote: Barton yes, Heck yes, Wilson yes, Janssens yes, Pancone yes, Schnurr yes, Barron yes. **Motion carried.**

**Authorize Assessor and Supervisor to advertise for and hire a MCAO candidate for the Assessor's Office and to amend pay scale #19 to reactivate Assessor level I & II positions.**

**Motion #14.** Motion by Barton, supported by Wilson to authorize Assessor and Supervisor to advertise for and hire a MCAO candidate for the Assessor's Office, as presented.

Roll call vote: Barton yes, Wilson yes, Pancone yes, Janssens yes, Heck yes, Schnurr yes, Barron yes. **Motion carried.**

**Set 2013 Custer Ball Fees.**

**Motion #15.** Motion by Wilson, supported by Barton to set the 2013 Custer Ball Fees, as presented.

Roll call vote: Wilson yes, Barton yes, Janssens yes, Heck yes, Pancone yes, Schnurr yes, Barron yes. **Motion carried.**

**MONROE CHARTER TOWNSHIP  
MINUTES**

**REGULAR MEETING  
February 19, 2013**

**NEW BUSINESS (Con't)**

**Appoint Cheryl McLaughlin as Custer Baseball/Softball Director for the 2013 summer and fall seasons.**

**Motion #16.** Motion by Barton, supported by Wilson to appoint Cheryl McLaughlin as Custer Baseball/Softball Director for the 2013 summer and fall seasons.

Roll call vote: Barton yes, Wilson yes, Heck yes, Pancone yes, Janssens yes, Schnurr yes, Barron yes. **Motion carried.**

**Appoint Jill Wilson as the 2013 Camp Kids Director.**

**Motion #17.** Motion by Heck, supported by Pancone to appoint Jill Wilson as the 2013 Camp Kids Director, as presented.

Roll call vote: Heck yes, Pancone yes, Wilson yes, Janssens yes, Barton yes, Schnurr yes, Barron yes. **Motion carried.**

**Renew postage meter lease with Neopost and upgrade to the IS-440 system.**

**Motion #18.** Motion by Wilson, supported by Schnurr to renew postage meter lease with Neopost and upgrade to the IS-440 system, as presented.

Roll call vote: Wilson yes, Schnurr yes, Janssens yes, Barton yes, Pancone yes, Heck yes, Barron yes. **Motion carried.**

**Open sealed bids for demolition of condemned house located at 7959 Harbor Drive.**

Building Official Mike Black and Attorney McCormick explained the background on this property and the fact that it has been sitting in an unsafe condition for a year. It was confirmed that the process for demolition has followed the law. A total of five sealed bids were received. Bids were opened in public by Supervisor Barron.

**Motion #19.** Motion by Barton, supported by Wilson to authorize the Township to move forward and have the house located at 7959 Harbor Drive demolished for the safety and welfare of the public, accept the low bid from Ward Close & Sons Excavating LLC in the amount of \$4,725 to perform the demolition, have building official verify the bid meets specifications and authorize payment from the 15% insurance withholding escrow fund.

Roll call vote: Barton yes, Wilson yes, Janssens yes, Heck yes, Pancone yes, Schnurr yes, Barron yes. **Motion carried.**

**Open Fire Department Rescue Vehicle sealed bids.**

A total of one bid was received. Bid was opened in public by Supervisor Barron.

**Motion #20.** Motion by Schnurr, supported by Wilson to accept the low bid to build a new Rescue Vehicle in the amount of \$416,988 from Pierce Manufacturing Inc., contingent upon the Fire Chief's review to ensure the bid packet meets the required bid specifications. If bid specifications have been met, then authorize Chief Merkle to place order for the new Rescue Vehicle and authorize initial payment for chassis cost of \$251,752 to be paid at time of construction which will allow \$7,552 to be deducted from the overall bid price reducing the total cost to \$409,436. Balance of payment is due at time of vehicle acceptance at Pierce Mfg.

Roll call vote: Schnurr yes, Wilson yes, Heck yes, Pancone yes, Janssens yes, Barton yes, Barron yes. **Motion carried.**

**MONROE CHARTER TOWNSHIP  
MINUTES**

**REGULAR MEETING  
February 19, 2013**

**NEW BUSINESS (Con't)**

**Authorize purchase of upgraded computer systems.**

**Motion #21.** Motion by Barton, supported by Pancone to authorize purchase of upgraded computer systems at a cost not to exceed \$50,000.00, as presented.

Roll call vote: Barton yes, Pancone yes, Wilson yes, Janssens yes, Heck yes, Schnurr yes, Barron yes. **Motion carried.**

**PUBLIC AND BOARD COMMENTS**

Public and board comments started at 7:42 p.m. There were two board comments and no public comments. Public and board comments ended at 7:47 p.m.

**ADJOURNMENT**

**Motion #22.** Motion by Wilson, supported by Janssens to adjourn the meeting at 7:48 p.m. **Motion carried.**



Bob Schnurr, Clerk  
Monroe Charter Township

Attested:



Alan Barron, Supervisor  
Monroe Charter Township