

Milton Township

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MINUTES OF THE MILTON TOWNSHIP REGULAR BOARD MEETING

MONDAY, MARCH 21, 2011

7:00 P.M. AT THE MILTON TOWNSHIP HALL

The regular meeting of the Milton Township Board was called to order on March 21, 2011 at 7:00 p.m. in the township hall with Supervisor Robert Benjamin presiding.

After the Pledge to the Flag, roll call vote was taken:

Present: R. Benjamin, L. DeBroka, D. Kronewitter, S. Ward

Also in attendance, Deputy Clerk, F. Rubalcaba

Absent: M. Layher

PUBLIC COMMENTS:

County Commission asked to be added to the agenda.

APPROVAL OF AGENDA: Agenda approved with 1 change.

MINUTES:

Minutes of the February 22, 2011 Regular Board Meeting were reviewed. Motion to approve by DeBroka, second by Ward. Motion passed.

Minutes of the February 28, 2011 Special Board Meeting were reviewed. Motion to approve by DeBroka, Second by Ward. Motion passed.

COMMUNITY REPORTS:

Ann Brown of the Smith Chapel Historical Association submitted a quarterly report: There has been 1 wedding and 3 are pending for the month of June. There will be 2 open houses in 2011. Inquiries are being made for repainting of the Chapel.

Milton Township Assessor Doug Brousseau reported that the Board of Review has completed their hearings and there were approximately 20 appeals of which one-third of the assessments were revised. There were no problems with the hearings.

Officer Rick Behnke of the Cass County Sheriff's Office made a presentation announcing that residents can now view timely crime reports for specific areas via the internet. The website is www.crimereports.com or by going to the Sheriff's Department website www.ccsso.info. It was noted by Benjamin that the new 5-digit addresses in Milton Township are not reflected in the data on the website and he requested that the county become involved in updating the information so that the new addresses are reflected.

Behnke also announced that there will be a county auction on June 11, 2011 which will include items confiscated in drug arrests. He also said that the Sheriff's Department is trying to find a company that does meth lab clean up that is closer to Cass County in order to reduce costs.

Niles/Buchanan/Cass Area Transportation report was submitted by D.Kronewitter stating there has not been a NATS meeting since the last board meeting. The next meeting is being held tomorrow (March 22, 2011) at Andrews University. The flyer distributed announcing a Transportation & Environment Workshop replaced the March meeting.

Zoning Administrator Paul Sniadecki reported that the zoning maps are now on the website along with all of the civil ordinances. A Citizens Advisory Group has been formed and they will be reviewing the civil ordinances. The first meeting will be on March 23, 2011 at 7:00 p.m.

Sniadecki also reported that there have been 2 site plans submitted for accessory buildings; 2 lot line adjustments and 3 land divisions.

Planning Commission Chairman Kelly Sweeny reported that the Planning Commission has completed the Master Plan and a public meeting is scheduled for May 14, 2011 from 9 a.m. to 12 noon. The public is asked to comment on the 4th draft of the Master Plan. The Commission is working on the issues of medical marijuana, private roads and home occupations and the Board and public are invited to make comments. The next meeting of the Planning Commission is Monday, April 4, 2011 at 6:30 p.m.

County Commissioner Robert Ziliak announced that the new County Manager Charles Cleaver was introduced at the recent Inter-governmental Forum. He also announced that there will be a collection of hazardous waste and electronic waste on May 21, 2011 at the Cass County Fairgrounds from 9 a.m. to 12 noon.

OLD BUSINESS

None

NEW BUSINESS

Benjamin moved that the voting order be suspended for the benefit of the Deputy Clerk, second by Kronewitter. Motion passed.

Benjamin moved that the scholarship deadline be extended to April 29, 2011 at 4:00 p.m.; second by Kronewitter. Motion passed. Applications are available on the Township website and at the Township Hall.

A request for proposals for 2011 Lawn Maintenance was reviewed and a motion made by Benjamin that the bids be opened on April 8, 2011 at 7:00 p.m. at the Township Hall. Second by Ward. Motion passed.

The 2011-2012 Milton Township Budget was reviewed. Motion by Benjamin approve the 2011-2012 Milton Township Budget as presented and to manage the budget at the department level with line items still being shown in the monthly budget report. Second by Kronewitter.

Discussion:

Benjamin recommended to Planning Commission Chair Sweeney to obtain quotes from consultants for specific projects and/or training to the Board of Trustees. Historically, the Board has approved all requests and that practice should continue.

Ward asked about funds for maintaining township roads. It was noted that the township has taken a proactive position on road maintenance and because of that the coming fiscal year could have road maintenance costs for the township reduced. Benjamin announced that there would be road work done in the township using both county and state funds.

It was noted that the fiscal year 2010/2011 has ended under budget.

Roll call vote: Ayes: Benjamin, DeBroka, Kronewitter

Nays: Ward

Motion passed.

Residents asked that Benjamin investigate work on the following roads

W. Bertrand Road from the county line to Ironwood

Erosion on the corner of Dennis and Bertrand

Leet and Worrel – culvert smashed

Redfield east of Brush Road

Benjamin submitted a proposed resolution authorizing the restating or changing of wages of the Building Inspector, Zoning Administrator, Enforcement Officer, Secretary, Planning Commission, Fire-Ambulance Board Representative and NATS Representative, Board of Review, Zoning Board of Appeals and Deputies.

Corrections to the proposed resolution included changing “PUB” under Zoning Administrator to “PUD” and under Building Inspector the percentage changed from “50%” to “80%”; Mechanical Inspector percentage changed from 90% to 80%.

Benjamin moved to approve Resolution No. 2011-4r with changes, second by Kronewitter.

Roll call vote: Ayes - Benjamin, DeBroka, Kronewitter, Ward

Nays – None

Resolution approved.

Motion by Benjamin, second by DeBroka that the Township only pay vouchers and reimbursement to contractors on invoices submitted within 60 days of service. Motion passed. It was noted that the Treasurer will confirm with the Clerk that all fees required by the Township have been paid before a check is issued for payment.

Deputy Clerk Rubalcaba submitted a signed letter from the Clerk requesting that effective April 1, 2011 the Clerk’s salary be reduced to \$8,370 due to the fact that the Clerk would be unavailable for the months of

February, March and April. Rubalcaba advised the Board that she would be performing the duties of the Clerk during that time period. A proposed resolution was submitted.

Motion by Benjamin, second by Kronewitter to approve Resolution 2011-5r reducing the Township Clerk's salary to \$8,370 for the fiscal year 2011/2012.

Roll call vote Ayes: Benjamin, DeBroka, Kronewitter, Ward Nays: None Resolution approved.

In other business,

Benjamin recommended that the township terminate the cleaning service and have the secretary take over the responsibility of cleaning the township hall on a weekly basis and restrooms in the Community Center. The secretary could also recommend someone to clean the Township Hall once per month and the Community Center on an "as needed" basis. Benjamin estimated that the secretary could clean the township hall taking about 1 hour per week; so instead of it costing the township \$40 per week, it would only cost about \$11.00.

Motion by Kronewitter to have the secretary take over cleaning the township hall on a weekly basis and the Community Center restrooms and recommend someone to perform the cleaning on a monthly basis and to terminate our contract with Rouse Janitorial Service. Second by DeBroka. Motion passed.

Motion by Benjamin, second by DeBroka to have Trash Pick Up Day on April 30, 2011 between the hours of 7:00 a.m. and 11:00 a.m. and to have the Weegens Brothers conduct the Trash Day. Discussion followed. Motion to amend the original motion by Benjamin, second by DeBroka that only Milton Township residents can drop off their trash. Motion passed to amend the original motion. Amended motion passed.

Motion by Benjamin, second by DeBroka to authorize attorney John Lohrstorfer represent Milton Township in negotiations with I&M Power for an electric franchise agreement. Motion passed.

The payment of bills was reviewed. Motion by Ward, second by Kronewitter to have a mileage report created and to have mileage paid from the mileage report and that mileage be turned in no later than 60 days after its occurrence. Discussion followed. Motion passed.

Benjamin moved that the bills be paid with the exception of Check #6928 for David Swanstrom in the amount of \$2,803.50 and that the Deputy Clerk meet with the Treasurer on reconciling that invoice. Second by DeBroka. Motion passed.

Review of the township budget required a resolution be passed transferring funds from account 101-171-702 Deputy Supervisor Wages in the amount of \$35.36 to 101-265-921-2 Smith Chapel Electric. Motion by Benjamin to approve Resolution 2011-6r transferring \$35.36 from 101-171-702 to 101-265-921.2; second by DeBroka. Roll call vote:

Ayes- Benjamin, DeBroka, Kronewitter, Ward

Nays- None

Resolution approved.

Motion to adjourn by Kronewitter, second by Ward. Motion passed.

Meeting adjourned at 9:13 P.M.