



Milton Township

32097 Bertrand St., Niles, MI 49120 Phone (269)684-7262 Fax (269)684-1742
Email: milton@miltontwp.org Website: www.miltontwp.org

**Official Minutes for Milton Township Board of Trustees
Regular Board Meeting
Milton Township Hall - 32097 Bertrand St., Niles, MI
Tuesday November 15th, 2016 7:00 P.M.**

The meeting was called to order at 7:00pm and the pledge was recited.

Board Members Present: Robert Benjamin, Clerk Steve Sante, Treasurer Susan Flowers, Trustee

Board Members Absent: Eric Renken Trustee and Kelly Sweeney

Community Reports:

Planning Commission Ex Officio Member No report provided

Other Committee Chairs

Sante reported that the November election went fairly well. For most of the day there were short lines.

Benjamin reports that he met with SMCAS to discuss the contract with the Township. There were also discussions of the Township joining SMCAS as an owner member.

Benjamin went on to say that the Board of Review will be meeting December 13th at 10am.

Visiting Officials

Bob Zilliak reported that the Monica Kennedy, Whom is the County Clerk, was able to run the election smoothly despite her husband having a stroke just before it. He indicated she is to be commended for her service to the county.

Ziliak went on to say that the new administrator for the County is settling into her new job and seems to be doing a good job.

Anyone Wishing to Speak to the Board: Nobody Spoke

Approval Of Agenda: The agenda was accepted as presented

Approval of Previous Minutes:

Motion: A motion to approve the October 13th Closed Session Minutes as presented was made by Sante

Second: Flowers

Discussion: None

The Motion Carried Unanimously

Motion: Sante made a motion to approve the October 13th Open Session minutes as presented
Second: Flowers
Discussion: None
The Motion Carried Unanimously

Motion: Sante made a motion to approve the October 18th Regular Meeting minutes as presented
Second: Flowers
Discussion: None
The Motion Carried Unanimously

Business With Attendees: No Attendees Present

Old Business:

Rental Update:

Flowers reported that there were two rental over the past weekend and there have been no rentals with alcohol yet.

A long discussion occurred regarding the poor condition of the floor in the great hall.

Law Enforcement Pilot Update:

Benjamin recommends that the pilot project continue for three months, as the previous sheriff did not take it seriously.

Motion: Benjamin made a motion to continue the pilot program for December, January, and February with the Sheriff to provide a report to the township in March.

Second: Sante

Discussion: None

Roll Call: Flowers Y, Sante Y, Benjamin Y

Motion Carried

Personnel Manual:

Benjamin indicated he would like feedback on the personnel manual draft that was E-mailed to the BOT. Edits to include the Supervisor having authority to ask the employee to leave township property and call special meeting.

New Business:

Edwardsburg Fire Inter-local Agreement

Benjamin indicated revisions to the inter-local agreement have been made and is presented for BOT approval.

Motion: Benjamin made a motion to approve the inter-local agreement for fire service with the Edwardsburg Fire Department between the Townships of Milton, Jefferson, and Ontwa once agreed by all boards.

Second: Flowers

Discussion: None

Roll Call: Flowers Y, Sante Y, Benjamin Y

Motion Carried

SMCAS Lease Agreement:

Motion: Benjamin made a motion to approve the property lease between the Township and SMCAS.
Second: Sante
Discussion: None
Roll Call: Flowers Y, Sante Y, Benjamin Y
Motion Carried

Flu Shots

Motion: Benjamin made a motion to pay for the Flu shots for all employees wanting it and their immediate family members.
Second: Sante
Discussion: Flowers asked how many shots did the \$80.50 cover.
The motion Carried Unanimously

Appointment of P.C. Member

Motion: Benjamin made a motion appointing Roger Kempton to the P.C. until June 30th, 2017.
Second: Sante
Discussion None
The motion Carried Unanimously

Appointment of Board of Review Members

Motion: Benjamin made a motion appointing Thomas Tally to the BOR for 2017 and 2018.
Second: Flowers
Discussion None
The motion Carried Unanimously

Motion: Benjamin made a motion appointing Roger Kempton to the BOR for 2017 and 2018.
Second: Flowers
Discussion None
The motion Carried Unanimously

Administrative Assistant Hourly Change

Benjamin provided three plans for discussion on changing the Administrative Assistants compensation.
A very lengthy discussion occurred

Motion: Benjamin made a motion to approve the administrative assistant's salary as documented.

The motion was withdrawn

Motion: Benjamin made a motion approving the administrative assistant's pay as follows:

Hours to be 8:45am to 5:15pm M-TH
11:15am to 5:15pm Friday
Hourly rate to be \$16.10/Hour

Second: Flowers
Discussion: None
The motion Carried Unanimously

Motion: The Township shall set full time hourly employees be-weekly payments with the starting check to be December 9th, 2016 for hours worked previous two weeks.

Second: Flowers

Discussion: None

The motion Carried Unanimously

Motion: Benjamin made a motion to approve the PTO policy as amended

Second: Sante

Discussion: The AA will be paid under the present policy through November 30th, 201.

The motion Carried Unanimously

Holiday Policy

Benjamin made a motion to pay the AA for all declared holidays.

Second: Flowers

Discussion: None

The motion Carried Unanimously

Financial Report:

A lengthy discussion occurred regarding the township budget. The Clerk is to review the following:

Treasurer Service Charge 101-253-734
The Permit Fees Received and expensed

Motion: Benjamin made a motion to approve Budget Resolution 2016-24R

101-101-850.1	Internet	\$1,720
101-191-705	Election Wages	\$135
101-191-726	Election Supplies	\$520
101-202-802	External Audits	\$155
678	Election Reimbursements	-\$655
	General Fund	-\$1,875

Second: Sante

Discussion: None

Roll Call: Flowers Y, Sante Y, Benjamin Y

Motion Carried

Financial Report

The treasurer reports that the Township Funds total \$554,696.96

Approval of Checks

Motion: Sante made a motion to approve the checks as written with two additions:

SMCAS	\$80.50
Bill Gibbert	\$185.0

Second: Flowers

Discussion: None

Roll Call: Flowers Y, Sante Y, Benjamin Y

Motion Carried

Adjournment:

Motion: Benjamin made a motion to adjourn at 9:05 pm

Second: Flowers

Discussion: None

Motion Carried Unanimously

OFFICIAL