



Milton Township

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Unofficial Minutes for Milton Township Regular Board Meeting Milton Township Hall - 32097 Bertrand St., Niles, MI Tuesday, December 9th, 7:00 P.M.

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

Board Members Present: Supervisor Benjamin, Treasurer Susan Flowers, Clerk Steve Sante, Trustee Kelly Sweeney

Board Members Absent: Trustee Eric Renken

Community Reports:

Planning Commission Ex Officio Member

Sweeney: The review of the new zoning ordinance is completed and is presently under review by the Township Attorney. It should come before the Board of Trustees in January.

Robert Ziliak - Cass County Commissioner - District 5

A County Commissioner workshop held this past Friday. The focus was cutting costs at the county level. He Wished the Board of Trustees a happy holiday season.

Other committee chairs and visiting officials.

Roger Kempton reported that the Board of Review had met earlier in the day and their business was completed successfully.

Renken sent an E-mail to report on SMCAS and it was read by Benjamin. SMCAS reports cash is very tight and requests all treasurers to forward tax monies to them as soon as possible.

Benjamin: The Fire Board moved their meeting to fire station to discuss the recent Ontwa boil order. The situation occurred, as routine maintenance and a large fire happened on the same day. There was discussion on avowing these types of problems in the future.

Anyone Wishing to Speak to the Board:

Ann Brown reports there was a "Full House" for the Smith Chapel Christmas Party.

Virginia Kraft: Two road signs are down around the Township. She was referred to Sweeney to rectify the situation.

Bob Ziliak: Questioned ability of township to provide water to the fire station using the tank on Township Property.

Board Member Comments:

Benjamin: The City of Niles is wanting to enter into a siren agreement with the Township.

The Cass County will not issue well permits for any property within a half mile of the Anderson and Runkle Road intersection unless there is an existing well. Benjamin will meet with the Department of Environmental Quality, the County Health Department, and Howard Township to bring a water system into that area.

Approval of Agenda:

Added: Obsolete equipment #13

Business (w. Attendees):

1. Township Hall Building Project Update (Hebard & Hebard) Richard Hebard Not present

Approval of Previous Minutes:

Approval of July 12, 2014 Election Commission Minutes

Motion: Sante made a motion to approve the minutes as written

Second: Sweeney

Discussion: None

Motion Carried

Approval of July 25, 2014 Election Commission Minutes

Motion: Sante made a motion to approve the minutes as written

Second: Sweeney

Discussion: None

Motion Carried

Approval of October 3, 2014 Election Commission Minutes

Motion: Sante made a motion to approve the minutes as written

Second: Sweeney

Discussion: Benjamin noted the time of adjournment is not noted

Motion: Benjamin made a motion to amend the original motion

Second: Sante

The Motion Carried

Approval of October 10, 2014 Election Commission Minutes

Motion: Sante made a motion to approve the minutes as written

Second: Sweeney

Discussion: None

Motion Carried

Approval of November 18, 2014 Board Of Trustees Minutes

Motion: Sante made a motion to approve the minutes as written

Second: Sweeney

Discussion: None

Motion Carried

Old Business:

Employee Policy Manual: Sweeney reported the manual is done and ready for review by the Board of Trustees.

New Business:

Memorandum of Understanding (MOU) American Red Cross
Benjamin presented an MOU from the American Red Cross for use of the Township Hall in the event of a disaster.

Motion: Benjamin made a motion to approve the MOU

Second Flowers

Discussion: There was further discussion on how the agreement is structured

Roll Call: Benjamin Y, Flowers Y, Sante Y, Sweeney Y

Renken Absent

Motion Carried

American Red Cross Building Usage

Benjamin: Suggested it is appropriate to waive rental fees for the county and American Red Cross for the purposes of training, blood drives, and other related events.

Motion: Benjamin made a motion that rental fees be waived for the county and the American Red Cross for the above purposes.

Sweeney Second

Disc: None

Motion carried

MOU City of Niles

Motion: Benjamin proposed the Township enter into an MOU with the City of Niles for siren operation.

Second Flowers

Discussion: Flowers thanked Benjamin for his work on this project

Motion carried

Flowers Y, Sante Y, Sweeney Y, Benjamin Y

Renken Absent

Motion Carried

Salary Compensation Commission Appointee

Ann Brown indicated she would serve on the salary compensation committee.

Benjamin Motion to add Ann Brown

Second: Sante

Disc: None

Motion Carried

BOR Appointees (3 members / 1 alternate)

Motion to appoint Roger Kempton to the Board of Review with the term ending Dec 21, 2016

Second Sweeney

Discussion: None
Motion Carried

Motion to appoint Kraft to the Board of Review with the term ending Dec 21, 2016
Second Sweeney
Discussion: None
Motion Carried

Motion to appoint Thomas Talley to the Board of Review with the term ending Dec 21, 2016
Second Sweeney
Discussion: None
Motion Carried

Alternate Member to The Board of Review: Tabled

Building/Room Rentals

There was a long discussion on renting township buildings and spaces.

Park Alcohol Policy

Presently alcohol is not allowed on Township property. Can't have an alcohol free park and serve alcohol in the Township building.

Benjamin asked for public comment:

Ziliak: Questioned if we could allow alcohol after 6pm.

Kraft: Building here to serve public, alcohol does not lead to "Country Life" Should not allow alcohol on Township property.

Kempton: Don't allow alcohol it only creates problem

Benjamin to draft alcohol policy and present to board in January

21st Street Gravel/Paving

Benjamin polled board on feelings of paving 21st Street. The feeling of the board was that the road should be paved.

Milton Water Aquifers tabled

BOT 2015 Meeting Dates

Motion: Sante made a motion to set the BOT meeting dates for the third Tuesday of each month at 7pm.

Second: Sweeney

Disc: None

Motion Carried

Sante Y, Sweeney Y, Benjamin Y, Flowers Y

Administrative Assistants Headset

Headset needed so the administrative assistant can answer calls when away from desk
The administrative assistant did research and provided research on an appropriate piece of equipment.

Motion: Sweeney made a motion to purchase the Tape-Tel Convertible Wireless Headset System with the price not to exceed \$254.

Second: Sante

Discussion: None

Motion

Sweeney Y, Benjamin Y, Flowers Y, Sante Y

Carpets for foyer

Report provided by Administrative Assistant. A long discussion on the cleaning requirements of the Township ensued.

Motion: Sweeney made a motion to approve the Cintas proposal at a cost of \$33.40 every other week.

Second: Sante

Disc: What budget line will this come from? It was suggest the appropriate line is TH cleaning

Benjamin N, Flowers Y, Sante Y, Sweeney Y

Motion Carried

Motion: Benjamin made a motion for a budget resolution which is numbered 20141209-01R to be as follows:

Clerk mileage	101-251-861	-\$220.00
Secretary Training	101-101-802.2	+100.00
TH cleaning	101-265-931.4	+120.00

Second Sweeney

Discussion: None

Roll Flowers Yes, Sante Y, Sweeney Y, Benjamin Y

Motion Carried

Obsolete Equipment

A list of equipment that was deemed obsolete was provided by Sante. A long discussion ensued.

Motion: Sante made a motion that the board declare all equipment presented, with the exception of the storage racks, be declared obsolete. That equipment includes:

Two Check Stamping Machines

One Postage Meter

Eight Table/Chair Carts

Rack for Aerial Maps

One Storage Cabinet

One Refrigerator

Five Board Tables
Six Desks and Two Matching Book Shelves
Six File Cabinets
Seven Ballot Boxes
Three metal storage Shelves
Overhead Projector
Four Metal Storage Boxes
Four Computers
Two Monitors

Second: Sweeney
Discussion: None
Roll Call: Sante Y, Sweeney Y, Benjamin Y, Flowers Yes
Renken Absent
Motion Carried

Financial Report:

Flowers reported the following balances in the Township Accounts:

General Fund:	\$155,795.84
Certificates of Deposit & Savings:	\$479,182.10
Restricted Building Fund:	\$14,274.48

Approval of Checks

Motion Sante made a motion to approve the checks as written with the following checks being added:

Smith Chapel Society	\$230.00
ADT	\$230.00
Brousseau Appraisal Services, Inc.	\$20,764.80
Bauckham, Sparks, Lohrstorfer	\$1,020.00

Second: Sweeney
Discussion: None
Roll Call: Sweeney Y, Benjamin Y, Flowers Yes, Sante Y
Motion Carried

Adjournment:

Motion: Flowers made a motion to adjourn at 9:24PM
Second: Sweeney
Discussion: None
Motion Carried